

Title of the Course		BASICS OG ACCOUNTING AND FINANCE	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	-		
Science Sector	Economics and entrepreneurship		
Science Subsector	Accounting and bookkeeping theory		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
1 st level professional study programme	Business Logistics		
Author(s) of the course	Mg.oec.Vita Zariņa		
Lecturer(s) of the course	Mg.oec., Lāsma Balceraitė		
Goal of the course:	To provide an opportunity to gain knowledge about full bookkeeping of finance operations, preparation of finance reports. To develop students’ understanding about the law of the Republic of Latvia and other normative acts and their enforcement in accounting.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 40% Exam – 60% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. Knowledge: 1.1. A student describes long-term investment and their bookkeeping; 1.2. A student describes the bookkeeping of fixed assets and stock, their assessment methods; 1.3. A student lists types of debtor accounts, short-term investment and their bookkeeping; 1.4. A student illustrates the meaning of party capital, its formation possibilities and content; 1.5. A student describes creditors and accounts with them, payments of taxes, wage and deductions; 1.6. A student illustrates the bookkeeping of income and expenses, calculations of finance results; 1.7. A student illustrates the content of finance reports and their development. 2. Competences: 2.1. A student acts in different situations, understands correlation and independently makes decisions; 2.2. A student executes bookkeeping of commercial activity in an enterprise; 2.3. A student applies the gained knowledge and practical skills for the development of finance reports; 3. Competences: 3.1. A student practically applies theoretical knowledge in professional activity and real problem situations;			
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- 3.2. A student forms positive attitude towards the significance of entrepreneurship bookkeeping and cooperation with enterprise's controlling finance institutions.
- 3.3. A student has explicit understanding about the results of enterprise's commercial activity and information illustration in finance reports, is responsible for their compliance with the real situation and normative acts in the Republic of Latvia.

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Bookkeeping of long-term investment. Non-material investment and its value write-off.	8	5	1	2	2
2.	Notion of fixed assets and synthetic and analytical bookkeeping. Calculations of depreciation of fixed assets. Reassessment of fixed assets, their exclusion.		5	1	2	
3.	Inventarization of long-term investment. Long-term finance investment. Savings, their bookkeeping and assessment methods.		5	2	2	
4.	Accounts with debtors and requirements for personnel. Costs for forthcoming periods.		5	2	2	
5.	Short-term securities. Money means types and bookkeeping. Components of party capitals and their bookkeeping.		5	2	2	
6.	Creditors, their classification and bookkeeping. Payments for wage and deductions.		5	2	2	
7.	Income from forthcoming periods. Costs and income of commercial activity. Different types of income		5	2	2	

	STUDY COURSE DESCRIPTION	APPROVED by Business Administration College at 18.01.2021. meeting of Council of Studies Protocol No VAD 4-03/18.01.2021
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	and costs.					
8.	Content and development of finance reports. Order for annual report submission and validation.		5	2	2	
TOTAL:		8	40	14	16	2
		80				

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	Name and recognise terms	Define and recognise terminology	Understand and offer a solution to a problem-situation
Skills	Use and justify usage of terms	Evaluate and analyse usage of terms in practice	Synthesize, model and discuss about real problem-situations
Competences	Responsibility, initiative, creativity during evaluation of real problem-situations	Decision-making, critical thinking during real problem-situations, presentations skills during offering solutions to real problem-situations	Organisation and planning skills, self-discipline during solving different complexity issues and ability to make informed decisions

Acknowledgement of the obtained study results

Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature

1.	Kelmere L. (2020) E-grāmata Ievads grāmatvedībā jeb Grāmatvedības pamati: teorija un uzdevumi. Rīga – SIA "Lietišķās informācijas dienests".
2.	Leibus I., Pētersone I., Jesemčika A., Svarinska A., Grigorjeva R. (2018) Finanšu grāmatvedība. Rīga – SIA "Lietišķās informācijas dienests"
3.	Zariņa V. (2007). Finanšu grāmatvedība . Rīga - SIA "Latvijas Uzņēmējdarbības un menedžmenta

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	akadēmija”. ISBN 9984-708-70-5
4.	Bojarenko J., Tjurina A., Kūda M., Pokromoviča I., Jespere I.(2009) Finanšu grāmatvedība: teorija un prakse, II daļa . Rīga - SIA KIF “Biznesa komplekss”.
5.	Januška M. (2010) Ienākumi un izdevumi grāmatvedībā. Uzņēmuma grāmatvedības politikas veidošana un atjaunošana. Rīga - Merkūrijs INFO
Additional Literature	
1.	Zariņa V., Medne A. Uzdevumu krājums Finanšu grāmatvedībā un nodokļos. Rīga - BAT, 2012 – 112 lpp.
2.	Par grāmatvedību. // Latvijas Republikas likums. Pieņemts Latvijas Republikas Augstākā Padomē 14.10.1992. ; stājies spēkā 01.01.1993. // Ziņotājs, 11.12.1992, Nr44
3.	Gada pārskatu un konsolidēto gada pārskatu likums. // Latvijas Republikas likums. Pieņemts Latvijas Republikas saimā 22.10.2015. ; stājies spēkā 01.01.2016. // Latvijas Vēstnesis, 12.11.2015, Nr222
4.	Noteikumi par grāmatvedības kārtošānu un organizāciju. // Ministru kabineta 2003.gada 21.oktobra noteikumi Nr.585; stājās spēkā 30.10.2003. // Latvijas Vēstnesis, 2003, Nr.151
5.	Kases operāciju uzskaites noteikumi. // Ministru kabineta 2003.gada 21.oktobra noteikumi Nr.584; stājās spēkā 29.10.2003. // Latvijas Vēstnesis, 2003, Nr.150
Recommended Periodicals	
1.	Žurnāls “Balance”; “Latvijas ekonomists”
2.	www.VID.gov.lv
3.	https://ifinances.lv/
4.	https://likumi.lv/
5.	www.vgk.lv