

Public Management Bachelor Programme

Module	02 – Double-Entry Bookkeeping and Preparation of Balance Sheets		
Semester	1 st semester (winter semester)		
Course	Double-Entry Bookkeeping and Preparing Balance Sheets (L/E) DE		
Workload	4 SPW	5 credits	150 workload hours (45 attendance hours, 105 self-study hours)
Admission prerequisites	–		
Module coordinator	Prof. Dr. Elmar Hinz		

1. Learning outcomes

Students will be able to explain the system logic behind double-entry bookkeeping for companies in the private sector, to book transactions, prepare basic commercial balance sheets and apply basic accounting and valuation standards. Students will also be capable of evaluating the cash flow impact and success of business transactions, explaining the fundamental principles of accounting policy and analysing commercial balance sheets.

2. Recommended prior knowledge and skills

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3. Contents

- Introduction to cost accounting
 - General accounting procedures
 - Overview of accounting systems
 - Overview of stocktaking, inventories and balance sheets
- Asset and revenue account bookkeeping, including, for instance, VAT net payable accounts and HR accounting
- Accrual accounting
 - Write-offs: determining and booking write-offs, significance for accounting policy
 - Time-related basis
- Central accounting and valuation principles for selected valuation method for assets and liabilities
- Basic principles of balance sheet evaluation and accounting policy

4. Modes of teaching and learning, workload

Lecture with active feedback from students and integrated practical exercises (45 hrs); preparation and revision of lectures (22.5 hrs); practical exercises and spreadsheet analysis (45 hrs), discussion in class; exam preparation (37.5 hrs).

5. Type of examination

Written exam (120 minutes)

6. Literature

BORNHOFEN, Manfred; BORNHOFEN, Martin C.: *Buchführung 1. Grundlagen der Buchführung für Industrie- und Handelsbetriebe*, 27. Auflage, Wiesbaden 2015; BORNHOFEN, Manfred; BORNHOFEN, Martin C.: *Buchführung 2. Abschlüsse nach Handels- und Steuerrecht - Betriebswirtschaftliche Auswertung - Vergleich mit IFRS*, 26. Auflage, Wiesbaden 2015; FUDALLA, Mark; ZUR MÜHLEN, Manfred; WÖSTE, Christian: *Doppelte Buchführung in der Kommunalverwaltung. Basiswissen für das „Neue Kommunale Finanzmanagement“ (NKF)*, 4. Auflage, Berlin 2011.