

**CENTRAL GREECE UNIVERSITY OF APPLIED  
SCIENCES**

**FACULTY OF BUSINESS AND ECONOMICS**

**DEPARTMENT OF ACCOUNTING AND FINANCE**

**STUDY GUIDE ACADEMIC YEAR 2015 - 16**

**PSACHNA, EVIA, 2015**

# **DEPARTMENT OF ACCOUNTING AND FINANCE**

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## **Deputy Chairman**

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## **Secretariat**

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## Introduction

The Department of Accounting and Finance of the Central Greece University of Applied Sciences is a newly founded department in accordance with the provisions of PD 100/2013. This Department stemmed from the merger of the Department of Accounting of the (former) Technological Educational Institute of Chalkis and the Department of Marketing and Advertising of the Amfissa Annex belonging to the (former) Technological Educational Institute of Lamia (the latter, however, remains in transition until 2018). The headquarters of the new Department is in Psachna, near Chalkis, where the former of the two above mentioned Departments was originally based.

The Department of Accounting and Finance has been characterized by the Hellenic Quality Assurance & Accreditation Agency (HQA) as a “new” Department; as a result it has already proceeded to draw up a new Curriculum that responds to its designated discipline. This Curriculum has been approved by the Senate / Assembly of the Central Greece University of Applied Sciences and has been submitted to the HQA for certification.

The Department's Curriculum is on par with the Programs of similar Departments in Greece and abroad taking into account both the needs for scientific training of students of the department and the professional requirements of the labor market. It is adapted to the current situation of the Greek society and economy and aims at meeting the professional needs of the accounting and financial sector of the country.

## Study Outline

### Study Content

The curriculum aims at providing modern scientific knowledge to the students of the Department along with allowing them to develop the skills necessary for the career of Accountants and Financial Analysts. Particular emphasis is placed on Laboratory

work and a wide range of applications in the fields of Accounting and Finance. The main purpose is to provide the best possible technical training to graduates as far as the organization, structure and operation of accounting and financial reporting is concerned. The relevant information is necessary to Managers for making the best possible decisions while, on the other hand, should be available to those entitled to it outside the firm.

Upon completing their studies, the graduates of the Department will have acquired the necessary scientific and technical background in order to be able to participate or to undertake:

- ⇒ The design, implementation and audit of the operation as far as the accounting and financial reporting system of the enterprise is concerned in accordance with the Greek and international accounting standards, either as business executives or as independent providers of the related services.
- ⇒ The handling, according to Greek and International Financial Reporting Standards, of the disclosure of information to anyone concerned and the competent tax authorities.
- ⇒ The design and development of services related to the above fields.
- ⇒ The implementation of applied research and development programs.

### Prospects of employment

The career prospects for graduates of the Department of Accounting and Finance include among others:

- ⇒ Accounting departments of private sector companies.
- ⇒ Accounting and Auditing firms, financial institutions, as well as stock exchange, investment and insurance companies.
- ⇒ The financial services departments in the public sector.

The scientific training and specialization that students acquire during their studies at the Department of Accounting and Finance enable them, among others, to meet the

demands of the rapidly changing labor market conditions. Also, graduates are expected to acquire the scientific background which could allow them to attend graduate programs in Greece or abroad or to get involved in scientific research.

## Academic Personnel

The Department of Accounting and Finance currently has 8 members of Scientific Personnel (S.P), 4 of them in the rank of Professor, 1 at the level of Associate Professor, 2 in the rank of Assistant Professor and 1 the rank of Lecturer. Furthermore, the process for the election of yet another member of S.P. is expected to be completed soon, while two other faculty members have requested to be relocated from other Departments of the Faculty of Business and Economics of the Central Greece University of Applied Sciences.

The Department also employs 3 members of Special Technical Staff (S.T.S) while 2 more members of S.T.S. periodically provide services to the Department. The latter members of S.T.S. officially belong to the Department of Business Administration (currently in transition until 2018).

The members of S.P. are the following:

### **Professors**

Thanos George

Boronikolos Christos

Panta Maria

Papadogonas Theodore

### **Associate Professors**

Curtis Panagiotis

### **Assistant Professors**

Sfakianakis George

Tsitsakis Christos

### **Lecturer**

Tamaressi Anna

The members of S.T.S. are the following:

Theodorou Ioannis

Karkantelidis Charalambos

Segkou Georgia

### Teaching evaluation

Following the decisions of the General Assembly of the Department, the teaching process in each course (or laboratory) is evaluated at the end of each semester from students who have registered and attended. The evaluation is performed by students who are required to fill a relevant questionnaire (anonymously). The particular form of the questionnaire, which conforms to the model proposed by the HQA, has been approved by the Assembly of the Department. This evaluation process takes place during the second half of the semester and before the exam period.

The responsibility for the distribution and collection of the questionnaires lies with the Chairman of the Department, who for this purpose, is assisted by the Secretariat or members of the S.T.S. When students are filling the questionnaires, the person responsible for the course or laboratory is not present. The Chairman of the Department informs each member of the teaching staff about the outcome of the

evaluation. Following the recommendation of the Chairman of the Department, the outcome of the evaluation can be taken into account when teaching assignments are decided for the following academic year.

## Structure of Studies in the Department

The Curriculum of the Department is expected to be completed in eight semesters. During the first seven semesters the students are required to attend the theoretical courses (Theory and Exercises), along with Laboratory Training. During this period, students are expected to complete (individually or in groups) small projects or case studies aiming at:

- (i) developing and consolidating the scientific knowledge acquired in each discipline,
- (ii) familiarizing themselves with drafting and presenting financial statements and technical reports.

In order to satisfy the requirements for the Department's Degree, the students are required to complete a Dissertation and proceed with a six-month Internship. During this period, students have the opportunity to elaborate on a subject of their choice (Dissertation), while making real-life contact with the labour market (Internship)

The curriculum includes forty-two (42) courses, of which thirty-six (36) are Compulsory (C) and six (6) are Optionally Compulsory (OC). Courses can be categorized as follows:

- ⇒ Theoretical courses (TC) - 84% of the total;
- ⇒ Combined courses (CC) - 8% of the total;
- ⇒ Laboratory courses (LC) - 8% of the total.

Depending on the content and the purpose of each one, courses can be categorized as follows:

- ⇒ General Background or GBC (Foundation Courses) accounting for 28.57% of the total;

⇒ Courses in Management, Economics, Law and Humanities (or MELH) and Entrepreneurship (or E) accounting for 21.43% of the total. Overall GBC + MELH + E account for 50% of the total;

⇒ Special Background or Special Foundation courses (SBC) account for 26.19% of the total;

⇒ Specialization Courses (SC) account for 23.81% of the total. Overall SBC + SC account for the remaining 50% of the total.

Teaching hours per week (TH / W) range from 24 to 26, depending on the semester the student is enrolled. The workload per week (WL / W) is 50 hours for each semester. Courses for each semester correspond to 30 Credits (CR). In order to obtain the Degree 240 Credits are required.

The following Table depicts the above mentioned aggregate quantitative elements of the Curriculum.

<b>TABLE 1: AGGREGATE QUANTITATIVE ELEMENTS OF THE CURRICULUM</b>													
<b>Semester</b>	<b>TC</b>	<b>CC</b>	<b>LC</b>	<b>TOTAL</b>	<b>GBC</b>	<b>SBC</b>	<b>SC</b>	<b>MELH</b>	<b>TOTAL</b>	<b>TH/W</b>	<b>% TH/W</b>	<b>WL/W</b>	<b>% WL/W</b>
<b>1</b>	5	1	0	6	4	1	0	1	6	26	14.77	50	12.5
<b>2</b>	6	1	0	7	1	3	0	3	7	26	14.77	50	12.5
<b>3</b>	5	0	0	5	2	0	3	0	5	26	13.77	50	12.5
<b>4</b>	4	1	0	5	0	2	2	1	5	25	14.20	50	12.5
<b>5</b>	6	0	1	7*	2	2	1	2	7*	25	14.20	50	12.5
<b>6</b>	5	0	1	6*	1	2	2	1	6*	24	13.64	50	12.5
<b>7</b>	5	0	1	6*	2	1	2	1	6*	24	13.64	50	12.5
<b>8</b>	0	0	0	0	0	0	0	0	0	0	0.0	50	12.5
<b>TOTAL</b>	<b>36</b>	<b>3</b>	<b>3</b>	<b>42**</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>42**</b>	<b>176</b>	<b>100</b>	<b>400</b>	<b>100.0</b>
<b>% of TOTAL</b>	<b>85.8</b>	<b>7.6</b>	<b>7.6</b>	<b>100.0</b>	<b>28.57</b>	<b>26.19</b>	<b>23.81</b>	<b>21.43</b>	<b>100.0</b>				

\* Of which, two (2) courses are Optionally Compulsory (OC). Students are required to choose one (1) of them.

