

General information			
Course co-ordinator		Anja Božina, MSEc, lecturer	
Course title		BUSINESS OPERATIONS OF SOLE TRADERS AND FREE PROFESSIONS	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Obligatory	
Year	Semester	2	IV
Value of credits and lecturing procedures		ECTS	4
		Number of hours (Lectures+Exercises)	45 (30 + 15)

1. COURSE DESCRIPTION	
<i>1.1. Objectives</i>	
To enable students to independently keep the business records of sole traders and free professions. To teach students the techniques and skills of preparation, accounting for and recording income and expenditure for income tax payers and drawing up the tax return.	
<i>1.2. Course enrolment conditions</i>	
None	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> 1. to explain the basic characteristics of operations of physical persons which perform independent activities and subject to income tax payment 2. to compare and analyse the differences between single-entry and double-entry bookkeeping 3. to keep business records of sole traders and free professions following the principle of cash transactions 4. to keep tax records of income tax payers 5. to draw up an income tax return form 	
<i>1.4. Course contents</i>	
Legal aspect of founding a sole trading company: types, special conditions (store, catering services, etc.) and performing sole trading activities (sole trading which can be performed in housing estates, separate plants, etc.), temporary termination of a sole trading company, employment in a sole trading company, joint sole trading. Social insurance of sole traders and tax payments. Determination of income and expenditure. Application of principle of cash transactions. Recording business changes in the Record of Income and Expenditures – KPI Form, Records on receivables and liabilities – TO Form. Records on sales transactions – KPR Form. Determination of income for sole traders, free professions and other independent activities – obligation of submission of the annual tax report, determination of the tax base, tax reliefs, etc.	
<i>1.5. Teaching methods</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> instruction <input checked="" type="checkbox"/> guided discovery learning <input checked="" type="checkbox"/> discussion <input type="checkbox"/> group/team learning <input type="checkbox"/> _____
<i>1.6. Comments</i>	
<i>1.7. Students' obligations</i>	

Attendance in classes – part time students are expected to be present at least 50% of the total teaching hours, whereas full time students are expected to be present at least 70% of the total teaching hours. The required attendance represents a part of the total grade of the final exam.

1.8. *Monitoring students' accomplishments*

Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	2	Oral exam	1	Essay		Research work	
Project		Permanent testing of student's knowledge		Written presentation		Practical work	
Portfolio		Independent task solving					

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. During the semester evaluated are student's activity and independent task-solving. 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*

1. A. Božina/ L. Turković-Jarža: Poslovanje obrtnika i slobodnih zanimanja, recenzirana skripta godina 2018.
2. Prezentacije sa predavanja, autor A. Božina
3. Zadatci za vježbu autor A. Božina

1.11. *Optional reading*

1. Odabrani stručni i trenutno aktualni članci iz časopisa Računovodstvo revizija i financije
2. Zakon o porezu na dohodak www.porezna-uprava.hr
3. Pravilnik o porezu na dohodak www.porezna-uprava.hr
4. Zakon o obrtu www.porezna-uprava.hr
5. Zakon o doprinosima www.porezna-uprava.hr
6. Pravilnik o doprinosima www.porezna-uprava.hr
7. Zakon o porezu na dodanu vrijednost www.porezna-uprava.hr
8. Pravilnika o porezu na dodanu vrijednost www.porezna-uprava.hr

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*

- keeping business records of income tax payers
- drawing up tax returns