

# Elementary Bookkeeping II

Syllabus Number      ACC-102  
Elective      2 credit  
TOKUYAMA, Hidekuni

## 1. Course Description

Bookkeeping is a tool for use in the control of business activity. Students will learn accounting principles, structure of financial statements and the double entry system which underlies them. Double entry bookkeeping is a device for classifying and summarizing in financial terms the economic data of an enterprise. This class is designed to teach beginners the basic concepts of accounting systems.