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| Course title | **Basics of Accounting** |
| Semester | Winter semester |
| Faculty / Department | Faculty of Business Studies |
| Professor | Doc. Ranka Mitrović, PhD |
| ECTS credits | 9 |
| Language of instruction | English |
| Level of study | Bachelor |
| Content | 1. Introduction to accounting.  2. The principles of double entry bookkeeping.  3. Inclusion of bookkeeping changes through successive balance, business records.  4. Division of balance into bookkeeping accounts, General Ledger – accounts.  5. Documenting the economic changes.  6. The preparation of the trial list, the closing list, the formal conclusion of accounts and preparing the balance in the general ledger accounts, elements of the organization of accounting.  7. Application of double entry bookkeeping system – accounting of capital and liabilities.  8. Application of double entry bookkeeping system - accounting of fixed assets.  9. Application of double entry bookkeeping system - Bookkeeping of depreciation of fixed assets and the revaluation of fixed assets.  10. Application of double entry bookkeeping system - Provision of working capital and repayment of liabilities to suppliers.  11. Application of double entry bookkeeping system - Bookkeeping of costs and expenses.  12. Application of double entry bookkeeping system – Bookkeeping of revenue.  13. The concept and recording of pre-contract actions.  14. Definition, identification and distribution of financial results VAT, cost accounting.  15. Financial (accounting) reports, the regulation of accounting. |
| Learning outcomes | Acquiring both practical and theoretical knowledge of accounting. |
| Length | One semester. |
| General information | Acquiring knowledge of the idea, content, aims, organisation of accounting and registering activities in bookkeeping. |
| Restrictions to mobile students and availability before the signature of the learning agreement | There is no any restrictions. |