

# Teaching guide

## IDENTIFICATION DETAILS

Degree:	Business Analytics		
Field of Knowledge:	Social and Legal Science		
Faculty/School:	Legal and Business Science		
Course:	Accounting		
Type:	Basic Training	ECTS credits:	6
Year:	1	Code:	5317
Teaching period:	Second semester		
Area:	Business		
Module:	Basic training		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	150		

Teaching staff	E-mail
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## SUBJECT DESCRIPTION

Accounting is an economic science that uses a specific methodology to identify, interpret, value and register economic facts, providing periodically financial statements to the users, that can be analysed to understand the situation and the possible evolution of the entity.

The aim of the Financial Accounting course is to build a strong foundation for learning about financial reporting and corporate finance.

The course is focused on measuring, valuating and reporting business events based on the basic financial reporting framework. The course is a powerful tool that it will allow the student to understand more advanced

subjects within the bachelor curriculum and in his/her professional career. The course has a theoretical and practical approach, which means that, besides the management of a conceptual framework, it is necessary to develop other skills such as economic operations analysis and calculations.

Students do not need previous knowledge of accounting, just some knowledge of economic language and business operations.

## GOAL

It is intended that, at the end of the course, students have achieved sufficient knowledge about the information offered by the accounting instruments whose objective is to provide a true image of the company's assets (understood as a community of people with multiple interests and needs). It is hoped that they will be able to understand the importance and social responsibility of the information prepared on the basis of accounting to facilitate a reasonable decision making from an ethical perspective, so that the company actively contributes to increase the wealth and wellbeing of community.

The specific aims of the subject are:

Teach the student the technique of recording the economic relations that take place between the agents that participate in the market.

Know the basic principles of Accounting Regulations.

Reflect in the Annual Accounts, the true image of the assets and results obtained by the company.

Analyze the Conceptual Framework that establishes the normative bases, necessary for the decision making in the company

## PRIOR KNOWLEDGE

It is recommended to have acquired the basic knowledge of Organization and Business Administration I

## COURSE SYLLABUS

### UNIT 1. ACCOUNTING AS A COMPANY INFORMATION SYSTEM

- 1.1. Company concept and classification of companies
- 1.2. Accounting as a business information system
- 1.3. Users of financial information
- 1.4. Objectives and requirements of accounting information
- 1.5. Financial statements as the support to the accounting information
- 1.6. Accounting classification

### UNIT 2. SHAREHOLDERS' EQUITY

- 2.1. Equity concept
- 2.2. Balance sheet aggregations
- 2.3. Balance sheet elements
- 2.4. Analysis of assets
- 2.5. Analysis of equity
- 2.6. Analysis of liabilities
- 2.7. Basic accounting equation

### UNIT 3. ACCOUNTING STANDARDIZATION IN SPAIN

- 3.1 Accounting harmonization process
- 3.2 Spanish accounting regulatory framework: different information models depending on the type of company
- 3.3 General Accounting Plan 2007: structure and content

#### UNIT 4. ACCOUNTING FRAMEWORK

- 4.1 Annual Accounts. Fair image/presentation
- 4.2 Requirements of accounting information
- 4.3 Accounting principles
- 4.4 Elements of financial statements
- 4.5 Criteria for registration or accounting recognition of the elements of the annual accounts
- 4.6 Valuation criteria
- 4.7. Generally accepted accounting principles

#### UNIT 5. ACCOUNTING METHOD

- 5.1. Accounts as the basic accounting instrument
  - 5.1.1. Concept
  - 5.1.2. Technicalities of accounts
  - 5.1.3. Classification, functions, and rules of the accounts.
  - 5.1.4. Debit and credit: usage of asset, liabilities and equity accounts.
- 5.2. Accounting books
  - 5.2.1. Journal: accounting entries
  - 5.2.2. Stock book and annual accounts
  - 5.2.3. Ledger
  - 5.2.4. Other accounting books

#### UNIT 6. TEMPORARY ACCOUNTS: INCOME AND EXPENSE ELEMENTS

- 6.1. Purchases and expenses accounts: concept and usage
- 6.2. Sales and income accounts: concept and usage

#### UNIT 7. ACCOUNTING CYCLE

- 7.1. Accounting process
- 7.2. Trial balance
- 7.3. Accruals
- 7.4. Estimations and valuations
- 7.5. Net income calculation process
- 7.6. Accounting closure: annual accounts