\*\* Of which, six (6) courses are Optionally Compulsory (OC). Students are required to choose three (3) of them.

The following Tables depict the analytical categorization of courses.

<b>TABLE 2. GENERAL BACKGROUND COURSES (GBC + MELH + E)</b>		TYPICAL SEMESTER	COURSE TYPE	TH/W	WL /W
1	MICROECONOMICS	1	TC	5	8
2	PRIVATE LAW (MELH)	1	TC	3	7
3	MANAGEMENT	1	TC	5	10
4	COMPUTING SCIENCE	1	CC	4	7
5	CALCULUS FOR BUSINESS	1	TC	4	8
6	MACROECONOMICS	2	TC	5	8
7	COMMERCIAL LAW (MELH)	2	TC	3	7
8	BUSINESS ECONOMICS (MELH)	2	TC	3	7
9	THE GREEK ECONOMY AND THE EUROPEAN REGIONAL POLICY (MELH)	2	TC	3	7
10	STATISTICS FOR BUSINESS	3	TC	5	8
11	INDUSTRIAL ORGANIZATION AND POLICY	3	TC	4	8
12	MARKETING (MELH)	4	TC	5	10
13	INTERNATIONAL ECONOMICS (MELH)	5	TC	4	8
14	QUANTITATIVE METHODS OF ECONOMIC ANALYSIS	5	TC	5	10
15	EUROPEAN INTEGRATION AND COMMUNITY POLICIES	5	TC	3	7
16	PUBLIC SECTOR ECONOMICS (MELH)	5	TC	3	7
17	OPERATIONAL RESEARCH	6	TC	6	12
18	ENTREPRENEURSHIP AND INNOVATION MANAGEMENT (E)	6	TC	3	7
19	ENGLISH FOR ACCOUNTING TERMINOLOGY	7	TC	5	11
20	RESEARCH METHODOLOGY	7	LC	4	4
21	HUMAN RESOURCES MANAGEMENT (MELH)	7	TC	3	7
<b>TOTAL</b>				<b>85</b>	<b>168</b>

<b>TABLE 3. SPECIAL BACKGROUND COURSES (SBC)</b>		TYPICAL SEMESTER	COURSE TYPE	TH/W	WL/W
1	FINANCIAL ACCOUNTING I	1	Θ	5	10
2	FINANCIAL ACCOUNTING II	2	Θ	5	8
3	ACCOUNTING STANDARDIZATION	2	Θ	3	7
4	FINANCIAL MATHEMATICS	2	M	4	6
5	MONEY CAPITAL MARKET AND PORTFOLIO MANAGEMENT	4	Θ	6	12
6	FEASIBILITY STUDIES	4	Θ	3	6
7	BUSINESS STRATEGY AND POLICY	5	Θ	5	11
8	COMPUTERIZED ACCOUNTING I	5	E	3	3
9	COMPUTERIZED ACCOUNTING II	6	E	3	3

10	ACCOUNTING FOR SPECIFIC FIRMS	6	⊖	3	7
11	CAPITAL TAXATION	7	⊖	3	7
TOTAL				<b>43</b>	<b>80</b>

<b>TABLE 4. SPECIALISATION COURSES (SC)</b>		TYPICAL SEMESTER	COURSE TYPE	TH/ W	WL/ W
1	FINANCIAL MANAGEMENT I	3	TC	6	12
2	COST ACCOUNTING	3	TC	5	10
3	TAX ACCOUNTING I	3	TC	6	12
4	MANAGERIAL ACCOUNTING	4	TC	6	12
5	FINANCIAL MANAGEMENT II	4	CC	5	10
6	CORPORATE ACCOUNTING	5	TC	5	11
7	FINANCIAL STATEMENT ANALYSIS	6	TC	6	15
8	TAX ACCOUNTING II	6	TC	6	13
9	INTERNATIONAL FINANCE	7	TC	6	14
10	AUDIT	7	TC	6	14
TOTAL				<b>57</b>	<b>123</b>

The distribution of teaching hours and workload to each course type is depicted in Table 5 below.

<b>TABLE 5. STATISTICAL DATA ON COURSE TYPES</b>				
	Course Type			TOTAL
	GBC+ MELH+E	SBC	SC	
<b>Number of Courses</b>	21	11	10	<b>42</b>
<b>% of courses</b>	50.00	26.19	23.81	<b>100 %</b>
<b>Teaching Hours per Week</b>	85	43	57	<b>185</b>
<b>% Teaching Hours per Week</b>	45.95	23.24	30.81	<b>100 %</b>
<b>Workload per Week</b>	168	80	123	<b>371</b>
<b>% Workload per Week</b>	45.29	21.56	33.15	<b>100 %</b>

In order to satisfy the requirements for the Degree of the Department, the students are required to complete a Dissertation and proceed with a six-month Internship. This obligation is typically allocated to the 8<sup>th</sup> Semester as depicted in Table 6 below.

<b>TABLE 6: DISSERTATION AND INTERNSHIP</b>			
		<b>TYPICAL SEMESTER</b>	<b>WL/W</b>
1	DISSERTATION	8	10
2	INTERNSHIP	8	40
		<b>TOTAL</b>	<b>50</b>

The distribution of Teaching Hours to Theory, Exercises and Laboratories is presented Table 7 below.

<b>TABLE 7: DISTRIBUTION OF HOURS</b>		
	<b>TH/W</b>	<b>% TH/W</b>
THEORY	94	53,41
EXERCISES	66	37,50
LABORATORIES	16	9,09
<b>TOTAL</b>	<b>176</b>	<b>100</b>

The Curriculum per Semester is presented in the following section.

