

COURSE TECHNICAL INFORMATION

Course/ Subject information	
Course Name	Introduction to Accounting
Code	
Degree	Bachelor's in Business Administration
Year	First
Term	Second
ECTS Credits	6
Annual/Term	Term
Department	Financial Management
Area	Accounting
University	Universidad Pontificia Comillas
Professors	Javier Márquez Vigil (coordinator).
Description	Accounting as an information system and business decision making tool: firm's net worth and results. The information management tools: the financial accounts and the accounting cycle. The Accounting Conceptual Framework: principles and accounting measurement criteria.

Professor Information	
Teacher	
Name	Julián Óscar Hernández Florindo
Department	Financial Management
Area	Accounting
Office	
E-mail	johernandez@comillas.edu
Phone number	
Office hours	Established the first day of classes.

Specific Details of the Course

The Course in Context
Contribution to the professional profile of the degree
The "Introduction to Accounting" course is integrated in the Accounting Area of the Financial Management Department. It Includes basic content required to understand other courses of the Department taught in senior years. The course addresses the issue of financial information management in a business as an essential tool for decision making. Therefore, the student will learn the basic tools for recording and displaying such financial information, and other preliminary concepts to perform adequate economic and financial analysis and diagnosis of real companies.
Prerequisites
NONE

Competencies – Objectives	
Generic competencies and skills of the Course	
GC01 Capacity for analysis and synthesis	<ul style="list-style-type: none"> - LO1: Identifies the variables of the problem and relates them to concepts discussed in class - LO2: Capable of summarizing and structuring the information using the appropriate concepts
GC02 Problem resolution and decision making	<ul style="list-style-type: none"> - LO1: Capable of summarizing and structuring the information using the appropriate concepts - LO2: Identifies and timely organizes the required tasks for assignment completions, meeting the established submission deadlines - LO3: Able to prioritize and select adequate documentation for assignment completion according to the syllabus requirements
GC03 Ability to manage information from different sources	<ul style="list-style-type: none"> - LO1: Knows and adequately uses a variety of bibliographic and documentary resources, displaying adequate skills in the use of traditional and electronic bibliographic sources. - LO2: Knows and uses the Internet to search and manage information, documents, and data - LO3: Uses basic computer software
GC04 Critical thinking Capacity	<ul style="list-style-type: none"> - LO1: Identifies, defines, and explores issues in a logical and consistent way within an appropriate analytical framework - LO2: Able to evaluate its own work and that of others - LO3: Able to break down complex problems into parts, establishing cause-effect relationships
GC05 Ability to learn and work independently	<ul style="list-style-type: none"> - LO1: Reads, understands and critically synthesizes the reference bibliography - LO2: Has the skills required for independent research
Specific Competencies of the Course	
SC06 Knowledge and understanding of accounting as an information system of the a firm´s economic and financial health and performance.	<ul style="list-style-type: none"> - LO1 Knows how to prepare a Balance Sheet and an Income Statement and applies basic analytical tools. - LO2 Understands the language and necessary accounting tools for the recording of economic events. - LO3 Understands current accounting standards as well as the need for international harmonization.

MODULES AND CONTENT

Content – Modules
MODULE 1: Accounting, Net Worth and Annual Accounts
Topic 1: Accounting: science and business information system
1.1 The concept of Net worth 1.2 The concept of Accounting
Topic 2: Net Worth and Balance Sheet
2.1 Key elements 2.2 Major classifications and formats 2.3 Analysis of the Assets 2.4 Analysis of the Liabilities 2.5 Analysis of the Shareholders' Equity 2.6 The Balance Sheet
Topic 3: The annual Profit or Loss account – The Income Statement
3.1 Introduction 3.2 Expenses, revenues and profits/losses

