**SYLLABUS for course: Small Business Accounting**

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| **Basic information** |  |
| **Academic unit:** | ECONOMIC FACULTY, University of Prishtina |
| **Course title:** | Accounting for Small Business |
| **Level:** | Bachelor |
| **Mandatory/Elective:** | Elective |
| **Year of study:** | III’rd semester |
| **Total hours per week:** | 2+1 |
| **ECTS credits:** | 4 ECTS |
| **Time / location:** |  |
| **Lecturer:** | Prof.Asoc.Dr. Rrustem Asllanaj |
| **Contact Details:** | rrustem.asllanaj@uni-pr.edu  |

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| **Course description:** | This subject in its own structure includes the dual purchase, sale, cash, and assets and liabilities associated with the operations of small businesses. The bookkeeping and accounting system of small businesses is designed to be developed conforms to International Financial Reporting Standards for Small and Medium Business and tax accounting rules. |
| **Course objectives:** | The main purpose of this course is to provide basic knowledge about book keeping and accounting for small businesses. Also, this subject focuses on preparing students to keep accounting for small businesses from their census and daily operating activity.   Encourage and develop students for critical thinking in incorporating and retaining evidence in all books used by small business in accounting. |
| **Expected results:**  | After completing this course students will be able to:Register transactions in sales, purchase, cash, etc. booksBuild financial statements only on the basis of main books without regular registrations of transactions.Analyze financial condition and small business success based on final accounts.Interpreting and analyzing all the main accounts in the dual registration booklet. |
| **Contribution to student workload** |
| **Activity** | **Hour** | **Day / Week** | **Total Hours** |
| Lectures | 2 | 13 | 26 |
| Theoretical / laboratory exercises | 1 | 15 | 15 |
| Practical work | - | - | - |
| Contacts with the teacher / consultations | 2 | 10 | 20 |
| Field works | - | - | - |
| Colloquium, seminars | 2 | 2 | 4 |
| Homework | - | - | - |
| Independent student work | 2 | 10 | 20 |
| Final exam preparatory work | 2 | 1 | 2 |
| Time spent in testing | 1 | 3 | 3 |
| Projects, presentations, etc. | 2 | 5 | 10 |
| Total |  |  | 100 |

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| **Teaching Methodology**: | 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.Theoretically, general scientific knowledge will be provided, based on contemporary and up to date literature.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.Through this methodology we intend to create inter-active student-student relations as well as student-student relations. |

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| **Grading:**  | The student assessment consists of:• Participation in lectures: 0-10 points• Seminar work: 0-10 points• Test I (colloquium): 0-40 points• Test II (colloquium): 0-40 points |
| **Literature:** |  |
| **Basic Literature:**  | Business Accounts – David Cox, Birmingham 2009Book-keeping & accounting for the small business, Peter Taylor, 2003. |
| **Complementary literature:** | Financial Accounting, Rrustem Asllanaj, 2010, botues Universiteti i Prishtinës.Financial Accounting , Skender Ahmeti, 2012  |
| Learning Plan: |
| Week:  | Activities:  |
| Week 1: | Presentation of the syllabus, notification of the structure of the subject and interpretation of basic concepts, the role of accounting for small business, small business obligations to local and central taxes |
| Week 2: | Accounting and Accounting System (Business Accounts, David Cox, page 3-18) |
| Week 3: | Keeping Duplicate Records for: Bank, Cash, Capital, Assets and Income (Business Accounts, David Cox, pp. 18-30) |
| Week 4: | Duplicate duplicate storage for: purchase, sales and returns (Business Accounts, David Cox, pages 30-40) |
| Week 5: | First assessment (test I) |
| Week 6: | Build compulsory financial statements for small businesses in accordance with IFRS for SMEs. |
| Week 7: | Small Business Documentation Documents, David Cox, pages 45-65) |
| Week 8: | Cash, Cash, and Bank Books (Business Accounts, David Cox, pp. 100-132) |
| Week 9: | Recognizing Expenditures and Revenues, Business Accounts, David Cox, pp. 228-246) |
| Week 10: | Second Assessment (Test II) |
| Week 11: | The Leading Book for Small Businesses, Plant, Equipment, and Devaluation Businesses (Business Accounts, David Cox, pp. 246-266) |
| Week 12: | Short-term and Long-Term Lending to Small Businesses (Business Accounts, David Cox, pp. 300-320) |
| Week 13: | Calculation of Wages, Payments, VAT, Income Taxes and Other Duties (Business Accounts, David Cox, pp. 516-536) |
| Week 14: | Cash Flow Overview for Small Businesses (Business Accounts, David Cox, pp. 460-472) |
| Week 15: | Final assessment |
| **Academic Policies and Rules of Conduct:** |
| Regular attendance of lectures and exercises is mandatory for all students. All students are obliged to respect the rules of conduct: keeping quiet, muted mobile phones and entering the class on time. |