## Curriculum per Semester

<b>1<sup>st</sup> SEMESTER: COURSES / LABORATORIES</b>	<b>C / OC</b>	<b>TYPE</b>	<b>T (H/W)</b>	<b>EX (H/W)</b>	<b>L (H/W)</b>	<b>TO (H/W)</b>	<b>C R</b>	<b>WL (H/W)</b>
101. FINANCIAL ACCOUNTING I	C	SBC	3	2		5	6	10
102. MICROECONOMICS	C	GBC	2	3		5	5	8
103. PRIVATE LAW	C	MELH	2	1		3	4	7
104. MANAGEMENT	C	GBC	3	2		5	6	10
105. COMPUTING SCIENCE	C	GBC	2		2	4	4	7
106. CALCULUS FOR BUSINESS	C	GBC	2	2		4	5	8
<b>WEEK TOTAL</b>			<b>14</b>	<b>10</b>	<b>2</b>	<b>26</b>	<b>30</b>	<b>50</b>
<b>2<sup>nd</sup> SEMESTER: COURSES / LABORATORIES</b>	<b>C / OC</b>	<b>TYPE</b>	<b>T (H/W)</b>	<b>EX (H/W)</b>	<b>L (H/W)</b>	<b>TO (H/W)</b>	<b>C R</b>	<b>WL (H/W)</b>
201. FINANCIAL ACCOUNTING II	C	SBC	2	3		5	5	8
202. MACROECONOMICS	C	GBC	2	3		5	5	8
203. COMMERCIAL LAW	C	MELH	2	1		3	4	7
204. ACCOUNTING STANDARDIZATION	C	SBC	2	1		3	4	7
205. BUSINESS ECONOMICS	C	MELH	2	1		3	4	7
206. THE GREEK ECONOMY AND THE EUROPEAN REGIONAL POLICY	C	MELH	2	1		3	4	7
207. FINANCIAL MATHEMATICS	C	SBC	2		2	4	4	6
<b>WEEK TOTAL</b>			<b>14</b>	<b>10</b>	<b>2</b>	<b>26</b>	<b>30</b>	<b>50</b>
<b>3<sup>rd</sup> SEMESTER: COURSES / LABORATORIES</b>	<b>C / OC</b>	<b>TYPE</b>	<b>T (H/W)</b>	<b>EX (H/W)</b>	<b>L (H/W)</b>	<b>TO (H/W)</b>	<b>C R</b>	<b>WL (H/W)</b>
301. FINANCIAL MANAGEMENT I	C	SC	3	3		6	7	12
302. COST ACCOUNTING	C	SC	3	2		5	6	10
303. STATISTICS FOR BUSINESS	C	GBC	2	3		5	5	8
304. TAX ACCOUNTING I	C	SC	3	3		6	7	12
305. INDUSTRIAL ORGANIZATION AND POLICY	C	GBC	2	2		4	5	8
<b>WEEK TOTAL</b>			<b>13</b>	<b>13</b>	<b>0</b>	<b>26</b>	<b>30</b>	<b>50</b>
<b>4<sup>th</sup> SEMESTER: COURSES / LABORATORIES</b>	<b>C / OC</b>	<b>TYPE</b>	<b>T (H/W)</b>	<b>EX (H/W)</b>	<b>L (H/W)</b>	<b>TO (H/W)</b>	<b>C R</b>	<b>WL (H/W)</b>
401. MANAGERIAL ACCOUNTING	C	SC	3	3		6	7	12
402. MARKETING	C	MELH	3	2		5	6	10
403. MONEY CAPITAL MARKET AND PORTFOLIO MANAGEMENT	C	SBC	3	3		6	7	12
404. FINANCIAL MANAGEMENT II	C	SC	3		2	5	6	10
405. FEASIBILITY STUDIES	C	SBC	2	1		3	4	6
<b>WEEK TOTAL</b>			<b>14</b>	<b>9</b>	<b>2</b>	<b>25</b>	<b>30</b>	<b>50</b>

5 <sup>th</sup> SEMESTER: COURSES / LABORATORIES	C / OC	TYPE	T (H/W)	EX (H/W)	TO (H/W)	CR	WL (H/W)	TO (H/W)
501. CORPORATE ACCOUNTING	C	SC	3	2		5	6	11
502. BUSINESS STRATEGY AND POLICY	C	SBC	3	2		5	6	11
503. INTERNATIONAL ECONOMICS	C	MELH	2	2		4	5	8
504. COMPUTERIZED ACCOUNTING I	C	SBC			3	3	2	3
505. QUANTITATIVE METHODS OF ECONOMIC ANALYSIS	C	GBC	3	2		5	6	10
<i>OPTION 1 OUT OF 2</i>			2	1		3	5	7
506. EUROPEAN INTEGRATION AND COMMUNITY POLICIES	OC	GBC						
507. PUBLIC SECTOR ECONOMICS	OC	MELH						
<b>WEEK TOTAL</b>			<b>13</b>	<b>9</b>	<b>3</b>	<b>25</b>	<b>30</b>	<b>50</b>
6 <sup>th</sup> SEMESTER: COURSES / LABORATORIES	C / OC	TYPE	T (H/W)	EX (H/W)	L (H/W)	TO (H/W)	C R	WL (H/W)
601. FINANCIAL STATEMENT ANALYSIS	C	SC	4	2		6	9	15
602. OPERATIONAL RESEARCH	C	GBC	3	3		6	7	12
603. TAX ACCOUNTING II	C	SC	4	2		6	8	13
604. COMPUTERIZED ACCOUNTING II	C	SBC			3	3	2	3
<i>OPTION 1 OUT OF 2</i>			2	1		3	4	7
605. ACCOUNTING FOR SPECIFIC FIRMS	OC	SBC						
606. ENTREPRENEURSHIP AND INNOVATION MANAGEMENT	OC	E.						
<b>WEEK TOTAL</b>			<b>13</b>	<b>8</b>	<b>3</b>	<b>24</b>	<b>30</b>	<b>50</b>
7 <sup>th</sup> SEMESTER: COURSES / LABORATORIES	C / OC	TYPE	T (H/W)	EX (H/W)	L (H/W)	TO (H/W)	C R	WL (H/W)
701. INTERNATIONAL FINANCE	C	SC	4	2		6	8	14
702. AUDIT	C	SC	4	2		6	8	14
703. ENGLISH FOR ACCOUNTING TERMINOLOGY	C	GBC	3	2		5	7	11
704. RESEARCH METHODOLOGY	C	GBC			4	4	3	4
<i>OPTION 1 OUT OF 2</i>			2	1		3	4	7
705. HUMAN RESOURCES MANAGEMENT	OC	MELH						
706. CAPITAL TAXATION	OC	SBC						
<b>WEEK TOTAL</b>			<b>13</b>	<b>7</b>	<b>4</b>	<b>24</b>	<b>30</b>	<b>50</b>
8 <sup>th</sup> SEMESTER: COURSES / LABORATORIES	C / OC	TYPE	T (H/W)	EX (H/W)	L (H/W)	TO (H/W)	C R	WL (H/W)
801. INTERNSHIP	C						10	40
802. DISSERTATION	C						20	10
<b>WEEK TOTAL</b>							<b>30</b>	<b>50</b>
<b>SEMESTER TOTAL</b>							<b>30</b>	<b>750</b>

Abbreviations:

**CC** = Compulsory Course, **OC** = Optionally Compulsory

**GBC** = General Background Courses, **SBC** = Special Background Courses, **SC** = Specialisation Courses,

**MELH** = Management, Economics, Law and Humanities, **E** = Entrepreneurship

**TH/W** = teaching hours per Week, **T** = Theory, **EX** = Exercises, **L** = laboratories, **TO** = Total, **WL** = Workload

**CR** = Credits

## ANALYTICAL COURSE DESCRIPTION

<b>CODE</b>	<b>ACC101</b>		
<b>TITLE</b>	<b>FINANCIAL ACCOUNTING I</b>		

### COURSE DESCRIPTION

**The course aims at:**

- Understanding the purpose of accounting.
- Explaining the objective of financial reporting, the elements of the financial statements and the related key accounting assumptions and principles.
- Defining accounting terminology, analyzing, classifying and recording business transactions in a manual environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements.
- Identifying and complete source documents, record the information in the subsidiary journals (books of first entry), post to the ledgers and draw up the trial balance.

**Course Content**

- i. Introduction to Accounting.
- ii. Accounting concepts and principles.
- iii. Balance sheet – The Accounting equation.
- iv. The double entry system.
- v. The journal entries. The meaning of Debit and Credit in a journal entry
- vi. The accounts and their classification.
- vii. Revenues and expenses. The matching principle.
- viii. General and subsidiary ledgers.
- ix. The bookkeeping-accounting cycle.
- x. The fixed assets and their depreciation.
- xi. End-of-period adjustments.
- xii. Calculation of net income/loss and closing entries.
- xiii. Preparation of financial statements.

<b>CODE</b>	<b>ACC102</b>		
<b>TITLE</b>	<b>MICROECONOMICS</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Familiarizing the students with the basic theoretical concepts of economic analysis in order to understand the function of markets and the behavior of consumers under conditions of interdependence and uncertainty.
- Learning how to use the basic tools of microeconomic analysis

### **Course Content**

- i. Introduction to Economics
- ii. Tools of economic analysis
- iii. Production possibilities and opportunity cost
- iv. Demand and supply
- v. Elasticities
- vi. Consumer behavior
- vii. The theory of production
- viii. The cost of production
- ix. Perfectly competitive markets
- x. Monopoly
- xi. Monopolistic Competition
- xii. Oligopoly

<b>CODE</b>	<b>ACC103</b>		
<b>TITLE</b>	<b>PRIVATE LAW</b>		

### **COURSE DESCRIPTION**

**The course aims to help students to :**

- Learn about the meaning of law and its basic distinctions (Private Law-Public Law).
- Deepen the key points-axes of Private Law (Principles, Law of Obligations (General Part Specific Part), Property Law, Family Law, Probate Law).
- Understand the relative branches of private law, such as labor law and obtain the basic knowledge of modern labor relations in individual and collegiate level.