3.3 Relationship between expenditures, purchases and payments
3.4 Relationship between collections and revenues/income
3.5 Distribution and application of profits
Topic 4: Basic Economic and Financial analysis
4.1 Introduction
4.2 Long-term solvency of the firm: financial equilibrium positions
4.3 Short-term liquidity of the firm: the working capital and the operating and cash cycle
4.4 Analysis of firm's profitability and returns
MODULE 2: The Annual Accounts and the Accounting Cycle
Topic 5: Study of the accounts
5.1 The account
5.2 Terminology used for accounts
5.3 Analysis of asset accounts
5.4 Analysis of liabilities accounts
5.5 Analysis of net worth or shareholders' equity accounts
5.6 The double-entry accounting bookkeeping system
5.7 Practical application of the double-entry system
Topic 6: The Accounting Cycle
6.1 Introduction
6.2 Sources of accounting information
6.3 Chronological representation: the Journal
6.4 Systematic representation: the Ledger
6.5 The trial balances
6.6 The final information: Annual statements
6.7 The inventory
6.8 Auxiliary documents
Topic 7: Perpetual and Periodic Inventory Methods
7.1 The perpetual method for asset accounts
7.2 The perpetual inventory system
7.3 The periodic inventory system
MODULE 3: The Conceptual Framework and The Accounting Principles
Topic 8: Accounting Standardization and Harmonization
8.1 The users of accounting information
8.2 The accounting standardization
8.3 The accounting harmonization
8.4 The Spanish General Accounting Plan
8.5 The Chart of Accounts
Topic 9: The Conceptual Framework: principles, recognition and measurement criteria
9.1 The Conceptual Framework. Introduction
9.2 The Fair Presentation Principle
9.3 Disclosure requirements in the annual accounts
9.4 Accounting principles
9.5 Recognition criteria for elements of annual accounts
9.6 Measurements Criteria
Topic 10: Initial measurement criteria
10.1 The Measurement process
10.2 Historical cost
10.3 Initial Measurement of Property, plant and Equipment and Intangible Assets
10.4 Initial Measurement of Inventories
10.5 Financial Assets
Topic 11: Practical consequences of the Prudence Principle (I)
11.1 The Prudence principle and the loss of value of assets
11.2 Accounting depreciation: meaning and consequences
Topic 12: Practical consequences of the Prudence Principle (II)
12.1 Accounting depreciation methods
12.2 Special (contra) accounts (1): accumulated depreciation
12.3 Special (contra) accounts (2): impairment of value

Topic 13: Practical consequences of the Accrual Principle
13.1 The Accrual concept 13.2 Deferred payments and collections 13.3 Prepaid expenses and deferred revenues: accrual accounts 13.4 Accrual accounting and adjusting entries in the General Accounting Plan
Topic 14: Subsequent measurement criteria
14.1 Subsequent Measurement criteria: basic concepts 14.2 Subsequent measurement criteria of Property, plant and Equipment and Intangible Assets 14.3 Subsequent Measurement criteria of Inventories 14.4 Subsequent measurement criteria of Financial Assets

TEACHING METHODOLOGY

General methodological aspects of the course/ subject	
Classroom Methodology: Activities	Skills
<p>For the development of the content and skills previously described, the following activities will be undertaken:</p> <p>1. Lectures for theoretical explanations and orientation of the study of each Topic. It is the responsibility of the students to learn and this cannot be substituted by the teacher. In the lectures, teachers are limited to develop the content which they consider as most important and / or more challenging to understand. The student must read and try to understand the Topics before their class explanation. To verify that this obligation is met, teachers can test the students before the presentation of the respective topics. Students may also be asked to perform these exercises after the class to check their understanding of the different topics.</p> <p>The professor will impart the lectures by different means: computer resources (PowerPoint presentations, Word and Excel), electronic (video), slides, whiteboard and any other considered appropriate.</p> <p>2. Workshops to be done in class, both in groups and individually.</p> <p>The activities of these classes will be, among others, the theoretical development of the lectures, participatory and dynamic work of the student with the teacher and performing exercises on the whiteboard.</p> <p>In addition, when the teacher considers it appropriate, written tests can be performed. This has three objectives:</p> <ul style="list-style-type: none"> - Allows the teacher to verify that the student comes to class with the topic read (in case of tests prior to the lectures) - Allows the teacher to verify that the student has understood properly the most important aspects of the topic (if test is performed after the lectures) - Allows students to check their understanding and learning of the subject. <p>Tests may be given with or without prior notice. Later, they will be corrected, graded and made available to the students for verification.</p>	<ul style="list-style-type: none"> - CG01 - CG11 - CG01 - CG02 - CG04 - CGI1
Homework Assignment Methodology: Activities	Competencias
<p>1. Prior and post study of the theoretical content.</p> <p>2. Completion of cases that will be corrected afterwards in class.</p> <p>The main objective of the assignments is to understand and solve the proposed exercises as well as of the necessary theoretical knowledge to complete such exercises. The assignments are structured as a means of understanding the topics and not as an end to obtain a grade.</p>	<ul style="list-style-type: none"> - CG01 - CG02 - CG04 - CG11 - CE15

