SUBJECT TEACHING GUIDE

G349 - Introduction To Accountancy

Degree in Economics

Academic year 2018-2019

1. IDENTIFYING DATA					
Degree	Degree in Economics			Type and Year	Core. Year 1
Faculty	Faculty of Economics and Business Studies				
Discipline	Subject Area: Business Basic Training Module				
Course unit title and code	G349 - Introduction To Accountancy				
Number of ECTS credits allocated	6	Term		Semester based (2)	
Web	http://www.unican.es/centros/economicas				
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

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3.1 LEARNING OUTCOMES
- - To know the conceptual and methodological foundations of the External or Financial Accounting.
- Know the differences between external and internal accounting .
- Know and know how to apply the General Accounting Plan (PGC) / 2007 and the General Accounting Plan for Small and Medium Enterprises / 2007 (PGCPYMES).
- - Acquire the skills and technical knowledge necessary to prepare the annual accounts of a company.
- - Apply accounting knowledge in computer environments.
- - Evaluate the results and financial position of a company for economic and financial decision making.
- Analyze the financial environment of the company
- Know how to value the assets of a company

4. OBJECTIVES

Unit 1:
- Define what is accounting
- Identify the object of study of accounting.
- Analyze how accounting produces information.
- Know how the accounting information is obtained, elaborated and communicated. - Identify the different areas in which the discipline is divided. - Identify the different users of the accounting information. - Know the qualitative characteristics that the accounting information must fulfill to satisfy the needs of the different types of

Unit 2:
- Understand the concept of corporate wealth or wealth and its components. - To know how the value of the net worth of a company is determined. - Analyze the characteristics of assets, liabilities and equity.
- Distinguish between economic and financial structure and the classification of elements in currents and non-currents according to their functionality.
- Analyze the operating cycle and the materialization of current assets and their conversion into liquidity.
- Study the concept and classification of non-current assets and their conversion into liquidity through the amortization process.
- Learn to identify economic and accounting facts. - To register simple operations that imply changes in the equity. - To know how a balance is elaborated and what is useful: background concept as opposed to the concept of flow

Unit 3: - Understand the difference between economic and financial flows. - Understand the concept of income and how it is generated.
- Understand the concepts of income and expenses, how they are classified, recognized and valued. - Understand how the income and expenses affect the determination of the result . - Understand the importance of applying the principle. of accrual
- Understand the importance and meaning of the concept of the result of the fiscal year and its impact on the annual accounts. - To know what is the profit and loss account and how it represents the distributable income . - Learn to identify accounting facts. - Approach the different criteria of valuation.

Unit 4:
- Know and understand the concept of account and its rules of operation.
- Define the technicalities used in relation to the account. - To carry out a first classification in Assets, Liabilities and Net accounts and indicate their different operation according to the
agreement of credit and debit.
- Know and understand what rules are followed for the preparation of seats.
- Know and understand the connections between entries, book entry, accounts and financial statements.

Unit 5:
- Define the concept and the need for accounting standardization. - To emphasize the birth of the normalizing initiatives and their evolution in function of the informative demands of the
external users.
- Know the main bodies that issue accounting standards.
- Study the normalizing process in Spain: background, current situation and perspectives.
- Given an operation or information, apply the requirements and accounting principles to decide on their incorporation in the annual accounts. - To know in a generic way, the content and the obligatoriness or not of each one of the parts of the PGC and PGC for SMEs,
identifying the main differences existing between the parts of both plans . - Distinguish which companies will apply the PGC and PGC of SMEs. - Know the similarities and fundamental differences that both Plans present. - Know how to search the accounts in the PGC for the realization of practical assumptions.

Unit 6:
- Know the sequential or chronological order followed in the realization of the accounting cycle and understand the reason for it. - Distinguish the different documents and financial statements to be prepared in the different phases of the accounting cycle . - Differentiate between a balance of checks and a balance sheet. - Identify and understand the regularization phases.
- Justify the reasons for regularization adjustments
- Given an assumption, students will have to complete a complete accounting cycle

Unit 7: - Identify the different types of stocks and differentiate them from other assets . - Know the valuation criteria applicable to stocks - Learn how to account for the different stock transactions - Understand how the different operations and events related to stocks affect the annual accounts - Determine the assumptions in which the stocks will be subject to valuation correction and in case the latter should know how to register in the accounts.
Unit 8: - Differentiate business operations from the rest of the company. - To deepen in the financial relations between companies that arise from these operations . - Know and apply correctly the valuation criteria applicable to commercial operations. - To study and correctly account for all these operations, in particular: Operations related to receivables from customers (including commercial bills and factoring), Operations related to personnel expenses and operations related to Public Administrations.
Unit 9: - Know and differentiate the different types of investment: in fixed or non-current assets, with their different categories; And in current or current assets, with their different categories. - Know and differentiate the different types of financing by their purpose and source of origin : non current and current; Own and others. - Know and differentiate the different components of the result. - Study the activities, operations and measurement of the operating cycle, the average maturity period, and their importance as a determining criterion in the differentiation between current and non -current assets. - Define and know how to calculate the working capital and understand its importance as an insurer of the continuity of the operating cycle.
Unit 10: - Know the legal regulation of the annual accounts. - Understand and understand what obligations companies and all entrepreneurs have in terms of formulation, auditing, approval, deposit and publication of annual accounts. - Know the structure and content of the annual accounts. - Know how to prepare the balance sheet and the profit and loss account. - Discriminate and correctly locate the different elements of the annual accounts

6. COURSE ORGANIZATION

	CONTENTS
1	GENERAL THEORY OF ACCOUNTING (1) Accounting as an information system (2) The corporate heritage (3) The result and the accounting method
2	GENERAL ACCOUNTING TECHNIQUE (4) Accounting representation: the account and the accounting books (5) Accounting standardization (6) The accounting cycle
3	ANALYSIS OF THE ECONOMIC AND FINANCIAL STRUCTURE OF COMPANY AND PRESENTATION OF INFORMATION (9) Analysis of balance sheet and management accounts (10) The financial statements
4	ANALYSIS OF THE ECONOMIC AND FINANCIAL STRUCTURE OF COMPANY AND PRESENTATION OF INFORMATION (9) Analysis of balance sheet and management accounts (10) The financial statements

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
partial exam	Written exam	No	Yes	30,00
final exam	Written exam	Yes	Yes	50,00
test on vitual class	Activity evaluation with Virtual Media	No	No	10,00
participation and other activities related with the suject	Others	No	No	10,00
TOTAL				100,00

Observations

In September, the qualifications of the part or tests previously passed not will not be taken into account and must be exceeded in that examination, with at least 40% of the score, each and every one of the Parts of the same (Theory, Daily Book, Balance of Sums and Balances, Balance of Situation and Account of Losses and Profits).

Observations for part-time students

It will carry out a theoretical-practical examination according to the calendar of exams that consists of two parts: • A theoretical part. • A practical part that will consist of the resolution of a complete practical case where the Daily Book , Balance of Sums and
Balances, Balance of Situation and Account of Losses and Profits will have to be made. To overcome the subject must have at least a 4 in one part and compensate with the other

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

Plan General de Contabilidad y de PYMES 2008. Editorial Pirámide

Apuntes y supuestos de la asignatura

Albelda Perez, E y Sierra García, L (2017): Introducción a la contabilidad financiera. Ejercicios básicos. Pirámide

Fernández Cuesta, C. y Gutiérrez López, C. (2017): Introducción a la contabilidad financiera. Adaptado a la pequeña y mediana empresa. Pirámide