

<b>Module number</b> 02	<b>Module title</b> Bookkeeping and Accounting (Buchführung und Bilanzierung)		
<b>Code</b> BBI	<b>Semester</b> 1	<b>Number of WSH</b> 4	<b>Module offered</b> Every academic year (winter semester)
<b>Module coordinator</b> Prof. Dr. Koss	<b>Tuition type</b> Seminar-style tuition with exercises		<b>Module duration</b> 1 semester
<b>Lecturer</b> Prof. Dr. Koss	<b>Compulsory/Elective</b> Compulsory		<b>Module language</b> German (Introduction and HGB-part) English (IFRS)
<b>Access requirements</b> n/a			
<p><b>Learning outcomes</b></p> <p>On completing the module the students will have achieved the following learning outcomes on the basis of scientific methods:</p> <p><u>Subject skills</u></p> <p>Students are able to understand standard double-entry book keeping entries, preparing opening statements of financial position and basic financial reports. Students are familiar with German GAAP, accounting legislation and IFRS financial reporting. They are able to analyse financial reports for preparing investment decisions in particular.</p> <p><u>Social skills</u></p> <p>Students are able to communicate accounting issues effectively.</p> <p><u>Method skills</u></p> <p>Students will be able to apply HGB-rules and international standards in reporting business transactions. They will be able to read and understand legal requirements (legal skills) and interpret financial reports (economic skills). On completing the module the students will use accounting and financial reporting as a tool to conduct, control and optimize business transactions.</p> <p><u>Personal skills</u></p> <p>Students will have a deep understanding of financial reports as a basic skill for business studies.</p>			
<p><b>Content</b></p> <p>The course instructs in basic concepts of financial accounting and techniques of bookkeeping. The lecture provides an introduction to German GAAP, focusing on small and medium-sized businesses. The module also provides an introduction to international financial reporting according to international financial reporting standards, focusing on EU-accepted IFRSs (EU-IFRSs).</p> <ul style="list-style-type: none"> <li>• Introduction: accounting terms and definitions <ul style="list-style-type: none"> <li>○ German technical terms</li> <li>○ English technical terms</li> </ul> </li> <li>• Business models and their presentation in financial reports</li> <li>• Accrual vs. Cash Flow accounting</li> </ul>			

<ul style="list-style-type: none"> <li>• HGB vs. IFRS</li> <li>• Opening balance sheet and primary entries</li> <li>• Introductory bookkeeping</li> <li>• Financial reporting <ul style="list-style-type: none"> <li>○ Financial reports according to German HGB and German Tax Accounting</li> <li>○ Financial reports according to International Standards</li> </ul> </li> <li>• Analysis of Financial Reports</li> </ul>		
<p><b>Literature</b></p> <p><u>Required reading</u></p> <p>Koss: Bilanzen lesen und verstehen</p> <p>Codes:</p> <p>HGB (German Commercial Code)</p> <p>IFRSs as accepted by the European Commission (EU-IFRSs)</p> <p><u>Recommended reading</u></p> <p>-</p>		
<p><b>Teaching and learning methods</b></p> <p>Seminar-style tuition with group exercises and discussion</p> <p>Lectures given by professor</p> <p>Oral presentation with PowerPoint slides / Overhead projector</p> <p>Oral presentations of group discussions</p>		
<p><b>Type of examination/Requirements for the award of credit points</b></p>		<p>Written examination</p> <p>Duration: 90 minutes</p>
<p><b>Other information</b></p>		-
<p><b>ECTS Credits</b></p> <p>5</p>	<p><b>Workload</b></p> <p>150 hours</p> <p>Contact/attendance time: 60 h</p> <p>Additional work: 90 h</p>	<p><b>Weighting of the grade in the overall grade</b></p> <p>2.5</p>