EVALUATION AND GRADING CRITERIA

Evaluation activities	Criteria	Weight
Final exam	- Correct answering - Concept knowledge - Spelling and presentation - Consistency	60%
Two module tests: # 1: Modules 1 & 2: in groups – Topics 1 – 7 – 10% of grade # 2: Individual - Topics 1 – 9 - 10% of grade	- Correct answering - Concept knowledge	20%
Class work (case resolution in the whiteboard, workshop with self-correction and <i>one-minute paper</i> , <i>project</i> , etc.)	- Correct answering - Concept knowledge - Clarity of explanations	20%

The final grade for the course is calculated applying the above weights and is numeric between 0 and 10, according to the following scale: 0-4.9: fail; 5-6.9; pass; 7-8.9: good; 9-10: excellent.

The grade derived from applying the above weights is subject to the following rules:

- To pass the course in the April-May period exam (ordinary evaluation), the student is required to obtain a minimum grade of 4.50 out of 10 in the final written exam. Otherwise, the weights formula will not be applicable, and the final course grade will be a fail (exam grade).

- In case of failing the course in the ordinary evaluation, the student will have the right to re-take the exam (oral or written) in June (extraordinary evaluation) and will need to obtain a minimum grade of 5 to pass the course. Otherwise, the mentioned formula will not be applied, and the course grade will that of the exam

WORK PLAN AND CLASS SCHEDULE

Activities In and Out of Class	Completion Date	Due date
Case studies and class assignments	Weekly	Weekly
Global Cases Module 1 & Module 2 - Topics - 7	Week 8-9	Week 8-9
Test - Topics 1- 9	Week 11-12	Week 11-12

SUMMARY OF STUDENT LEARNING HOURS			
Class Work (Hours)			
Theoretical classes (Lectures)	Practical workshop classes	Activities academically directed	Evaluation
24	30	-	6
Homework (Hours)			
Independent work on theoretical content	Independent work on practical content	Performance of Collaborative and group work	Study
21,5	25,5	10	48
ECTS Credits:			6

BIBLIOGRAPHY AND RESOURCES

Basic Bibliography
Reference Material
<ul style="list-style-type: none"> - Course Lecture Slides - Caamaño-Miñano, M. et al, <i>Introduction to Financial Accounting</i>, Pirámide, Madrid, 2012. - Muñoz Orcera, R. y Márquez Vigil, J. y Lazcano Benito, L. <i>Fundamentos de Contabilidad</i>. Ed. MacGraw Hill. Edición revisada. Madrid, 2021.
Webpages
<ul style="list-style-type: none"> - Course Moodleroom - https://bookboon.com/en/accounting-basics-ebooks - http://www.icac.meh.es

Legal texts
<ul style="list-style-type: none"> - Royal Decree 1515/2007, of 16 November, approving the General Accounting Plan for Small and Medium Enterprises and the specific accounting criteria for micro. BOE of November 21, 2007, number 279.
Complementary bibliography
Other Material
<ul style="list-style-type: none"> - Financial Accounting Fundamentals - Wild, McGraw Hill. - Financial Accounting Global Edition – Libby - McGraw Hill. - Powers, M., Needles, B.E., <i>Financial accounting</i>, South-Western, Florence, 2011.