



## Teaching Guide

Teaching Guide				
Identifying Data				2015/16
Subject (*)	Contabilidade Financeira I		Code	611G02013
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Second	Obligatoria	6
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Economía Financeira e Contabilidade			
Coordinador	Muiño Vazquez, Maria Flora	E-mail	flora.muino@udc.es	
Lecturers	Aguiar Maragoto, Fernando	E-mail	fernando.aguiar@udc.es	
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	Gomez Rodriguez, Maria Luz		luz.gomez@udc.es	
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	Rodríguez Sánchez, Carlos Enrique		carlos.rodriguez.sanchez@udc.es	
	Salvador Montiel, Maria Dolores		maria.dolores.salvador@udc.es	
Web				
General description	Introducir ao alumno nos conceptos básicos que guían o proceso de elaboración e comunicación da información contable.			

## Study programme competences

Code	Study programme competences
A1	Manage an enterprise or small organization, understanding their competitive and institutional position and identifying their strengths and weaknesses
A2	Integrate in any functional area of micro-firms or SMEs and perform fluently any management task commissioned
A3	Evaluate and foreseeing, from relevant data, the development of a company.
A4	Elaborate advisory reports on specific situations of companies and markets
A5	Write projects about specific functional areas (e.g. management, marketing, financial) of the company
A6	Identify the relevant sources of economic information and to interpret the content.
A7	Understand economic institutions as a result and application of theoretical or formal representations which explain the evolution of the economy.
A8	Derive, based on from basic information, relevant data unrecognizable by non-professionals.
A9	Use frequently the information and communication technology (ICT) throughout their professional activity.
A10	Read and communicate in a professional environment at a basic level in more than one language, particularly in English
A11	To analyze the problems of the firm based on management technical tools and professional criteria
A12	Communicate fluently in their environment and work by teams
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.



B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.
C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good
C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
C7	Assume as professionals and citizens the importance of learning throughout life.
C8	Assess the importance of research, innovation and technological development in the economic and cultural progress of society.

Learning outcomes			
Learning outcomes	Study programme competences		
Know the accounting method and its output: the financial statements.	A2 A3 A4 A6 A7 A8 A9	B7	
Record, present, and interpret any basic business transaction.	A1 A2 A3 A4 A5 A6 A7 A9	B7	C7 C8
Learn in an autonomous manner; look for the solution for new problems by applying the acquired knowledge.	A6 A9 A10 A11	B1 B2 B3 B5 B7	C5 C6 C7 C8
Ability to work with others in a consultative way.	A12	B4 B6 B8 B10	C4 C6
Ability to present, discuss, and defend different points of view.	A12	B2 B3 B4	C1 C4 C6
Have an ethical behaviour in business.		B10	C4

Contents	
Topic	Sub-topic
Section I: Foundations of Accounting.	SECTION 1
Lesson 1: Introduction to Accounting.	1.1. Economic activity and the need for information. 1.2. The concept of accounting. 1.3. Types of accounting.



Lesson 2: Financial information.	2.1. Uses and users of financial information. 2.2. Characteristics of financial information. 2.3. Accounting standards.
Lesson 3: The balance sheet.	3.1. Purpose of the balance sheet. 3.2. Basic accounting equation. 3.3. Components of the balance sheet: assets, liabilities and owners' equity.
Lesson 4: The income statement and the cash flow statement.	4.1. The accrual basis of accounting. 4.2. Income: revenue and expenses. 4.3. Cash flow: receipts and payments.
Lesson 5: The accounting method.	5.1. Economic events and accounting events. 5.2. The ledger account. 5.3. Specific terminology.
Lesson 6: Accounting records.	6.1. The journal and the journal entry. 6.2. Transfer from the journal to the ledger. 6.3. The trial balance and the financial statements.
Lesson 7: The accounting cycle.	7.1. Recording of transactions during the period. 7.2. Accrual adjustments. 7.3. Preparation of financial statements. 7.4. Closing entries.
Section II: Introduction to recording, presenting, and interpreting basic accounting transactions.	SECTION II
Lesson 8: Merchandising operations.	8.1. Purchases of merchandise. 8.2. Sales of merchandise. 8.3. Cost of goods sold and ending inventory. 8.4. Reporting inventory at the lower of cost or market.
Lesson 9: Reporting inventory and cost of goods sold.	9.1. Specific identification method. 9.2. Inventory costing methods: FIFO, LIFO, PMP. 9.3. Financial statement effects of inventory costing methods.
Lesson 10: Receivables and accounts payable.	10.1. Credit sales. 10.2. Accounts payable. 10.3. Prepaid expenses and unearned revenue. 10.4. Bad and doubtful debts.
Lesson 11: Long-lived assets.	11.1. Acquisition of tangible assets. 11.2. Depreciation and impairment of tangible assets. 11.3. Disposal and retirement of tangible assets.
Lesson 12: Capturing financial funds.	12.1. Share capital. 12.2. Bank debt and other creditors. 12.3. Remuneration of shareholders and creditors.

