

SYLLABUS: Accounting

Basic course data			
Academic unit:	Economic Faculty-UP		
Title of the course:	Accounting		
Level:	Bachelor		
Mandatory/Elective:	Mandatory		
Year of study:	1 st year		
Number of hours per week:	2+2		
Value on credit – ECTS:	6 ECTS		
Time / location:			
Subject Teacher:	Prof.Dr. Skender Ahmeti		
Contact Details:	skender.ahmeti@uni-pr.edu		
Description of the subject:	This course is designed to provide a basic understanding of accounting and covers various topics including basic accounting theory, accounting principles, accounting preparation and procedures for recording business transactions, recognition of accounting elements and statement preparation financial. More importantly, students will learn how financial information users help accounting users in facilitating their decision-making.		
Objectives of the course:	Accounting is the business language, facilitating the communication of financial aspects of business. Therefore, the course aims to provide an accountancy presentation for students without prior knowledge, student preparation for further studies in this field, providing students with knowledge about registering economic events and using them to prepare financial statements such as and their interpretation and use for the purpose of economic decision-making. The financial statements of the various economic units will be taken as practical examples. Students will be encouraged to think critically about the problems and challenges associated with accounting issues.		
Expected learning outcomes:	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> - Understand who the information users are from accounting and the purpose of use; - Understand the essence of double registration and the reason for using this accounting basis; - Have knowledge about accounts and build a test balance; - Understand the accountability of the common elements of the financial statements and prepare financial statements; - Read, interpret and analyze the financial statements. 		
Contribution to student load (which should correspond to student learning outcomes)			
Activity	Hour	Day/week	In total
Lectures	3	12	36
Theoretical exercises	2	15	30
Practical exercises	2	15	30
Contacts with the teacher/consultants	1	20	20
Field exercises			

Periodic evaluations, seminars	2	2	4												
Homework															
Student study time (in library or at home)	2	15	30												
Final exam preparation															
Time spent on assessment (tests, quiz, final exam)															
Projects, presentations, etc.															
Total			150												
Teaching methodology:	<p>Teaching will be conducted through lectures, practical tasks, individual and group interpretations, seminars, periodic self-assessments, and so on. Lectures will be realized by introducing audio-visual materials through electronic technology with Windows Office programs.</p> <p>Theoretically, general scientific knowledge will be provided, based on contemporary and up to date literature.</p> <p>The practical part will mainly be realized through concrete examples from literature and practical knowledge in private and public production enterprises and non-profit organizations.</p> <p>Through this methodology we intend to create inter-active professor-student relations as well as student-student relations.</p>														
Grading:	<p>The final score will be based on the following distribution: First Periodic Assessment by Subject: 20% Second periodic evaluation of the subject: 30% Third Periodic Assessment by Subject: 30% Tasks and presentations / seminars: 10% Participation and engagement: 5% Attendance: 5% Final exam</p> <p><u>Periodic Assessments:</u> It is expected that you will participate in estimates according to the planned time. <u>Duties and presentations/seminars:</u> it is required that you participate in group projects. The whole group should contribute to one another's presentations in order to express your views on the issues of discussion. Regular participation in discussions and being active will get you to get a 5% bonus on your final assessment. <u>Attendance:</u> Regular attendance in lectures will be considered critical. The maximum of the lectures you will lose and you will still receive 5% is two.</p> <p>Scales of grades:</p> <table border="1"> <tr> <td>91-100%</td> <td>grade 10 (ten)</td> </tr> <tr> <td>81-90%</td> <td>grade 9 (nine)</td> </tr> <tr> <td>71-80%</td> <td>grade 8 (eight)</td> </tr> <tr> <td>61-70%</td> <td>grade 7 (seventh)</td> </tr> <tr> <td>51-60%</td> <td>grade 6 (six)</td> </tr> <tr> <td>50-less</td> <td>grade 5 (five)</td> </tr> </table>			91-100%	grade 10 (ten)	81-90%	grade 9 (nine)	71-80%	grade 8 (eight)	61-70%	grade 7 (seventh)	51-60%	grade 6 (six)	50-less	grade 5 (five)
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Literature															
Basic Literature:	Skender Ahmeti, Prof.Dr., Financial Accounting, (Basic Concepts) "Prishtinë, 2012														

	Rrustem Asllanaj, Prof.asoc.Dr., Financial Accounting ",Prishtinë, 2013
Additional Literature:	Use SEMS for materials set by the subject bearer; Peter Atrill and Eddie McLaney, Financial Accounting for Decision Makers, sixth edition. International accounting standards.
Described Learning Plan:	
Weekly schedules	Lecture to be held:
<i>First Week:</i>	Introduction to Accounting; Businesses and their types; Business Accounting-Business; Types of accounting and their characteristics; Users of accounting information and interest groups; Regulatory framework.
<i>Second Week:</i>	Presentation of the financial statements and their qualitative characteristics; Main elements of financial statements.
<i>Third week:</i>	Accounting equation and double registration principles; Units of the accounting process - accounts and their functioning; Rules of debiting and lending of accounts.
<i>Fourth Week:</i>	Tutorial and examples related to the construction of financial statements and the dual registration system.
<i>Fifth week:</i>	First periodic evaluation from the subject
<i>Week Six:</i>	Construction and interpretation of financial statements; Balance Sheet, Statement of Income and Expenditure.
<i>Week Seven:</i>	Construction and interpretation of financial statements; Statement of Changes in Equity, Cash Flow Statement, Disclosure Notes.
<i>Eighth week:</i>	Diary and trial balance; Chronological record of the transactions in the journal, their transfer to the main book accounts, the closure of the accounts, the construction of the test balance and the transfer of its elements into the financial statements.
<i>Ninth week:</i>	Practical assignments (tutorial) and examples regarding the registration of economic transactions.
<i>Tenth Week:</i>	Second periodic evaluation of the subject
<i>Eleventh Week:</i>	Completion of Accounting cycle-Acres and Postponements. Accounting for commercial transactions; Purchases and sales of goods; Returns and deductions on purchases and sales of goods.
<i>Twelfth Week:</i>	Inventory Accounting and CGS; Inventory systems; Calculation of ADP and inventory valuation methods.
<i>Thirteenth Week:</i>	Receivables, estimates of receivables, receivables, bad debts and methods for calculating them.
<i>Fourteenth Week:</i>	Practical tasks (tutorial) and examples related to the registration of accruals, extensions, purchases and sales of goods, inventory and bad debts.
<i>Fifteen week:</i>	Final assessment
Academic Policies and Rules of Conduct:	
Participation in lectures and exercises is mandatory. Students are encouraged to always seek explanations during lectures and exercises. The teacher will be available for additional clarifications and student consultations. Students are obliged to read at least the literature that is assigned to you after each lecture and to perform the tasks to be given. Students are encouraged to follow media discussions and open discussions about them. The student should be mindful and respect the institution and the study rules. It should respect the schedule of lectures, exercises and be attentive to the lectures. It is obligatory possession and presentation of the ID card in tests and examination. During the preparation of seminar papers, the student must adhere to the instructions given by the teacher for the research and technical accomplishment of the work.	

