Universidad de Alcalá

GUÍA DOCENTE

INTRODUCTION TO ACCOUNTING (Programme Guide)

Grado en Administración y Dirección de Empresas

Segundo Curso – Primer Cuatrimestre

Universidad de Alcalá

Academic Year 2026/2027

Second Year – First Term

PROGRAMME GUIDE

Name of Subject:	**INTRODUCTION TO ACCOUNTING**
Code:	**340008**
Career title:	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS
Department and Knowledge Area:	**ECONOMÍA Y DIRECCIÓN DE EMPRESAS (ECONOMÍA FINANCIERA Y CONTABILIDAD)**
Character:	**BASIC**
ECTS (Credits):	**6**
Course and term:	**2nd Year. First Term**
Lecturers:	**Dr. ANNE MARIE GARVEY (Programme Leader)** **Dr. FABRIZIO DI MEO**
Tutorials:	**Tutorials at convenient times for student and Professors and at set fixed times:** **anne.garvey@uah.es** **fabrizio.dimeo@uah.es**
Language:	**English**

1. PRESENTATION

This subject is aimed at students in second year of the Degree course as an option to studying Introduction to Accounting in English in both the Law Degree and Business, Degree programmes. It is optional for all students from other Degree courses and is programmed for the first term.

Accounting is a fundamental material in order to understand the world of economics and business, as it includes elements such as the registry, measurement and representation of economic reality. Concepts such as assets, liabilities, equity, results or return cannot be managed appropriately without understanding to a certain degree the characteristics of their measurement and presentation in the financial statements (balance sheet, income statement, etc.).

As in many subjects in the area of Economics, this subject has an instrumental characteristic, in that it allows students to obtain the knowledge of procedures which they may use in their professional career in a wide range of circumstances, many of them in other areas not related to accounting. The content of the subject is related to theory and practical accounting knowledge. Therefore, the student will manage structural concepts and at the same time will put into practice the understanding of

economic operations, calculation and registration of information used by company and government organisations.

The knowledge acquired in the subject will be essential in order to understand and follow the subject International Accounting programmed for the first term of course two. It will also be useful in other areas where accounting information is present with particular emphasis on financial accounting analysis, cost and management accounting, public accounting (accounting by governmental organisations), non-profit making entities and national accounting (of the country, nation or the corresponding political grouping).

The knowledge acquired in accounting is useful for academic development in the degree and for carrying out work in any type of organisation. Accounting is very often a requirement in labour selection processes, be it in public administration (it is normally part of the themes included in public examinations for superior and technical positions) or in private organisations (where accounting knowledge is the first key to being a potential employee).

Indications and Recommendations

The Virtual Classroom “Blackboard” will be used as a communication tool between Professors and students in order to include course material, exercises to be solved and other related work included as part of the overall evaluation.

Students are recommended to follow a continuous study process of the subject given the accumulative character of the material included in the course. A student who is not up to date with the material will find it difficult to obtain the knowledge at a later stage. Students who follow this system have a high success rate in this subject.

This guide includes the teaching activities to be carried out in person, as well as exams, presentations and other activities. In addition, it contemplates the realization of other activities in a virtual way - synchronous or asynchronous - such as virtual classes, knowledge transmission, the delivery of activities via platform, peer learning activities (blogs or WIKI), self-assessment exercises or exams.

If, due to exceptional circumstances, face-to-face activities provided in this teaching guide cannot be carried out, they will be carried out through the Virtual Classroom, guaranteeing that the competences and skills are acquired by the student body using the tools available on the University's teaching-learning platform.

The objectives, agenda, practical activities, calendar, qualification criteria, etc., are not affected in this subject with the passing of activities from presential classes to online and telematic methods.

The participation of the student must be guaranteed both in the physical and virtual activities and, therefore, sufficient technological means must be available for its correct development. In the case of students, they must be able to access the teaching and learning platforms provided by the University with an adequate authentication system and participate in synchronous activities through their devices

(a smartphone is enough). If you do not have them, you must inform the teacher at the beginning of the course.

In the programmed evaluations, the necessary mechanisms will be arbitrated to guarantee the realization of the tests individually and individual oral tests may be carried out on the students (both personally and electronically) to be able to prove the acquisition of certain skills. In any case, these requirements will be made known to the students with sufficient notification.