**Course Content**

- i. Analysis of the concepts of the General Principles of Civil Law.
- ii. Presentation of individual aspects of the Law of Obligations (General Part and Special Part) (Meaning of guilt, discrimination obligations, analysis of the concepts that make up the Special Law of Obligations) .
- iii. Analysis of Concepts of Property Law (ownership, possession, interest, etc. ) .
- iv. Presentation of individual aspects of Family Law, in conjunction with the requirements of the tax environment.
- v. Applications of the concepts of inheritance law in the area of fiscal relations.
- vi. Presentation of the basic concepts of the modern employment relationship .

<b>CODE</b>	<b>ACC104</b>		
<b>TITLE</b>	<b>MANAGEMENT</b>		

## **COURSE DESCRIPTION**

**The course aims at:**

- Providing with the right skill set in a range of key business disciplines with specific emphasis on management skills by blending conceptual theoretical framework with practical applications.
- Covering basic discipline material through to more specialized requirements in the management discipline.

**Course Content**

- i. Operations
- ii. Organizational Behavior
- iii. Leadership Challenges
- iv. Management in the Marketplace
- v. Business Process Management
- vi. The Business Environment
- vii. Strategic Thinking for Managers
- viii. Case Studies

<b>CODE</b>	<b>ACC105</b>		
<b>TITLE</b>	<b>COMPUTING SCIENCE</b>		

## **COURSE DESCRIPTION**

**The course aims at:**

- Understanding the basic concepts of computing science.
- Helping and motivating students to become aware and comprehend the usefulness of new technology and computers applications practicing Word and Excel.
- Acquiring new skills in handling the personal computer so as to be able to create complicated files easily as well as process spreadsheets, which are necessary for every accountant.

**Course Content**

- i. Introduction to the computing science
- ii. Creation and shaping of documents
- iii. Forming
- iv. Borders and shading
- v. Operated objects
- vi. Operated mass mailings - Prints
- vii. Basic functions and application environment of Spreadsheet
- viii. Formulas and functions
- ix. Data format
- x. Introduction to Databases

<b>CODE</b>	<b>ACC106</b>	
<b>TITLE</b>	<b>CALCULUS FOR BUSINESS</b>	

## COURSE DESCRIPTION

**The course aims at:**

- Providing the students with the basic theoretical concepts of mathematics and put them in practice, and more specifically in management and business organization.
- Giving the students the appropriate mathematical skills to handle various economical and logistics problems.

**Course Content**

- i. Sets, variables, relations and functions
- ii. Function of one variable
- iii. Limits and continuity of functions
- iv. Differential calculus
- v. Applications of derivatives in Business and Economics
- vi. Integral calculus (Indefinite and Definite Integration)
- vii. Applications of definite and indefinite integration in Business and Economics
- viii. Matrix Algebra
- ix. Applications of Matrix Algebra
- x. Game theory

<b>CODE</b>	<b>ACC201</b>		
<b>TITLE</b>	<b>FINANCIAL ACCOUNTING II</b>		

## **COURSE DESCRIPTION**

**The course aims at:**

- Understanding advanced financial accounting topics (e.g., accounting for: inventory valuation, long-term liabilities, foreign currency transactions etc.).
- Reinforcing the accounting concepts and principles from Financial Accounting, through new business scenarios and learning the new principles of conservatism, adequate disclosure and historical cost.
- Analyzing and recording specific transactions involving records for receivables, inventories, plant and equipment and payroll.

**Course Content**

- i. Accounting concepts and principles. A closer view.
- ii. Accounting for fixed assets and their depreciation.
- iii. Accounting for inventory valuation.
- iv. Accounting for accounts receivable.
- v. Accounting for long term liabilities and accounts payable.
- vi. Allowance for doubtful accounts.
- vii. Foreign currency transactions.
- viii. Accounting for payroll expenses.
- ix. Calculation of net income/loss and taxable income
- x. Preparation of financial statements including multiple-step income statement and classified balance sheet

<b>CODE</b>	<b>ACC202</b>	
<b>TITLE</b>	<b>MACROECONOMICS</b>	

## COURSE DESCRIPTION

The course aims at:

- Learning the basic rules governing the economic system while getting acquainted with the problems resulting from its operation and potential solutions
- Learning how to use the basic tools of macroeconomic analysis
- Understanding the mechanics of constructing, solving and using an economic model.

### **Course Content**

- i. Introduction to macroeconomic analysis
- ii. The operation of the economic system
- iii. National Accounts.
- iv. Variables in current and constant prices. Indices
- v. The simple model of aggregate demand
- vi. The role of the State – introduction to economic policy concepts
- vii. The labour market.
- viii. Aggregate demand and supply – determining the price level
- ix. The money market.
- x. Introduction to international economics.
- xi. Economic growth.
- xii. Business cycles.

<b>CODE</b>	<b>ACC203</b>	
<b>TITLE</b>	<b>COMMERCIAL LAW</b>	

## **COURSE DESCRIPTION**

### **The course aims at:**

- Learning about the meaning of the Commercial Law and the necessity in the modern economic environment.
- Understanding the basics of commercial property and commercial transaction.
- Understanding the individual branches of commercial law, such as the Competition Law, the Securities Law, the Bankruptcy Law and the Law of Commercial Companies.

### **Course Content**

- i. Analysis of the concepts of the General Part of the Commercial Law (Concept of Trade, meaning of commercial transaction, the consequences of commercial property, etc.).
- ii. Presentation of individual aspects of competition law.
- iii. Analysis of the concepts of Corporate Law (discrimination and forms of modern companies, the influence of the environment of the European Union).
- iv. Presentation of individual aspects of the Law of Securities (check, Foreign exchange, etc.), in conjunction with the requirements of the tax environment.
- v. Applications of concepts of bankruptcy law and consequences in the field of tax relations.
- vi. Presentation of the common commercial policy of the European Union, and competition policy.

<b>CODE</b>	<b>ACC204</b>	
<b>TITLE</b>	<b>ACCOUNTING STANDARDIZATION</b>	

## **COURSE DESCRIPTION**

**The course aims at:**

- Understanding the need for accounting standards.
- Describing the role and function of accounting concepts, standards and principles, including Greek accounting standards, Financial Reporting standards and International accounting standards.

**Course Content**

- i. Introduction to accounting standards.
- ii. The Greek regulatory framework for financial reporting.
- iii. The Greek General Chart of Accounts.
- iv. The structure of the accounts according to the Greek General Chart of Accounts.
- v. The linkage between the accounts of the Greek General Chart of Accounts.
- vi. The structure of financial statements according to the Greek General Chart of Accounts.
- vii. International Accounting Standards and International Financial Reporting Standards.
- viii. Accounting Interpretations.
- ix. Differences between Greek and International Financial Standards.
- x. Evaluation of Accounting Standards.

<b>CODE</b>	<b>ACC205</b>		
<b>TITLE</b>	<b>BUSINESS ECONOMICS</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Familiarizing the students with the basic economic functions of an enterprise and introduce the process of decision-making.
- Learning how to apply the main tools and methodology of economics to business.

### **Course Content**

- i. Introduction to the economics of a business
- ii. The theory of the firm
- iii. Consumer behavior and demand
- iv. The estimation of demand
- v. Demand analysis and forecasting
- vi. The theory of production
- vii. Short-term and long-term cost functions
- viii. Break-even analysis
- ix. Market structures
- x. Pricing policies
- xi. Externalities
- xii. Risk and uncertainty

<b>CODE</b>	<b>ACC206</b>	
<b>TITLE</b>	THE GREEK ECONOMY AND THE EUROPEAN REGIONAL POLICY	

### **COURSE DESCRIPTION**

The course aims at:

- Comprehending the economic and business environment of Greece
- Getting acquainted with recent developments of the Greek Economy
- Familiarizing students with stylized facts and aggregates of the Greek Economy

#### **Course Content**

- i. Review of the growth history of Greece
- ii. Analysis of GDP by sector and industry
- iii. The Labour Market in Greece
- iv. Fiscal aggregates public economics developments
- v. Long-term sustainability of Public Economics in Greece
- vi. The social security system in Greece
- vii. The external sector of the Greek Economy
- viii. Competitiveness developments in Greece
- ix. Social Conditions, Poverty and inequality in Greece
- x. The role of the public Sector in Greece
- xi. R&D - Innovation

<b>CODE</b>	<b>ACC207</b>	
<b>TITLE</b>	<b>FINANCIAL MATHEMATICS</b>	

## COURSE DESCRIPTION

**The course aims at:**

- The purpose of this course is to provide the students with the basic concepts of Financial mathematics and put them in practice, and more specifically in management and business organization.
- The goal of this course is to give students appropriate mathematical skills to handle various economical and logistics problems.

