DESCRIPTION OF STUDY COURSE

Course unit title	**Accounting Basics**
Programme	Finance
Year of study	1
Academic year	2019/2020
Level of course unit	Bachelor's Study
Course unit code	BF017
Name of lecturer(s)	Ieva Kozlovska
Number of ECTS credits allocated	3 ECTS
Credit points	2 CP, Latvian credit points are multiplied by 1,5 to get ECTS credit points
Language of Instruction	Latvian
Type of course unit (compulsory, optional)	compulsory
Semester when the course unit is delivered	1
Mode of delivery	Face-to-face
Aim of course	The aim of the course is to provide students with general understanding, theoretical and practical knowledge in accounting. The student is acquainted with the essence and process of accounting, double-entry accounting system, structure of annual reports, regulatory documents governing accounting in the Republic of Latvia, as well as the provision of ethical and quality standards by acquiring the basic knowledge and skills necessary for the accountant.
Preliminary knowledge (prerequisites and co-requisites)	Business Organization, Law.
Course contents	1. Practical guidelines for a successful learning process. 2. Introduction to accounting (documents, registers, ethics and quality standards, etc.). 3. Balance-sheet. 4. Accounts and double entry. 5. Balance sheet asset. 6. Balance sheet liabilities. 7. Profit or loss account. 8. Accounting cycle. 9. Company's Annual Report.
Planned learning activities and teaching methods	The course is based on a combination of lectures, presentations, class exercises (individual and group) and class discussions. Students are expected to come to every class prepared in order to participate in class discussions and presentations. This means assigned reading completed, cases analysed, etc. In addition, during the course also different materials (e.g. mix of short videos, scientific researches and recent business press articles, interactive learning exercises, readings, problems, cases and multimedia case studies, real examples, etc.) about financial accounting and reporting will be used to

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<td>provide students with insights into processes of financial accounting and reporting.
During the course students attend lectures, if necessary – consultations – participate in seminars, present individual and group work, at the end of the course take the final exam.
This course will be based on a combination of lectures, presentations, class exercises (individual and group) and class discussions. Students are expected to come to class prepared to participate in class discussions and presentations. This means assigned reading completed, cases analysed, etc.
During the course students attend lectures, if necessary – consultations – participate in seminars, present individual and group work, take tests and unexpected quizzes and at the end of the end of the course take the final exam.
Students will be graded on their attendance and contribution to classes. Therefore, it is important that you attend classes regularly.
Course evaluation consists of: 10% - active participation during lectures, 20% - 4 independent works, 30% - 6 mini-exercises, 20% midterm-examination (written), 20% - final exam (written).
<table>
<tr><th>Teaching methods</th><th>Student workload
(1 CP = 40 hours of student work)</th></tr>
<tr><td>Lecture</td><td>9%</td></tr>
<tr><td>Practical work</td><td>34%</td></tr>
<tr><td>Tests</td><td>6%</td></tr>
<tr><td>Work at the library, independent studies</td><td>40%</td></tr>
<tr><td>Examination</td><td>10%</td></tr>
<tr><td></td><td>Total 80 hours</td></tr>
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<td>Learning outcomes of the course unit</td>
<td>By mastering the course and successfully passing tests, the student is able (knowledge, skills and competences) to:
1. Understand the essence and importance of accounting in business;
2. Understand the essence of financial accounting and management accounting;
3. To orient and get a general idea of the accounting regulatory documents and regulatory enactments;
4. Independently carry out accounting records in the balance sheet, profit or loss items;
5. To independently collect and systematize accounting objects and understand accounting methods;
6. Perform the main business accounting cycle;
7. Work effectively both individually and in a team and take responsibility for your work and teamwork.</td>
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<td>Assessment outcomes of the course unit</td>
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<tr><th>Learning outcomes
The form of assessment</th><th>1.</th><th>2.</th><th>3.</th><th>4.</th></tr>
<tr><td>Written work in a classroom</td><td>●</td><td>●</td><td>●</td><td>●</td></tr>
<tr><td>Written examination</td><td></td><td></td><td>●</td><td>●</td></tr>
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<td>Recommended or required reading</td>
<td>Required reading:
Throughout the course students additional to class presentations will be provided with additional materials (e.g. mix of short videos, scientific researches and recent business press articles, interactive learning exercises,</td>
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	readings, problems, cases and multimedia case studies, real examples, etc.) about the topics discussed during lectures. Recommended literature for this course please see below. Students are also encouraged to benefit from other financial accounting and reporting books and articles available in the library of School of Business and Finance. Compulsory literature: 1. Leibus I., Pētersone I., Jesemčika A, Svarinska A, Grigorjeva R. (2018), "Finanšu Grāmatvedība", atkārtots un atjaunots 2.izdevums, Lietišķās Informācijas Dienests. Required reading: 1. Leibus I. (2016), " Pirmie soļi komercdarbībā: darbības uzsākšana, grāmatvedība un nodokļi", Lietišķās informācijas dienests, 2016.
Recommended optional programme components	To be agreed at the start of the course.

Lecturer ____________________/I.Kozlovska/