

<b>Title of the Course</b>	<b>BASICS OF ACCOUNTING</b>		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Macroeconomics, mathematics at the level of secondary school		
Science Sector	Economics and entrepreneurship		
Science Subsector	Accounting and bookkeeping theory		
<b>Summary of academic hours</b>		<b>Amount (academic hours)</b>	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
<b>1<sup>st</sup> level professional study programme</b>	Marketing and Trade		
<b>Author(s) of the course</b>	Mg.oec.Vita Zariņa; Mg.oec. Ina Jēkabsone		
<b>Lecturer(s) of the course</b>	Mg. oec. Rita Vanaga		
<b>Goal of the course:</b>	To understand the concept of ‘accounting’’, get theoretical insight about accounting objects, accounting methods and principles, accounting systems and importance of account plan, understand connection between operation and balance accounts, as well as explore the legislation, which regulates the accounting and its organisation in companies.		
<b>Requirements for obtaining credit points (structure of course evaluation):</b>	<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>		
<b>Study Results</b>			

1. *Knowledge:*
  - 1.1. Describes the importance of accounting and its regulatory requirements for accounting;
  - 1.2. Characterizes accounting objects and bookkeeping methods;
  - 1.3. Presents the meaning and role of bookkeeping account systems and double entry;
  - 1.4. Describes the concept of balance, equivalence of assets and liabilities of the balance sheet
  - 1.5. Describes the accounts of the balance sheet and respective accounting entries
  - 1.6. Presents the meaning of operation accounts, their structure and types of commercial activity registered in operation accounts
  - 1.7. Describes the requirements of accounting supporting documentation and the necessity to maintain record registry
2. *Skills:*
  - 2.1. Uses the account plan and enters commercial activity transactions in the bookkeeping accounts;
  - 2.2. Applies supporting documentation requirements in accounting for the preparation of bookkeeping documents for commercial operations, in operation registry, execution and control;
  - 2.3. Understands linkage between operation and balance accounts;
  - 2.4. Has good knowledge of normative acts, which regulates the accounting;
  - 2.5. Analyses and assesses accounting information for the organisation's commercial activity
3. *Competences:*
  - 3.1. Uses theoretical knowledge for the registry of commercial operations and accounting in the organisation's accounts;
  - 3.2. Recognize the importance of accountant profession, , cooperates with internal and external users of the company's accounting system;
  - 3.3. Prepares the accounting data and financial results of the company, and discloses the required information in the financial statements, is responsible that financial statements give a true and fair view of the financial position of the company and are prepared in accordance with the 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.	Accounting, its importance and requirements	8	5	1	2	2
2.	Accounting objects and methods		5	1	2	
3.	Balance sheet		5	2	2	
4.	Information in the balance sheet and changes in it		5	2	2	
5.	The concept of accounting account and balance account		5	3	2	

6.	Operation accounts and accounting account plans		5	3	2	
7.	Accounting documentation		5	1	2	
8.	Accounting registry		5	1	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 terms and	Describes the terms and notions from the	Confidently and extensively

	notions from the study material, the reflection of the accounting principles and commercial operations in the bookkeeping accounts. Reflects on the course material in short.	study material, the reflection of the accounting principles and commercial operations in the bookkeeping accounts. Reflects on the course material in a great deal.	describes the terms and notions from the study material, the reflection of the accounting principles and commercial operations in the bookkeeping accounts. Reflects on the course material both, in short and in a complex manner, demonstrating additional knowledge about the course topics.
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<i>Skills</i>	Uses in practice and arguments different course topics. Uses certain principles of accounting and displays the commercial operations in the bookkeeping accounts, partially uses the principles provided in the course material	Applies in practice the course topics in a complex manner. Uses principles of accounting and displays the commercial operations in the bookkeeping accounts based on the course material however finds it difficult to define precisely certain tax calculations.	Applies in practice the course topics in a complex manner by enriching it with independently developed skills. Applies principles of accounting and displays the commercial operations in the bookkeeping accounts based on the course material and independently acquired content on the bookkeeping principles.
<i>Competences</i>	Individually uses certain course topics – on certain accounting objects.	Individually uses in practice course topics in a complex manner. In work individually stocktakes and analyses accounting objects. Presents and reflects on the processes and results.	Individually and in groups uses course material and initiates a discussion on the course topics. Stocktakes and analyses accounting objects using the course material and individually
			searched information. Confidently presents ideas and reflects on the processes and results.
Acknowledgement of the obtained study results			
Study Results	1.1.-1.7.	2.1.-2.5.	3.1.-3.3.
Evaluation Method			
Moodle discussions/tasks	X	X	-
Exam	X	X	X

**Core Literature**

1. Leibus I., Pētersone I., Jesemčika A, Svarinska A, Grigorjeva R. (2018), "Finanšu Grāmatvedība", atkārtots un atjaunots 2.izdevums, Lietišķās Informācijas Dienests.
2. Kelmere L. (2020) E-grāmata Ievads grāmatvedībā jeb Grāmatvedības pamati: teorija un uzdevumi. Rīga – SIA "Lietišķās informācijas dienests"
3. Leibus I. (2016), " Pirmie soļi komercdarbībā: darbības uzsākšana, grāmatvedība un nodokļi", Lietišķās informācijas dienests.
4. Tīse L. (2017), "Grāmatvedība. Mācību grāmata 1.daļa". RTU Izdevniecība.
5. Januška M. (2010) *Ienākumi un izdevumi grāmatvedībā. Uzņēmuma grāmatvedības politikas veidošana un atjaunošana*. Rīga - Merkūrijs INFO

**Additional Literature**

1. Zariņa V., Medne A. (2012) *Uzdevumu krājums Finanšu grāmatvedībā un nodokļos*. Rīga - BAT
2. Horner, D., Accounting for non-accountants. Tenth edition. London : Kogan Page Limited, 2015
3. Kent, J. Accounting : a beginner's guide to understanding financial & managerial accounting. Great Britain : John Kent ; 2020
4. Par grāmatvedību. // Latvijas Republikas likums. Pieņemts Latvijas Republikas Augstākā Padomē 14.10.1992.; stājies spēkā 01.01.1993. // Ziņotājs, 11.12.1992, Nr.44
5. Gada pārskatu un konsolidēto gada pārskatu likums. // Latvijas Republikas likums. Pieņemts Latvijas Republikas Saeimā 22.10.2015.; stājies spēkā 01.01.2016. // Latvijas Vēstnesis, 12.11.2015, Nr.222
6. Noteikumi par grāmatvedības kārtošanu un organizāciju. // Ministru kabineta 21.10.2003. noteikumi Nr.585; stājās spēkā 30.10.2003. // Latvijas Vēstnesis, 2003, Nr.151

**Recommended Periodicals**

1. Žurnāls "Bilance"
2. Žurnāls „iFinanses”
3. <https://vid.gov.lv>
4. <https://likumi.lv/>
5. [www.vgk.lv](http://www.vgk.lv)