#### UNIT 8. VAT AND CORPORATE INCOME TAX

- 8.1. VAT concept
- 8.2. VAT accounting treatment
- 8.3. VAT settlement and declaration
- 8.4. Corporate Income Tax

#### UNIT 9. FINANCIAL STATEMENTS (I): BALANCE SHEET AND PROFIT AND LOSS STATEMENT

- 9.1. Balance sheet
  - 9.1.1. Assets: classification and characteristics
  - 9.1.2. Equity and liabilities: classification and characteristics
  - 9.1.3. Preparation and presentation based on models proposed by PGC
- 9.2. Profit and loss statement / Income statement
  - 9.2.1. Concept
  - 9.2.2. Preparation and presentation based on models proposed by PGC
  - 9.2.3. Net profit application

#### UNIT 10. FINANCIAL STATEMENTS (II): OTHER MANDATORY FINANCIAL STATEMENTS

- 10.1. Statement of changes in shareholders' equity
- 10.2. Cash flow statement
- 10.3. Notes to the statements

### EDUCATION ACTIVITIES

#### PRESENTIAL ACTIVITIES

- Expository Classes
- Resolution of Exercises
- Teamworks
- Personalized tutoring
- Group tutoring
- Intermediate tests of evaluation and Final Exam

#### NON-PRESENTIAL ACTIVITIES

- Theoretical study
- Practical study
- Teamwork
- Virtual work in network

## DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
60 hours	90 hours

## SKILLS

### Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

### General Skills

Capacity for leadership and teamwork in the information society.

Capacity for communicating in a native or foreign language in the information society.

Capacity for critical, self-critical, analytical and reflexive thought.

Capacity for autonomous learning in the information society.

### Specific skills

Know and understand the fundamentals of the administration and management of businesses: organisation, planning, management oversight and the study of the functional areas of the business.

Know and understand accounting regulations in order to record and analyse business information.

## LEARNING RESULTS

Applies basic concepts of business economics and accounting.

Interpret and record the reality behind the economic events according to the regulations.

The company is not only understood as an economic agent but also as a human activity, with a vocation for service and oriented towards the common good.

Prepares the accounting cycle of service and commercial companies under the Spanish accounting regulations.  
Prepares and interprets the financial statements of a company under the Spanish accounting regulations.

## LEARNING APPRAISAL SYSTEM

### CONTINUOUS EVALUATION SYSTEM:

- ACTIVE AND INTELLIGENT PARTICIPATION IN THE DISCUSSION OF CASES IN CLASS: 10%
- RESOLUTION OF EXERCISES: 20% (presented in the time and form set by the teacher)
- CONTINUOUS ASSESSMENT EXAM: 20%
- FINAL EXAM (to apply continuous assessment requires a minimum of 5 out of 10 in the final exam) 50%

### ALTERNATIVE CONTINUOUS EVALUATION SYSTEM:

This system only applies for those students who are: repeating the course; have an official 'dispensa' signed by the dean of the corresponding faculty; on an international exchange program. It is the student's responsibility to be informed regarding course requirements, deadlines and exam dates, as well as to contact his/her teacher.

- RESOLUTION OF EXERCISES: 30%
- FINAL EXAM (to apply the average with the exercises, and requires a minimum of 5 out of 10 points in the final exam): 70%

### PUPILS OF SECOND AND SUCCESSIVE REGISTRATION:

In this case, students can choose between any of the two previous systems, after communicating to the teacher the first two weeks of class.

### EXTRAORDINARY EXAM

The same criteria will be applied as in the previous cases.

## BIBLIOGRAPHY AND OTHER RESOURCES

### Basic

-Socias, A. et al. 2014. Financial Accounting. The basis of the accounting cycle and the Spanish General Accounting Plan. Ediciones Pirámide.

-Kolitz, D. 2016. Financial Accounting 'A concepts-based introduction'. Routledge.

-Spanish General Accounting Plan. English Version.

<http://www.icac.meh.es/Documentos/CONTABILIDAD/PGC%20ingles%20intro.pdf>

### Additional

-Stolowy, H. and Ding, Y. 2017. Financial Accounting and Reporting: A Global Perspective, 5th edition. Cengage Learning.

-Camacho, M.M. et al. 2012. Beyond Figures: Introduction to Financial Accounting. Ediciones Pirámide.