

Code	313312		
Class name	Bookkeeping		
Semester	1st	Lecture target	1
Unit Classification	Elective	Unit count	2
Charge teacher	Shusuke Yamashita		
Category	Professional education subjects		
Class style	Lecture		
Class time	Wed/3		
NO.	Db11233w		

Professional career-experienced  
 This course taught by the teacher with practical experience.  
 On practical contents related to class.

Languag  
 Japanese

- Active learning elements
- problem-solving-learning in cooperation with external organizations based on agreements
  - discussion,debate
  - group work
  - presentation
  - practical training,fieldwork

Class outline,goal  
 The bookkeeping measures a company activities with the number of the amount of money, and is the method of records, arrange and report it.  
 You can get the wide knowledge of the bussiness by learning a principle of the bookkeeping and procedures.

Class plan

1 What do you learn in this course ?	8 Transaction 1(Cash account)
2 What is the Bookkeeping?	9 // 2(Merchandise account)
3 What is the Financial Statements?	10 3(Credits and Debts)
4 About the Accounts.	11 // 4 (Bill of debt and Securities)
5 Transaction and Journal Entry.	12 // 5 (Fixed Assets)
6 Book entry	13 // 6 (Capital,Revenue and expence,Tax)
7Closing books and Financial Statements	14 Flow of Bookkeeping
	15 Closing books and Financial Statements

Grading method  
 By final exam or the submission of assignments.  
 Class attendance and attitude in class.

Assigned books  
 「Kentei bokikougi 3kyuu shougyouboki 」 2021edition published by Chuououkeizaisha.

Classroom equipment
Presentation by the power point and the board writing.
Advice on preparation and review
Please do preparations for lesson and a review with the textbook.
Class rules
The concentrationless students stops attendance to the class.
Grading Criteria
The student will be evaluated by final exam or the answer to the issues . And also class attendance. Total 60 points or more required.
Feedback method
Note
This class makes interesting contents based on the management work experience.
Office hour
mon;10:00~12:30 wed;10:00~16:00
Improvements from the results of the previous year's class evaluation questionnaire