

<b>General information</b>			
Course co-ordinator		Jasna Vuk, MEdSc, Senior Lecturer	
Course title		<b>ACCOUNTING BASICS</b>	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Obligatory	
Year	Semester	1	I
Value of credits and lecturing procedures		ECTS	5
		Number of hours (Lectures+Exercises+Seminars)	60 (30+0+30)

<b>1. COURSE DESCRIPTION</b>	
<i>1.1. Objectives</i>	
<p>The objective of the course is to introduce the students with the fundamental accounting categories and to make them understand the accounting (bookkeeping) process and the logics of the accounting processing and reporting of various users. Mastering the course contents is essential in order to be able to acquire the additional knowledge, especially in the courses: Financial Accounting, Cost Accounting and Management Accounting.</p>	
<i>1.2. Course enrolment conditions</i>	
None	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> <li>1. to differentiate the basic accounting categories and balance sheet entries</li> <li>2. to explain the accounting system of the Republic of Croatia</li> <li>3. to classify accounting documents, business records and financial reports</li> <li>4. to record cash and petty-cash operating activities</li> <li>5. to record simple business events on the accounts of the Ledger, to determine the financial result and analyse the business events which lead to such a result</li> <li>6. to draw up a shortened report on the financial position (balance sheet) and the abridged Profit and Loss Account</li> </ol>	
<i>1.4. Course contents</i>	
<p>Introduction into Accounting. Historical development of accounting systems. Basic characteristics of single entry and double entry bookkeeping. Accounting systems in the Republic of Croatia. Accounting system. Accounting principles and accounting policies. Legislation and application of the CFRS. Fundamental financial reports and other accounting information. Basic bookkeeping categories (assets, liabilities, capital, income, expenditures and financial result). Listing assets and liabilities. Balance sheet – term, types, models. Balance sheet changes. Expenses, costs and expenditures. Receipts and income. Business and bookkeeping changes and the way of their presentation and recording. Determination of financial results. Term and types of bookkeeping documents. Control and liquidation of bookkeeping documents. Filing and keeping of bookkeeping documents according to the Accounting Act and other regulations. Term and contents of invoices. Types of invoices and their characteristics. Opening and completion of an account. Chart of accounts. Examples of recording on the Ledger accounts. Term and types of business records (opening, completing, filing). Basic business records: Journal and Records. Methods of recording data in business records and correction of errors. Sub-ledgers.</p>	
<i>1.5. Teaching methods</i>	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> instruction <input checked="" type="checkbox"/> guided discovery learning <input type="checkbox"/> discussion <input checked="" type="checkbox"/> group/team learning <input type="checkbox"/> _____

1.6. Comments							
1.7. Students' obligations							
Students are obliged to attend classes. The percentage of attendance affects the final grade including the other parts of the exam.							
1.8. Monitoring students' accomplishments							
Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	1.5	Oral exam	1	Essay		Research work	
Project		Permanent testing of student's knowledge	0.5	Written presentation		Practical work	
Portfolio		Independent task solving	1				
1.9. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work							
The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. Two mid-term exams are written in the semester. The final exam is written and oral. The final grade is based on the total sum of grades obtained in the written exam (50%) and oral exam (50%).							
1.10. Obligatory reading							
<ol style="list-style-type: none"> <li>1. Prezentacije objavljene na Eduneti, autor J. Vuk</li> <li>2. Vuk, Jasna: Osnove računovodstva – recenzirana skripta, godina 2018.</li> <li>3. Vuk, Jasna: Zbirka zadataka za vježbu i samostalni rad – Osnove računovodstva, recenzirano, godina 2018.</li> <li>4. RRiF-ov Računski plan za poduzetnike, XXII. izdanje, RRiF plus, Zagreb 2018. (sadrži Zakon o računovodstvu)</li> </ol>							
1.11. Optional reading							
<ol style="list-style-type: none"> <li>1. Odabrani članci iz časopisa Računovodstvo, revizija i financije</li> <li>2. www.zakon.hr</li> <li>3. www.nn.hr</li> <li>4. www.porezna-uprava.hr</li> <li>5. www.sudski-registar.hr</li> </ol>							
1.12. Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.							
At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching staff is aimed at making some corrections in order to improve the quality of teaching.							
1.13. Expected competences							
<ul style="list-style-type: none"> <li>- drawing up bookkeeping documents and check-up of their correctness</li> <li>- keeping records on cash and petty-cash operations</li> <li>- drawing up abridged financial reports</li> </ul>							