**Course Content**

- i.* Introduction to Financial Mathematics
- ii.* Exponents and Logarithms
- iii.* Progressions
- iv.* Simple Interest and simple discount
- v.* Continuous compounding
- vi.* Compound interest and compound discount
- vii.* Simple annuities
- viii.* Amortization and sinking funds.
- ix.* Bonds Application in the lab with the suitable programs

<b>CODE</b>	<b>ACC301</b>	
<b>TITLE</b>	<b>FINANCIAL MANAGEMENT I</b>	

## COURSE DESCRIPTION

**The aim of the course is to enable students to:**

- Know and to utilize the principles, methods and techniques of Financial Management.
- Analyze, interpret and utilize the informative material of both the accounting statements, and generally the accounting office of the firm, using specific computer programs.
- Analyze the capital sources and the capital use as well. Also, to know to calculate the permanent capital movements of the company, to implement cash flow programs, to predict the financing needs of the company, to estimate the levels of this fluidity, and to analyze its leverage, using specific computer programs.
- Evaluate investing plans, to estimate the money value and the investing risk, to manage cash flow, to weigh the financial balance of the company, to analyze its financial situation with index number systems, to handle elements of the current asset, etc.
- Know the fundamental dividend policies, the fundamental meanings of merger and acquisition, to predict the business failure and bankruptcy as they use viability models and computer methods of business financial analysis.

**Course Content**

- i. Introductory concepts and financing operation environment.
- ii. Money value, evaluation of investing plans, investing risk and portfolio analysis.
- iii. The accounting statements and their informational role in accordance with the Greek General Accounting Plan and International Accounting Standards.
- iv. Sources and financing criteria of the company's property and developmental motivation policy. jhu78u8
- v. Property's structure and business financing balance.
- vi. Accounting and the real net position of the company. Common size, trend and index analysis.
- vii. Operational, fiscal, financial and combined leverage.
- viii. Source, uses of funds, cash flow and dividend policy analysis.
- ix. Investment financing, budgets and cash programs.
- x. Predictive and financing needs of the business, operated working capital (on reserves, requirements and liquid assets) and permanent working capital.
- xi. Mergers and acquisitions, business failure and anticipating bankruptcy of the company.
- xii. Accounting elements analysis, prediction and decision- making with the use Software Hardware.

<b>CODE</b>	<b>AX302</b>		
<b>TITLE</b>	<b>COST ACCOUNTING</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Understanding the purpose of cost accounting and its use in manufacturing firms.
- Identifying and understanding general cost terms and cost classifications.
- Understanding the flow of costs and accounting for costs in the manufacturing and service sectors, including the allocation of overhead costs.
- Understanding the cost behaviour and distinguish among fixed, variable and mixed costs.

### **Course Content**

- i. Cost Concepts.
- ii. Cost behavior and classification.
- iii. The role of cost information in inventory valuation and income determination in manufacturing firms.
- iv. Synthesis of Product Cost.
- v. Specific issues about raw materials cost.
- vi. Specific issues about direct labor cost.
- vii. Specific issues about manufacturing overhead.
- viii. Absorption vs marginal costing.
- ix. Traditional product costing systems.
  - x. Job order costing.
  - xi. Process costing.
  - xii. Batch costing.
- xiii. Cost – volume – profit analysis.

<b>CODE</b>	<b>ACC303</b>	
<b>TITLE</b>	<b>STATISTICS FOR BUSINESS</b>	

## COURSE DESCRIPTION

The course aims at:

- Learning the basic statistics theory and analysis
- Learning how to use the basic tools of statistical analysis
- Understanding the mechanics of constructing, solving and using a statistic model with some programs, thus R or SPSS.

### **Course Content**

- i. Introduction to statistics for business
- ii. Descriptive statistics-measure of scales
- iii. Correlation-Statistical graphics
- iv. Probability theory
- v. Baye's Theorem-conditional probability-central limit theorem
- vi. Probability distributions
- vii. Discrete and continuous distributions
- viii. Experiments and surveys
- ix. Sampling theory-sampling distribution
- x. Statistical hypothesis testing
- xi. Confidence interval
- xii. Decision theory
- xiii. Regression analysis
- xiv. Analysis of variance (Anova)

<b>CODE</b>	<b>ACC304</b>		
<b>TITLE</b>	<b>TAX ACCOUNTING I</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Understanding the impact of the Greek tax regulation and legislation to the recording of business transactions.
- Analyzing and understanding the provisions of Code of Tax Reporting of Transactions.
- Understanding the obligations for accounting for VAT on transactions.

### **Course Content**

- i. Analysis of provisions of Code of Tax Reporting of Transactions.
- ii. Classification of Accounting Books according to the Code of Tax Reporting of Transactions.
- iii. Tax payers subject to transactions reporting - Exemptions.
- iv. Delivery notes – Invoices - Retail sale receipts.
- v. Electronic maintenance of Books and Data.
- vi. VAT – Persons subjects to tax – Objects of the tax.
- vii. VAT exemptions.
- viii. Special VAT regimes.
- ix. Intracommunity transactions.
- x. VAT returns.
- xi. Penal and administrative sanctions.
- xii. Other indirect taxes.
- xiii. Special taxation issues.

<b>CODE</b>	<b>ACC305</b>		
<b>TITLE</b>	INDUSTRIAL ORGANIZATION AND POLICY		

## COURSE DESCRIPTION

This course surveys major topics and theories in the field of Industrial Organization and Policy. Industrial Organization studies the structure and behavior of firms and their strategic interactions with one another in the marketplace. Industrial Organization also studies the impact that those interactions have on market structure and welfare.

The course will emphasize market structure analysis and the strategic behaviors of competing firms, including product differentiation, collusion, price discrimination, pricing strategy, non-price discrimination (i.e. advertising), R&D and innovation. It also examines the public policies that affect the structure of markets and the behavior of firms.

### Course Content

- i. Introduction. Industrial organization and competition policy.
- ii. Cost concepts
- iii. Monopoly
- iv. Price discrimination
- v. Pricing policies
- vi. Non-cooperative Oligopoly
- vii. Product differentiation and monopolistic competition
- viii. Strategic Behavior
- ix. Advertising and disclosure
- x. R&D and innovation
- xi. Market structure and concentration
- xii. Antitrust Laws and Policy

<b>CODE</b>	<b>ACC401</b>		
<b>TITLE</b>	<b>MANAGERIAL ACCOUNTING</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Identifying and describing terms associated with managerial accounting.
- Understanding the role of management accounting in planning, control and decision making.
- Identifying and measuring relevant costs for different types of managerial decisions.
- Analyzing and solving various decision-making problems.

### **Course Content**

- i. The role of Managerial accounting in decision making.
- ii. Comparison of Financial and Managerial accounting.
- iii. Relevant costs for decision making.
- iv. Make or buy decisions.
- v. Theory of constraints.
- vi. Budgets and overhead analysis.
- vii. Variance analysis. Responsibility accounting.
- viii. Profit planning.
- ix. Activity based costing and activity based management.
- x. Transfer pricing.
- xi. Cost of quality and Total quality management.
- xii. The contingency theory.

