

<b>Study program:</b> Finance, accounting and banking, Management of business and logistics, Business informatics and e-business, Tourism and hospitality			
<b>Course name:</b> Basics of accounting			
<b>Professor:</b> Ivan Ž. Mihailović, PhD Dragana S. Randelović, M.Sc			
<b>Subject status:</b> compulsory course			
<b>ECTS:</b> 6			
<b>Requirements:</b> no requirements			
<b>Aim of the course</b> The aim of the course is to provide students with basic knowledge on accounting cycle where special attention is placed on familiarization of students with and their understanding of logic and methodology of accounting record keeping of business changes. Students will learn about the importance of accounting information system for business decisions making.			
<b>Outcome of the course</b> After successfully completing the course, students will be able to: monitor the flow of accounting records, understand and apply accounting logic for the needs of accounting record keeping, understand the importance of accounting information for decision-making on all levels.			
<b>Content of the course</b> <i>Theoretical lectures</i> Development of accounting; Accounting and its organizational parts; Information system of an enterprise and accounting information system; Simple and dual accounting; Basic accounting reports and statements; Statutory and professional regulations in accounting; Accounting breakdown; Layout of charts of accounts and account plan; Classification and types of accounts; Monitoring of fixed assets in accounting; Monitoring financial assets, claims and liabilities in accounting; Monitoring of materials in accounting; Monitoring of semi-finished products and finished products in accounting; Monitoring of merchandise in accounting; Monitoring of sources of financing in accounting; Monitoring of income and expenses in accounting; Reports in accounting. <i>Practical course work</i> Accounting information system and users of accounting information; Business documentation as a basis for record keeping in accounting; Forms of accounts; Types of accounts; Inventory in simple and dual accounting; Application of IFRS; Increase and decrease of fixed assets; Foreign currency assets, securities, credentials, allocated funds; Calculation and recording of material at cost and planned price; Wholesale and retail trade; Determination of financial result; Preparation of accounting records.			
<b>Literature</b>			
<ul style="list-style-type: none"> <li>• Михаиловић, И., Рањеловић, Д. <i>Рачуноводство</i>, ВПШСС Лесковац, 2011.</li> <li>• Михаиловић, И. <i>Рачуноводство — практикум</i>, друго издање, ВЕШ Лесковац, 2006.</li> <li>• Петровић, З. <i>Рачуноводство</i>, Универзитет Сингидунум Београд, 2005.</li> </ul>			
<b>Total number of active teaching classes</b>		<b>Lectures: 30</b>	<b>Practical course work: 30</b>
<b>Teaching methods</b> Lectures; practical course work, presentations of good examples of professional practice, case studies.			
<b>Evaluation (maximum points 100)</b>			
<b>Pre-exam activities</b>	Points	<b>Final exam</b>	Points
active participation in lecture classes	5	Written exam	20
active participation in practical course work	5	Oral exam	25
Colloquium 1	25	.....	
Colloquium 2	20		
Term papers	/		