



Teaching Guide				
Identifying Data				2021/22
Subject (*)	Financial Accounting I	Code	611G02013	
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Second	Obligatory	6
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Empresa			
Coordinador	Alvarez Dominguez, Maria America	E-mail	america.alvarez@udc.es	
Lecturers	Alvarez Dominguez, Maria America Andrade Calvo, José Manuel Gomez Rodriguez, Maria Luz González García, Isaías Muiño Vazquez, Maria Flora	E-mail	america.alvarez@udc.es j.manuel.andrade@udc.es luz.gomez@udc.es isaias.gonzalezg@udc.es flora.muino@udc.es	
Web				
General description	Introduction to the basics of accounting.			
Contingency plan	The contents, methodologies, personalized attention, evaluation and bibliography will be the same in the case of having to move to "Not face-to-face" teaching method.			

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 basic business transactions.	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 consultive 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. Introduction to the recording process.	Section I
Lesson 1: Introduction to Accounting	1.1. Economic activity and the need for information 1.2. Definition and types of accounting



Lesson 2: Assets, liabilities, and owners' equity	<ul style="list-style-type: none"> <li>2.1. Definition of assets, liabilities, and owners' equity</li> <li>2.2. Accounting duality</li> <li>2.3. Changes in assets, liabilities, and owners' equity</li> <li>a) Accounting events</li> <li>b) Materiality</li> <li>c) Profit or loss for the period</li> </ul>
Lesson 3. The recording process	<ul style="list-style-type: none"> <li>3.1. The accounting method</li> <li>3.2. The account. Definition and representation. Technicalities</li> <li>3.3. Accounting duality</li> <li>3.4. Accounting records. Journal and general ledger. Trial balance</li> <li>3.5. Recording basic transactions</li> <li>a) Inventory</li> <li>b) Cash</li> <li>c) Accounts receivable and accounts payable</li> <li>d) Non-current assets</li> <li>e) Shareholders' equity</li> </ul>
Lesson 4: The accounting cycle	<ul style="list-style-type: none"> <li>4.1. Steps of the accounting cycle</li> <li>4.2. End-of-period adjustments</li> </ul>
Lesson 5: Accounting treatment of inventory and long-lived assets	<ul style="list-style-type: none"> <li>5.1. Inventory</li> <li>a) Recording methods</li> <li>b) Valuation</li> <li>5.2. Long-lived assets</li> <li>a) Acquisition</li> <li>b) Changes in value. Depreciation</li> <li>c) Disposals and write-offs</li> </ul>
Section II: Accounting standards	Section II
Lesson 6. Accounting standards	<ul style="list-style-type: none"> <li>6.1. Definition and importance</li> <li>6.2. Introduction to accounting standard: Spanish General Accounting Plan</li> </ul>
Lesson 7: The accounting of specific items under accounting standards	<ul style="list-style-type: none"> <li>7.1. Cash</li> <li>7.2. Inventory</li> <li>7.3. Value Added Tax (VAT)</li> <li>7.4. Long-lived assets</li> <li>7.5. Accounts receivable and accounts payable</li> <li>7.6. Personnel expenses</li> <li>7.7. Shareholders' equity</li> </ul>
Lesson 8. Introduction to the financial statements in the Spanish General Accounting Plan	<ul style="list-style-type: none"> <li>8.1. Balance sheet</li> <li>8.2. Income statement</li> </ul>

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	18	36	54
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



Mixed objective/subjective test	A1 A2 A3 A4 A5 A6 B4 B8 B10 C4 C5 C6 C7 C8	10	0	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.
Mixed objective/subjective test	Continuous evaluation tests and final tests. The tests, both continuous evaluation and final exams, can be written, oral, or in Moodle. The contents related to the subject can be raised in theoretical or practical terms or as a theoretical-practical combination.

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. Additionally, individual and group tutorials will be aimed to support the rest of the teaching and to track the work carried out by students outside the classroom.</p> <p>For students with recognition of part-time dedication and academic exemption from attendance, a specific tutoring calendar compatible with their dedication will be agreed at the beginning of the course. In order to fix this timetable, these students must contact the teacher in the first ten days of the semester in which the subject is taught.</p> <p>The tutorials will be in TEAMS.</p>

Assessment			
Methodologies	Competencies	Description	Qualification
Mixed objective/subjective test	A1 A2 A3 A4 A5 A6 B4 B8 B10 C4 C5 C6 C7 C8	First opportunity: 50% continuous evaluation tests and 50% final exam Second opportunity: 100% final exam	100

Assessment comments



All tests (continuous evaluation tests and final exams) can be held in Moodle.

## A) EVALUATION

### RULES

1. Conditions for the final exam.

Access to the exam classroom with any device that allows communication with the outside and/or storage is prohibited, except for not face-to-face exams, in which case students will be told what type of devices they can use.

2. Student Identification. The student must prove her/his identity in accordance with current regulations.

## B) QUALIFICATION1) 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. 2) Students with recognition of part-time dedication and academic exemption from attendance, Except for the final exams, which dates are set by the centre, a specific calendar, compatible with their dedication, will be agreed at the beginning of the course. In order to fix this timetable, these students must contact the teacher in the first ten days of the semester in which the subject is taught. The tests will have the same characteristics as for full-time students.c) EVALUATION OPPORTUNITIES1. First opportunity: The evaluation criteria set out above in this section will apply.2. Second

opportunity: he evaluation criteria set out above in this section will apply.3. Early opportunity ("oportunidade adiantada"): In this opportunity, and only in this case, a mixed test will be carried out aimed at evaluating all the competences and contents of the subject. The test scoring criteria will be announced at the time of the test and will be provided together with the test statement. Tests not performed score as zero. Those carried out in fraud (impersonation of a person, copy, access to the exam from an unauthorized place and without prior permission ...) suppose the score of zero points in the final mark.

### 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 Merchant, 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

Financial Operations Analysis/611G02004

Business Economics: Management and Organisation/611G02008

#### Subjects that are recommended to be taken simultaneously

#### Subjects that continue the syllabus

Financial Accounting II/611G02018

### Other comments

- The importance of ethical principles related to sustainability values in personal and professional behaviours should be taken into account.- Work will be done to identify and modify prejudices and sexist attitudes and to influence the environment to modify them and promote values of respect and equality.- The full integration of students who, for physical, sensory, psychic or socio-cultural reasons, experience difficulties for adequate, equal and beneficial access to university life will be facilitated.



(\*)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.