<b>CODE</b>	<b>ACC402</b>		
<b>TITLE</b>	MARKETING		

## COURSE DESCRIPTION

**The course aims at:**

- Familiarizing the students with the basic theoretical concepts of Marketing Science in order to understand the function of the market and the behavior of consumers under conditions of interdependence.
- Learning how to use the basic tools of marketing research

**Course Content**

- i. Introduction elements for Marketing Science
- ii. Basic Concepts
- iii. Marketing Environment
- iv. Marketing Mix– New approaches (from 4Ps to 4Cs)
- v. 4Ps of products (Product, Price, Place, Promotion),
- vi. 7Ps of services (People, Procedures, Physical evidence)
- vii. Market Segmentation
- viii. Marketing Research
- ix. Marketing Programme
- x. Marketing Tools
- xi. Case Studies

<b>CODE</b>	<b>ACC403</b>	
<b>TITLE</b>	<b>MONEY CAPITAL MARKET AND PORTFOLIO MANAGEMENT</b>	

## COURSE DESCRIPTION

**The aim of the course is to enable students to:**

- Understand the concepts, the principles, the structure and the features of the Greek, international and the resurgent money markets and capital markets.
- Watch the use and the implementation of the new financial legislation, products and technologies.
- Analyze, interpret the partition and the diversification of markets, the participants (investors), the products and the evolution of products and the needs that they cover in money markets and capital markets.
- Analyze the markets and interpret the financial phenomenon, the choices, the perspectives and the chances of money markets and capital markets.
- Understand the analysis and portfolio management theories and the relation between risk and return of a portfolio.
- Analyze, interpret and form a portfolio with harmless securities.

**Course Content**

- I. General knowledge about the financial system and markets (market investors, financial markets, money markets and capital markets, forward markets, currency markets, financial products and classification of them).
- II. Investment programs evaluation (methods and evaluation techniques over investments, financial flows, NPV, IRR, selection of investment projects through linear programming, applications).
- III. Financial risk (market risk, credit risk, settlement risk, interest rate risk, operational risk, fluidity risk, risk and efficiency, behavior towards risk, risk and investment evaluation, applications).
- IV. Securities valuation (bonds and shares).
- V. Mutual funds (species and forms of mutual funds, charges of the mutual fund, performance evaluation, risk measures, applications).
- VI. Production products (categories, strategies, futures, option pricing, sensitivity index, applications).
- VII. Contemporary financial products (CFDs, exchange traded funds, structured bonds, capital guaranteed products, examples)
- VIII. The Greek market.
- IX. Contemporary portfolio management theories (model Markowitz, factor beta, model CAP, model APT, etc.).
- X. Investment risks and portfolio analysis (relation performance/risk and coefficient of variation, statistical measure of export performance and portfolio risk, etc.).
- XI. Portfolio management policies (Constant Ratio Plan, mouagien technique, etc.).
- XII. Portfolio management through mutual funds and hedge funds.
- XIII. Trading book management.
- XIV. Forming a defensive portfolio in theory and in practice.
- XV. Applications, practicing ex/s and circumstances analysis.

<b>CODE</b>	<b>ACC404</b>	
<b>TITLE</b>	<b>FINANCIAL MANAGEMENT II</b>	

## COURSE DESCRIPTION

### The aim of the course is to enable students to:

- Capture, resolve and decide about advanced and complicated financial issues of a financial unit and its environment.
- Evaluate and utilize the informative material in laboratory, provided not only by the internal economic data of the firm (financial statements, etc.), but also by its external environment to make decisions on complicated management problems of strategic importance.
- Carry out predictions and programs also in the laboratory for the future configuration of the assets and liabilities of the company, with the intension to achieve a sustainable financing and to broaden its activities.
- Evaluate complex investment projects and funding schemes with the aim to develop possible prescient scenarios about companies' sustainable development or bankruptcy, using special financial computer programs. .
- Carry out analysis and research, using advanced scientific knowledge of econometrics, mathematics, statistics, etc. in order to create patterns (models) of practical and research interest and also using specific computer applications.

### Course Content

- i. Introductory concepts concerning specific financial management issues of the businesses.
- ii. Specific audit techniques and decisions, concerning the risk and the return.
- iii. Constitution a cash flow statement, regarding the available accounting informative material (accounting statements) and any financial issues from the real operation of the company, with the aim to weigh up its real financial structure and its fluidity levels.
- iv. Constitution of consolidated financial statements for the purpose of achieving financing from the business group money market and capital market or the financial handling on other investing or business decisions.
- v. Constitution of prospective financial statements so as to create exploratory sustainability models and future bankruptcy of the economic units.
- vi. Credit service investigation through functional sources of firms.
- vii. Capital structure of the firm, its value and taxes.
- viii. Capital cost and credit risk under uncertainty circumstances.
- ix. Determining the cost of financing the firm its various forms, with the aim to reach the optimal financial decisions.
- x. Financial programming, cash programs, budgetary statements of the total activity and the individual activities of the firm.
- xi. Reaching financial decisions through predictive models, with the use of the appropriate software.
- xii. Analyzing bankruptcy models, and their implementation on real firms.
- xiii. Multicriteria methods and evaluation techniques on investment projects and financial activities.
- xiv. Analysis of financial risk and composing of prognostic financial models.

<b>CODE</b>	<b>ACC405</b>		
<b>TITLE</b>	<b>FEASIBILITY STUDIES</b>		

## **COURSE DESCRIPTION**

**The aim of the course is to enable the students to:**

- Understand the concepts, the principles, the techniques of the feasibility studies and to comprehend the business language and the frame in which they will move for the best business decisions-making or the possibility of reasonable business criticism on other related decisions.
- Deepen financial and investment importance of various feasibility issues and problems arisen in the business while taking the investment initiatives (foundation of a new unit, expansion of the existing facilities, relocation of industrial sectors, modernization of industrial unit, etc.)
- Understand and move within the institutional framework of the development policy of the country, realize the investment opportunities, sectoral, peripheral, environmental, natural resources, etc., and be able to decide with respect to the figure and the financing resources of the investment that an economic unit undertakes to implement.

**Course Content**

- I. Entrepreneurship and investment activities.
- II. Business plans and premeditations.
- III. Feasibilities and sustainability studies and their contents.
- IV. Analysis of both market and raw materials sector.
- V. Technology and equipment study.
- VI. Organization of human resources.
- VII. Programming, budget and financial project analysis.
- VIII. Scheme and funding recourses of the program.
- IX. Cost and performance analysis.
- X. Estimated financial programs and financial statements.
- XI. Economic evaluation and investment program impacts.
- XII. Applications and practical exercises on feasibility studies.

<b>CODE</b>	<b>ACC501</b>	
<b>TITLE</b>	CORPORATE ACCOUNTING	

## COURSE DESCRIPTION

**The course aims at:**

- Understanding the regulatory environment in which the companies are formed and operate in Greece.
- Defining the forms of business ownership.
- Being familiar with financial accounting issues related to the corporate forms of organization.
- Understanding the risks and capitalization of each form and analyze and evaluate the financial structure using corporate financial statements.

**Course Content**

- i. Introduction to corporation firms.
- ii. Corporation forms.
- iii. Accounting for General and Limited Partnerships.
- iv. Accounting for Limited liability Companies.
- v. Accounting for Public Limited Companies.
- vi. Accounting for Private Companies.
- vii. Conversion from one type of partnership to another.
- viii. Consolidation theories and standards.
- ix. Accounting for consolidations.
- x. Consolidated financial statements.

<b>CODE</b>	<b>ACC502</b>		
<b>TITLE</b>	<b>BUSINESS STRATEGY AND POLICY</b>		

### **COURSE DESCRIPTION**

The course objective is to provide with the right skill set in a range of key business disciplines with specific emphasis on business strategic skills by blending conceptual theoretical framework with practical applications and covering basic discipline material through to more specialized requirements in the business strategy and policy discipline.

