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| **STUDY PROGRAMME:** | **Professional Graduate Study Programme *Management in Agriculture*** | |
| **Course:** | **BOOK-KEEPING IN AGRICULTURAL ENTERPRENEURSHIP** | |
| **Course code:** 141735  **Course status**: compulsory | **Semester:** **II** | **ECTS credits: 6** |
| **Course holder:** | **Dušanka Gajdić,** Ph.D.,professor of professional studies | |
| **Modes of delivery:** | **Number of hours** | |
| **Lectures** | 35 | |
| **Excersises** | 20 | |
| **Seminars** | 5 | |

**Course objectives:** Acquiring basic knowledge in accounting, with a focus on accounting practices in agricultural business systems. Introducing students to fundamental accounting theory and techniques that will enable them to understand the accounting process, financial tracking, and determining the financial position and performance of a business. The goal is to equip students to recognize elements of financial statements and independently prepare financial statements for businesses.

**Course content**

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|  | **Course units** | **Modes of delivery** | | | **Places of delivery** |
| **L** | **E** | **S** |
| 1. | Concept and basic characteristics of accounting. Structure of accounting. | 2 |  |  | Lecture hall |
| 2. | Theoretical foundations of the accounting and financial system. Accounting principles and standards as the framework for financial reporting. Accounting Law. | 2 |  |  | Lecture hall |
| 3. | Classification of accounting. Users of accounting information. | 2 |  |  | Lecture hall |
| 4. | Accounting systems and methods. Rules for recording and entering business transactions into accounting books – the accounting process. | 2 |  |  | Lecture hall |
| 5. | Characteristics, content, and stages of the accounting process. Accounting documents and accounts. | 2 |  |  | Lecture hall |
| 6. | Accounting books. Chart of accounts. | 2 |  |  | Lecture hall |
| 7. | Fundamental accounting categories (assets, liabilities, equity, revenues, expenses). | 4 |  |  | Lecture hall |
| 8. | Value Added Tax (VAT); Accounting aspects of VAT. Taxes and contributions. | 2 |  |  | Lecture hall |
| 9. | Fundamental financial statements of a business. The concept of financial statements, content, and elements of financial statements. | 2 |  |  | Lecture hall |
| 10. | Balance sheet (structure of the balance sheet, balance sheet positions, balance sheet equilibrium). | 2 |  |  | Lecture hall |
| 11. | Income statement (structure of the income statement, types, and principles of preparation). | 2 |  |  | Lecture hall |
| 12. | Cash flow statement (types and structure, methods of preparation). | 2 |  |  | Lecture hall |
| 13. | Pre-closing procedures. Inventory, accounting errors, trial balance. | 2 |  |  | Lecture hall |
| 14. | Operating costs in agricultural production. | 2 |  |  | Lecture hall |
| 15. | Specifics of accounting in agriculture (biological assets, measurement of fair value). | 2 |  |  | Lecture hall |
| 16. | Obligations for maintaining business records for craftsmen and family farms. | 2 |  |  | Lecture hall |
| 17. | Budget – definition and purpose of budgeting (planning); stages of the planning process. | 1 |  |  | Lecture hall |
| 18. | Proposing seminar topics and researching relevant data and literature. |  | 2 |  | Lecture hall |
| 19. | Exercise 1: Classification of assets and sources of assets. |  | 2 |  | Lecture hall |
| 20. | Exercise 2: Preparing a balance sheet, balance sheet changes. |  | 3 |  | Lecture hall |
| 21. | Exercise 3: Opening and closing accounting accounts; recording typical business transactions – examples of journal entries on T-accounts. |  | 3 |  | Lecture hall |
| 22. | Exercise 4: Calculating and recording VAT (Value Added Tax). |  | 3 |  | Lecture hall |
| 23. | Exercise 5: Preparing the income statement. |  | 3 |  | Lecture hall |
| 24. | Exercise 6: Preparing the cash flow statement. |  | 2 |  | Lecture hall |
| 25. | Exercises for the colloquium |  | 2 |  | Lecture hall |
| 26. | Defending seminar papers |  |  | 5 | Lecture hall |
|  | **In total** | 35 | 20 | 5 |  |

**L=Lectures, E=Excersises, S=Seminars**

**Learning outcomes (LO)**

LO 1. Formulate principles, standards, and legal regulations in the field of accounting.

LO 2. Integrate theoretical foundations of the accounting system through practical examples of basic accounting records.

LO 3. Prepare a simplified version of fundamental financial statements.

LO 4. Apply recording rules to accounts for assets and liabilities, revenues, and expenses.

LO 5. Identify the specific characteristics of accounting in agricultural production.

LO 6. Determine the specifics and rules for recording business changes in small family farms

LO 7. Present a seminar paper on a given topic.

Course holder:

Dušanka Gajdić, Ph.D., professor of professional studies

Križevci, July 2024