



Teaching Guide

| Identifying Data | | | | | 2023/24 |
|----------------------------|--|---------------|---|----------------|---------|
| 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 | | |
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| Web | | | | | |
| General description | Introduction to the basics of accounting. | | | | |

Study programme competences

| Code | Study programme competences |
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| 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. |



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| 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 | |
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| 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 |



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| Lesson 2: Assets, liabilities, and owners' equity | 2.1. Definition of assets, liabilities, and owners' equity 2.2. Accounting duality 2.3. Changes in assets, liabilities, and owners' equity a) Accounting events b) Materiality c) Profit or loss for the period |
| Lesson 3. The recording process | 3.1. The accounting method 3.2. The account. Definition and representation. Technicalities 3.3. Accounting duality 3.4. Accounting records. Journal and general ledger. Trial balance 3.5. Recording basic transactions a) Inventory b) Cash c) Accounts receivable and accounts payable d) Non-current assets e) Shareholders' equity |
| Lesson 4: The accounting cycle | 4.1. Steps of the accounting cycle 4.2. End-of-period adjustments |
| Section II: Recording basic accounting events | Section II |
| Lesson 5. Inventories | 5.1. Recording inventory transactions 5.2. Inventory valuation methods (FIFO and WAC) 5.3. Cost of goods sold and gross profit |
| Lesson 6. Long-lived assets | 6.1. Definition and types 6.2. Purchases of long-lived assets 6.3. Depreciation and amortization 6.4. Disposal of long-lived assets |
| Lesson 7. Accounting for VAT | 7.1. Value Added Tax (VAT) 7.2. Input VAT and Output VAT 7.3. Recording VAT in purchase and sale transactions 7.4. VAT clearance |
| Lesson 8. Other operations | 8.1. Cash and credit accounts 8.2. Personnel expenses |
| Lesson 9. Interpreting the content of the financial statements | 9.1. The balance sheet 9.2. The income statement |

| 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 |



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| 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 | |
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| 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. Small Group Tutorials (SGTs) will be arranged in two sessions of two hours each. If feasible, they will be developed in the classroom (face-to-face teaching); otherwise they will be held in MS Teams. Students will receive information on the date and place in advance. |
| 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 or in person.</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. The mark obtained in the continuous evaluation tests does not hold for the second opportunity. | 100 |

| Assessment comments |
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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) QUALIFICATION

1) 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: The 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.

D) OTHER EVALUATION COMMENTS

Continuous assessment may take into account students' participation in academic events organised by the FEE, Green Campus and other similar activities, as well as class participation and continuous work throughout the term. In this way, the mark obtained in the continuous assessment tests may be increased by up to one point, with the maximum limit of 5 points corresponding to the continuous assessment.

Sources of information

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

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.