#### **Course Content**

- i. Basic concepts of Operational Strategy
- ii. Analysis of internal and external business environment
- iii. Major business strategies
- iv. Organizational structures and Strategy
- v. Strategic Decision Models
- vi. International Strategies
- vii. Strategic Thinking for Managers  
Case Studies

<b>CODE</b>	<b>ACC503</b>		
<b>TITLE</b>	INTERNATIONAL ECONOMICS		

## COURSE DESCRIPTION

### **The course aims at:**

- Understanding the basic concepts of international economics
- Familiarizing students with the role the external sector plays for the economic developments of a country
- Getting to know the recent developments regarding the external balance and competitiveness of the Greek economy

### **Course Content**

1. Introduction to the foundations of International Trade
2. Absolute and Comparative advantage
3. The Heckscher – Ohlin Theorem
4. The role of Relative Wages and Prices
5. Comparative advantage with many goods
6. Increasing returns to scale and international trade
7. Protectionism – the pros and cons of free trade – the role of WTO
8. Balance of Payments – Macroeconomic Aggregates and the Balance of Payments – The basic National Accounts Identity
9. The International Monetary System – Exchange rate regimes and the adjustment of the market– balance in the exchange rate market
10. Interest rate parity
11. Purchasing Power Parity
12. The Monetary Approach to exchange rate determination
13. Real effective exchange rate and competitiveness
14. Competitiveness indices

<b>CODE</b>	<b>AX504</b>		
<b>TITLE</b>	<b>COMPUTERIZED ACCOUNTING</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Applying the basic functions of an accounting software to create, open, enter and save transactions for company data and related financial reports.
- Using accounting software to create companies, run accounts, manage payroll, track inventory and assets, maintain a general ledger, and generate required company reports.
- Getting the ability to use and evaluate software setup procedures, data entry and manipulation, information retrieval, and troubleshooting in a computerized accounting environment.

### **Course Content**

- i. Setup a computerized accounting software.
- ii. The basic functions of an accounting software package.
- iii. Creation of a company and formulation of the chart of accounts.
- iv. Transaction recording.
- v. Adjusting errors.
- vi. Generate and print journal reports.
- vii. Generate and print ledger reports.
- viii. Generate and print trial balance reports.
- ix. Payroll transactions and reports.
- x. Backup and restoring files.

<b>CODE</b>	<b>ACC505</b>		
<b>TITLE</b>	QUANTITATIVE METHODS OF ECONOMIC ANALYSIS		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Familiarizing students with the methods and tools of quantitative analysis
- Getting acquainted with handling empirical data and using them to reach basic conclusions
- Familiarizing students with the decision-making process and investment evaluation techniques

### **Course Content**

- i. Theoretical approaches to the decision-making process
- ii. The value of producing forecasts
- iii. Elements of statistics and probability
- iv. Linear regression and correlation
- v. Time-series analysis
- vi. Decision-making under conditions of risk and uncertainty
- vii. Evaluation of investment schemes
- viii. Decision-making and strategic interdependence

<b>CODE</b>	<b>ACC506</b>		
<b>TITLE</b>	<b>EUROPEAN INTEGRATION AND COMMUNITY POLICIES</b>		

## **COURSE DESCRIPTION**

**The course aims to help students to :**

- To learn about the meaning of the European law and the basic distinctions in the context of European integration.
- To deepen the concept of European Integration and the individual intake steps .
- To understand the European institutions.
- To understand the various Community policies within the national administration.
- To understand and implement into new practices and regional economic development, such as the National Strategic Reference Framework, the Common Strategic Framework etc.

**Course Content**

- i. Analysis of the concepts of the European Integration.
- ii. Presentation of the sub-aspects of the European integration.
- iii. Analysis of European institutions under the Treaty for the Functioning of the European Union.
- iv. Presentation of various common policies, in conjunction with the requirements of modern economic and fiscal environment.
- v. Applications of concepts of ESPA and K.P.S. for the development of the country.

<b>CODE</b>	<b>ACC507</b>	
<b>TITLE</b>	PUBLIC SECTOR ECONOMICS	

## COURSE DESCRIPTION

### **The course aims at:**

- Comprehending the role of the state in an economy
- Familiarizing students with the means and objectives of fiscal policy, tax policy, tax categories and the notion of the tax burden
- Getting to know the official documents and reports depicting fiscal policy
- Understanding recent developments concerning public economics in Greece

### **Course Content**

1. Introduction to public economics – the role of the State – the Pareto criterion
2. Perfect competition – market failures – the economic functions of the State
3. Public goods and Public Enterprises
4. The State Budget and the Medium-term Fiscal Strategy
5. Taxation and the tax burden
6. Public debt and its Sustainability
7. Income inequality and redistribution

<b>CODE</b>	<b>ACC601</b>		
<b>TITLE</b>	<b>FINANCIAL STATEMENT ANALYSIS</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Recognizing the information conveyed in each of the financial statements and the way it is used by investors, creditors and managers.
- Performing in depth analysis of financial statements.
- Evaluating the performance, financial condition, management effectiveness and financial risks based on financial statement analysis.

### **Course Content**

- i. Introduction to financial statements analysis.
- ii. The Balance sheet.
- iii. The Income statement.
- iv. The statement of cash flows.
- v. Profitability ratios.
- vi. Liquidity ratios.
- vii. Leverage ratios.
- viii. Activity ratios.
- ix. Valuation ratios.
- x. DuPont analysis.
- xi. Trend analysis.

<b>CODE</b>	<b>ACC602</b>		
<b>TITLE</b>	OPERATIONAL RESEARCH		

## COURSE DESCRIPTION

**The aim of the course is to enable the students to:**

- Understand the principle concepts, meanings, methods and techniques of Business Research.
- Deepen the economic significance of the several problems of the Business Research.
- Put forward and resolve several problem categories such as linear programming, integer programming, transfer, stocks queues, lattice analysis of dynamic programming, markovian analysis and simulation, non- linear programming, complicated programming problems, decisions and thoughtful procedures, etc

### **Course Content**

- I. Introduction in business research and business decisions.
- II. Procedure and methodology of business research
- III. Linear programming and networks optimizing.
- IV. Business areas of applying linear programming.
- V. Special cases of linear programming problems and network procedure (dual problem, transferring problem, assign problem, itinerant trading problem, transshipment problem, programming problem and equipment replacement problem.
- VI. Integer programming..
- VII. Non-linear programming..
- VIII. Complex problems over the programming decisions and thoughtful procedures.
- IX. Theory of decisions..
- X. Markovian analysis..
- XI. Dynamic programming .
- XII. Games theory..
- XIII. Stock queues problems..
- XIV. The problem of stocks.
- XV. Scheduling in networks
- XVI. Solving mathematical programming problems using computer.
- XVII. Simulation
- XVIII. Multicriteria decision- making systems.
- XIX. Problems and applications.

<b>CODE</b>	<b>ACC603</b>		
<b>TITLE</b>	<b>TAX ACCOUNTING II</b>		

## **COURSE DESCRIPTION**

**The course aims at:**

- Analyzing and understanding the provisions of Income Tax Code for individuals and legal entities.
- Classifying income according to its sources and distinguishing between total and taxable income.
- Recalling income tax rates and calculating the tax in a variety of cases.
- Evaluating the current taxation system.

**Course Content**

- i. Regulations and principles of Income taxation.
- ii. Analysis of provisions of Income Tax Code.
- iii. Taxable Income – Tax rates.
- iv. Actual and deemed Income.
- v. Tax exemptions.
- vi. Tax withheld.
- vii. Preparation of Income Tax return for Individuals and Legal entities.
- viii. Tax evasion – Tax avoidance.
- ix. Prepaid Tax.
- x. Penal and administrative sanctions.
- xi. Accounting for Income tax.

<b>CODE</b>	<b>ACC604</b>		
<b>TITLE</b>	<b>COMPUTERIZED ACCOUNTING II</b>		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Simulating the processing of accounting information in a firm, from the beginning to the end of the year, with the use of an accounting software package.
- Understanding the application of the Code of Tax Reporting of Transactions (Κ.Φ.Α.Σ.) provisions, in a computerized accounting environment.
- Being familiar with the submission of electronic data to the Ministry of Finance Information Processing Centre, according to the tax legislation.

### **Course Content**

- i. Creation of a virtual merchandise firm using an accounting software package.
- ii. Setting the parameters according to the Code of Tax Reporting of Transactions.
- iii. Recording a variety of business transactions for a whole year including payroll records.
- iv. Generating end-of-month accounting reports (general and subsidiary ledger, trial balance etc.)
- v. Generating end-of-month electronic files about VAT obligation according to the legislation.
- vi. Recording end-of-period adjustments.
- vii. Recording closing entries.
- viii. Generating financial statements, including income statement and balance sheet in an automated way.
- ix. Creating electronic financial reporting files according to the tax legislation.

