

Title of the Course		BASICS OF ACCOUNTING	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Grounding	-		
Science Sector	Economy and business		
Science Subsector	Theory and Principles of Accounting		
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. level professional study programme	Law		
Author(s) of the course	Mg.oec.Vita Zariņa; Mg.oec. Ina Jēkabsone; Mg. oec. Rita Vanaga		
Lecturer(s) of the course	Mg. oec. Rita Vanaga		
Goal of the course:	Understand the concept of "accounting", acquire theoretical knowledge of accounting objects, methods and principles used in accounting, the meaning and nature of the system of accounts and chart of accounts, understand the relationship between the operation and the balance sheet accounts, as well as to study the legislative framework which regulates the keeping of accounting records and accounting organization in enterprises.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/task – 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. Describe the importance of accounting and regulatory requirements for accounting; 1.2. Describes accounting objects and their accounting methods; 1.3. Describe the nature and meaning of the accounts system and the double entry method; 1.4. Describes the concept of balance sheet, the equality of balance sheet assets and liabilities; 1.5. Describes balance sheet accounts and transaction records for them; 1.6. Describe the meaning of operations accounts, their structure and the types of economic operations recorded in the operations accounts; 1.7. Describe the requirements for accounting justification and supporting documents and the need to maintain their registers. 2. Skills 2.1. Uses chart of accounts and records of business transactions are organized in the accounting accounts of the organization; 2.2. The requirements of accounting justification documents shall be applied in the preparation of			

the organization's economic transaction accounting documents, registration, execution and control of operations;  
 2.3. Linking operations and balance sheet accounts;  
 2.4. Orients in regulatory enactments that regulate accounting;  
 2.5. Analyses and evaluates the organization's business financial accounting information.

3. *Competency:*

3.1. Applies theoretical knowledge in registration and accounting of economic transactions in the organization's accounting accounts;  
 3.2. Is aware of the importance of accounting work in cooperation with internal and external users of the organization's accounting;  
 3.3. Prepares the company's accounting data and results and for the presentation of information in the financial statements, is responsible for their compliance with the real situation and the requirements of the laws and regulations of 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.	Exams/tests
1.	Accounting, its meaning and requirements	8	5	1	2	2
2.	Accounting objects and method		5	1	2	
3.	Accounting balance		5	2	2	
4.	Balance sheet information and changes therein		5	2	2	
5.	The concept of bookkeeping account and balance sheet accounts		5	2	2	
6.	The concept of an accounting account and balance sheet accounts		5	2	2	
7.	Accounting documents		5	2	2	
8.	Accounting documents		5	2	2	
<b>TOTAL:</b>		8	40	14	16	2
<b>80</b>						

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%)
<b>Knowledge</b>	Partially describes the concepts and terms of course materials, accounting principles and the presentation of economic transactions in the accounting accounts. Able to reflect on the course material only concisely.	Describes the concepts and terms of the course materials, accounting principles and presentation of economic transactions in the accounting accounts. Able to reflect on course material.	Convincingly and extensively describes the concepts and terms of course materials, accounting principles and the presentation of economic transactions in the accounting accounts. Is able to reflect on the course material both concisely and in complexes, demonstrating additional knowledge about the course material.
<b>Skills</b>	In practice, certain topics of the course material are used and substantiated. Uses separate accounting principles and presentation of economic transactions in accounting accounts, partially uses the principles set out in the course material	Complexes of course material topics are used in practice. Accounting principles are applied and business transactions are reflected in the accounting accounts using exchange rate material, however, there are difficulties with the accuracy of determining the calculation of individual taxes.	The course material is used in practice in complexes, enriching with independently acquired skills. Is able to apply the accounting principles acquired during the course and the presentation of economic transactions in the accounting accounts, using the course material and additional independently acquired material on accounting principles.
<b>Competences</b>	Individual course topics are applied individually - for separate accounting objects.	Individually applied course topic complexes. The objects of accounting are individually listed and analyzed in the works. Presents and	The material is used individually and in a group and a discussion on the course topics is developed. Accounting objects are listed and

	<b>STUDY COURSE DESCRIPTION</b>	<b>APSTIPRINĀTS</b> Biznesa vadības koledžas 13.01.2020. Studiju padomes sēdē Protokols Nr. VAD 4-03/13.01.2020
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		reflects on the process and results.	analyzed using course material sets, supplemented with self-selected relevant information. Convincingly presents ideas, reflects on the process and results.
Acknowledgement of the obtained study results			
Study Results	1.1.-1.7.	2.1.-2.3.	3.1.-3.3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

### Core Literature

1.	Leibus I., Pētersone I., Jesemčika A., Svarinska A., Grigorjeva R. (2016). <i>Finanšu grāmatvedība</i> . Rīga: SIA Lietišķās informācijas dienests
2.	Bojarenko J., Tjurina A., Kūda M., Pokromovica I., Jespere I.(2009) Financial Accounting: Theory and Practice, part II. Rīga - SIA KIF “Biznesa komplekss”.
3.	Januska M. (2010) Income and Expenses in Accounting. Establishing and Updating Company's Accounting Policy. Rīga - Merkuris INFO,

### Additional Literature

1.	Zarina V., Medne A. Collection of Tasks in Financial Accounting and Taxes. Rīga - BAT, 2012 – 112 p.
2.	About Accounting. // Law of the Republic of Latvia. Adopted by the Supreme Council of the Republic of Latvia on 10.14.1992. ; entered into force 01.01.1993.// Zinotajs, 11.12.1992, No.44
3.	Law on Annual Reports and Consolidated Annual Reports. // Law of the Republic of Latvia. Adopted by the Saeima of the Republic of Latvia 22.10.2015. ; entered into force 01.01.2016. // Latvijas Vestnesis, 12.11.2015, No.222
4.	Rules for arranging and organizing accounting.// Cabinet of Ministers 21 <sup>st</sup> of October, 2003 Regulations No. 585; entered into force 30.10.2003. // Latvijas Vestnesis, 2003, No.151

### Recommended Periodicals

1.	Mgazines “Balance”; “Latvijas ekonomists”
2.	<a href="http://www.VID.gov.lv">www.VID.gov.lv</a>
3.	<a href="https://ifinances.lv/">https://ifinances.lv/</a>
4.	<a href="https://likumi.lv/">https://likumi.lv/</a>
5.	<a href="http://www.vgk.lv">www.vgk.lv</a>

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