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
Guest lecture / keynote speech	A1 A7 B1 B2 C5 C6 C8	17	34	51
Directed discussion	A8 A12 B2 B3 B4 B8 B10 C4 C5 C6	7	21	28
Workshop	A2 A3 A4 A5 A6 A8 A9 A10 A11 A12 B1 B5 B6 B7 C1 C5 C6 C7	18	36	54



Multiple-choice questions	A3 A8 A11 B2	1	2	3
Objective test	A1 A3 A8 A11 B2	2	8	10
Personalized attention		4	0	4

(\*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Guest lecture / keynote speech	The teacher presents the main concepts that students need to solve the accounting problems covered in the course.
Directed discussion	Preparation and discussion in the classroom of the topics proposed by the teacher.
Workshop	Work in groups to solve exercises and cases, both in the classroom and out of the classroom. The teacher will guide this work.
Multiple-choice questions	Mid-term multiple choice test on an unspecified date.
Objective test	Final exam covers both theoretical and practical issues.

Personalized attention	
Methodologies	Description
Workshop Directed discussion	<p>The accounting problems proposed to be solved in the classroom are designed to help students in understanding the accounting concepts and in becoming familiar with the accounting technique. With this aim, students will be guided by the teacher, so that they can solve, on their own, the proposed cases.</p> <p>Group tutorials (4 hours distributed along the term) will be used to discuss those complex cases that require a higher degree of personal attention. For these tutorials, the group will be split into two small groups (15 students, aprox.). If possible, group tutorials will be held either in the previous or the posterior time slot in which students have their classes.</p>

Assessment			
Methodologies	Competencies	Description	Qualification
Multiple-choice questions	A3 A8 A11 B2	Mid-term multiple choice test.	10
Objective test	A1 A3 A8 A11 B2	The final exam, covering both theoretical and practical issues, will be held on the date set by the Faculty.	50
Workshop	A2 A3 A4 A5 A6 A8 A9 A10 A11 A12 B1 B5 B6 B7 C1 C5 C6 C7	Learning out of the classroom based on solving exercises and cases will be assessed by means of small individual written tests.	40

Assessment comments
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The proposed methodology seeks two main objectives: i) to create incentives for the student to work on a continuous basis along the term, and ii) to promote self-study strategies. With this aim, the student is asked to:

a) Prepare, either individually or in group, the questions designed by the teacher to be discussed in the classroom. Both the strength of the arguments used and the ability to defend them in front of the rest of the students are graded. The student can get up to 1 extra point to be added to the mark obtained in the continuous evaluation (workshop + mid-term test). The maximum final mark for the continuous evaluation is 5 points.

b) On a weekly basis, students must solve the exercises and cases proposed by the teacher. Team work is highly recommended to discuss the possible solutions. At the beginning of one of the two sessions of the week, the teacher will present a small case, similar to those designed to be solved out of the classroom. Students must solve the case individually and the teacher will collect the written solutions. At the end of the term, the teacher will choose, on a random basis, four of these written exercises to be marked.

As for the final exam, students should take into account the agreements of the Executive Committee of the Faculty of Economics and Business (6th July 2011).

Absent qualification. This qualification will be assigned, exclusively, to those students that had participated in evaluation activities with a weighting lower than 20% of the final qualification, independently of the mark obtained in these activities.

Final exam. It is forbidden to access the classroom where the exam is held with any machine that allows communication with the outside and/or the saving of information.

Evaluation in the July option. The evaluation criteria used in the first option applies also in the July option.

Finally, in the case (and just in the case) students are awarded with an extra evaluation option ("avaliación adelantada"), they should take an exam which will be designed to evaluate all competencies and contents of the course.

## Sources of information

<b>Basic</b>	<ul style="list-style-type: none"> <li>- Larrán Jorge, Manuel (Coord.) (2009). Fundamentos de Contabilidad Financiera. Pirámide</li> <li>- Muñoz Merchante, Ángel (2008). Fundamentos de Contabilidad. Ramón Areces</li> <li>- Phillips, F., Libby, R. y Libby, P.A. (2006). Fundamentals of Financial Accounting. McGraw Hill</li> <li>- Solà Tey, Magda y Vilardell Riera, Inmaculada (2009). Introducción a la Contabilidad General. McGraw Hill</li> <li>- Sutton, Tim (2004). Corporate Financial Accounting and Reporting. Prentice Hall</li> <li>- Reverte Maya, Carmelo (2014). Exercises of Financial Accounting. Ecobook</li> </ul>
<b>Complementary</b>	<ul style="list-style-type: none"> <li>- Horngren, C.T.; Harrison, W.T y Bamber, L. S. (2003). Contabilidad. Pearson</li> <li>- Muñoz Jiménez, José (Coord.) (2008). Contabilidad Financiera. Pearson</li> </ul>

## Recommendations

### Subjects that it is recommended to have taken before

Análise das Operacións Financeiras/611G02004

Economía da Empresa: Dirección e Organización/611G02008

### Subjects that are recommended to be taken simultaneously

### Subjects that continue the syllabus

Contabilidade Financeira II/611G02018

### Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.