<b>CODE</b>	<b>ACC605</b>		
<b>TITLE</b>	ACCOUNTING FOR SPECIFIC FIRMS		

## COURSE DESCRIPTION

**The course aims at:**

- Understanding the peculiarities of the accounting process in firms of specific fields of economy, such as banking and shipping companies and hotels.
- Familiarizing with the accounting process in such companies.
- Understanding the differences in the taxation of these firms.

**Course Content**

- i. Accounting for banking companies.
- ii. Accounting standards for banking companies.
- iii. Accounting for deposits and loans.
- iv. Banking companies Taxation.
- v. Accounting for shipping companies.
- vi. The ship.
- vii. The freight.
- viii. Revenue and expenses of shipping companies.
- ix. Shipping companies Taxation.
- x. Accounting for hotels.
- xi. Hotel accounting for multiple operations.
- xii. Revenue and expenses of hotels.

<b>CODE</b>	<b>ACC606</b>	
<b>TITLE</b>	<b>ENTREPRENEURSHIP AND INNOVATION MANAGEMENT</b>	

## **COURSE DESCRIPTION**

**The aim of the course is to enable the students to:**

- Know the developed theories, the growth sectors and the conceptual definitions of entrepreneurship and the complex concepts of creativity, innovation, effectiveness and business intelligence in the space of professions and economic action.
- Assimilate knowledge, thinking, learning techniques and creativity, relating to the entrepreneurship tools handling and the development of attitudes and innovation actions culture.
- Acquire mentality, creative manner and innovative spirit concerning the quality, the participation and the composition of production factors.

**Course Content**

- i. Introductory concepts for the entrepreneur, the enterprise and the business activity.
- ii. Diversity, features and variation in entrepreneurship.
- iii. Innovation, creativity and entrepreneurship.
- iv. Effects of environmental characteristics on entrepreneurship.
- v. The capital factor and the financing sources of the entrepreneurship.
- vi. The motives of entrepreneurship and the experience.
- vii. The technological impacts on entrepreneurship.
- viii. Internationalization of markets and entrepreneurship.
- ix. Studies and research methodology of developing activities.
- x. Start business activities: Planning and preparation.
- xi. Business success.
- xii. The policy of the country: Development policy.
- xiii. Case studies development and practicing exercises.

<b>CODE</b>	<b>ACC701</b>		
<b>TITLE</b>	INTERNATIONAL FINANCE		

## COURSE DESCRIPTION

**The aim of the course is to enable students to:**

- Know and utilize the concepts, the principles, methods, techniques and the importance of the International Finance.
- Know the mechanisms which form the international financial relations, the internationalization of money and capital markets, the international capital movement and the international monetary system..
- Interpret the role of the supranational financial institutions and the international business.

**Course Content**

- i. International and European monetary system..
- ii. Current account.
- iii. Balancing the balance of payments..
- iv. Macroeconomic policy, exchange rate policy and trial balance.
- v. Foreign currency market, exchange parities, interest rates and expectations.
- vi. Management of foreign exchange risk.
- vii. Foreign exchange derivatives.
- viii. International banking and environment.
- ix. International money and capital markets. .
- x. Supranational financial institutions (IMF, ECB, EIB, International Bank, etc..).
- xi. FDI (Foreign Direct Investments).
- xii. Currency crisis, speculative attacks and market efficiency.
- xiii. Management of international investment risk/ political risk.
- xiv. Investment decision- making process in international level.
- xv. Mergers and acquisitions/ mode of entry into a foreign market.
- xvi. International business administration.
- xvii. Intra-group transactions. (transfer pricing).

<b>CODE</b>	<b>ACC702</b>		
<b>TITLE</b>	AUDIT		

## **COURSE DESCRIPTION**

### **The course aims at:**

- Understanding the audit process from the engagement planning stage through completion of the audit, as well as the rendering of an audit opinion via the various report options.
- Understanding of current auditing standards and acceptable audit practices.
- Understanding the risk of exposition to fraud and define preventative internal control measures.

### **Course Content**

- i. Introduction to Auditing.
- ii. History of auditing.
- iii. Different types of audit.
- iv. Professional standards and ethics.
- v. Responsibilities and authorities in the audit process.
- vi. Preparation to conduct an audit.
- vii. Data collection.
- viii. Sampling.
- ix. Audit process.
- x. Audit reports.
- xi. Audit follow-up.

<b>COURSE CODE</b>	<b>ACC703</b>		
<b>COURSE TITLE</b>	<b>ENGLISH FOR ACCOUNTING TERMINOLOGY</b>		

## **COURSE DESCRIPTION**

### **Course Content**

- i. Strategic planning and vision
- ii. The purpose of Accounting, Book-keeping
- iii. Financial Statements: Income Statement, Balance Sheet, Cash-flow Statement, etc.
- iv. Case Studies of successful companies
- v. Auditing
- vi. Electronic Commerce
- vii. Strategy of Financial Control in the Company
- viii. Business Metrics (analysis of business graphs and charts)
- ix. Types and detection of Financial Fraud
  - x. Professional Orientation in Business Management
- xi. Development of Job Related Skills (CV/resume, letter of application, job interview, etc)
- xii. Business correspondence

<b>CODE</b>	<b>ACC704</b>		
<b>TITLE</b>	<b>RESEARCH METHODOLOGY</b>		

## COURSE DESCRIPTION

### **The course aims at:**

- Understanding the methodology of research in Accounting and Finance field.
- Distinguishing between qualitative and quantitative research.
- Conducting a successful research work.

### **Course Content**

- i. Introduction to Research Methodology/The Concept of Research.
- ii. Selecting a Research Topic.
- iii. Statement of the Research Problem and Objectives. Formulation of Research Hypotheses/Questions.
- iv. Literature Searching and Critical Review.
- v. Theoretical Framework.
- vi. Population, Sample Size and Sampling Techniques.
- vii. Sources and Methods of Data Collection.
- viii. Data Editing, Tabulation and Presentation.
- ix. Methods of Data Analysis and Interpretation.
- x. Variables and their Measurement.
- xi. Summary of Research Work
- xii. Reaching Conclusion and Making recommendations.
- xiii. References/Bibliography.
- xiv. Research Ethics.

<b>CODE</b>	<b>ACC705</b>		
<b>TITLE</b>	HUMAN RESOURCES MANAGEMENT		

### **COURSE DESCRIPTION**

**The course aims at:**

- Familiarizing the students with the basic theoretical concepts of Human Resources Management (HRM) in order to understand its functions.
- Learning how to use the basic tools of HRM planning and implementing.

**Course Content**

- i. Introduction to Human Resources Management (HRM)
- ii. "Employee-business environment-enterprise-monitoring"
- iii. Planning/analyzing, Choosing, Educating and Monitoring performance of employees
- iv. HRM Programme
- v. HRM Tools
- vi. Case Studies

<b>CODE</b>	<b>ACC706</b>	
<b>TITLE</b>	<b>CAPITAL TAXATION</b>	

## **COURSE DESCRIPTION**

**The course aims at:**

- Analyzing and understanding the provisions of Taxation of Capital.
- Identifying the individuals and legal entities that are subjects to tax.
- Identifying the objects of the tax.
- Recalling the tax rates in any case of Taxation of Capital.

**Course Content**

- i. Regulations and principles of Capital taxation.
- ii. Analysis of provisions of Capital Taxation.
- iii. Real Estate Ownership Taxation.
- iv. Real Estate Transfer Taxation.
- v. Gift and inheritance tax - capital gains tax for individuals.
- vi. Annual real estate duty - special tax on real estate.
- vii. Capital Concentration Tax
- viii. Taxable capital – Tax rates.
- ix. Tax exemptions.
- x. Preparation of Capital Tax return by case.
- xi. Penal and administrative sanctions.
- xii. Accounting for Capital tax.

<b>CODE</b>	<b>ACC801</b>	
<b>TITLE</b>	<b>INTERNSHIP</b>	

### **COURSE DESCRIPTION**

**Practical work aims at:**

- Combining the theoretical background that students acquired during their studies with the implementation of the theoretical knowledge in real time situations.

<b>CODE</b>	<b>ACC802</b>		
<b>TITLE</b>	<b>DISSERTATION</b>		

### **COURSE DESCRIPTION**

The course aims at helping students to become familiar with comprehensively elaborating upon and presenting a topic related to the discipline of the Department.