Students should attend the examinations with a formal identification document (university card, passport or national identity card). In the case of virtual tests, it will be necessary to have an accrediting document which includes the student's signature.

2. KNOWLEDGE ACQUIREMENT

The knowledge acquired is a combination of theoretical and practical skills useful to a professional to confront problem solving successfully or to intervene in an issue in an academic, professional or social context.

The knowledge to be acquired in this subject is divided into two categories: Basic and general skills:

Basic skills

CB1. That students have demonstrated to have acquired sufficient knowledge in an area of study which usually starts from the base obtained from general secondary school education, knowledge which is generally supported by advanced textbooks but also includes some aspects incorporating knowledge from the forefront of your field of study.

CB2. That students have the ability to apply their knowledge to their work in a professional way and possess the skills necessary to defend questions which arise and to solve problems within their study area.

CB3. That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflecting on relevant issues of a social, scientific or ethical nature.

CB4. That students can transmit information, ideas, problems and solutions to both specialized and non-specialized audiences.

CB5. That students have developed those learning skills necessary to undertake further studies with a high level of autonomy.

General skills

CG1. Acquire the negotiation skills used in international institutions and companies.

CG2. Ability to analyse data and reports specifically from international sources (companies, international institutions such as the IMF, the WTO or the Bank for International Settlements).

CG3. Interest in updating the permanent requirements of organization and planning techniques for international business and public activities.

CG4. Ability to assess the multiplicity of social, political, technical, etc. factors that converge in international business and institutional decisions.

CG5. Acquire current ethical criteria subject to continuous updating in different countries through anti-corruption codes, international charters of economic rights, etc.

CG6. Ability to join interdisciplinary teams made up of people from very different countries and backgrounds.

CG7. Scientific and professional curiosity for the continuous use of analytical and conceptual instruments typically used in international economic relations.

CG8. Motivation to achieve quality in professional practice and in its development.

CG9. Curiosity for learning new techniques and instruments that are continually being introduced in the international world.

CG10. Written and oral expression skills that can be used in different settings.

CG11. Ability to use the English language to search for information and use resources in that language, and in the preparation and presentation of academic activities.

Transversal skills

CT1. Acquire techniques and skills related to professional practice, including the application of the appropriate deontological regulations.

CT2. Knowledge of the resources available to access information and to use them effectively.

CT3. Acquire oral and written communication skills in modern languages both in professional settings and in other contexts.

CT4. Understand the ideas and arguments that are expressed in a foreign language, both written and orally, in everyday situations and in professional and specialized contexts.

CT5. Manage proficiently the digital tools most frequently used in a professional environment (word processor, databases and spreadsheets) and an advanced level of use in electronic communication, navigation and data search programs (email and Internet).

CT6. Design presentations using computer programs and the ability to structure information appropriately and transmit it clearly and efficiently, with a basic understanding of operating data transmission networks.

CT7. Knowledge of the main management techniques, conflict resolution, job selection and team motivation in a working environment with the use of effective strategies in time management.

CT8. Plan and develop research in a specific field of study, in accordance with its own academic and scientific requirements.

CT9. Knowledge of the history of the University of Alcalá, the functioning of European institutions and the historical, social, economic and cultural reality of European and Iberian American countries.

Specific skills:

CE2. Acquire basic knowledge of accounting and learn the legal regulations that define and configure accounting in our country.

CE7. Acquire the minimum skills necessary to defend economic-business points of view, using the minimum tools necessary to express orally and in writing the economic data of a company-institution using scientific terminology.

CE14. Acquire the basic knowledge of accounting and knowledge of legal regulations that define and configure national and international accounting.

Learning Results:

Accounting is a basic discipline for understanding the world of economics and business, as it investigates something as essential as the instruments for capturing, measuring and representing economic reality. Such basic concepts with assets, liabilities, results or profitability cannot be properly managed without knowing in some depth the fundamentals of their measurement and presentation in financial statements (balance sheet, profit and loss account, etc.).

The skills acquired in this area will be useful for other fields where accounting information is present and is also the objective to be obtained, especially the analysis of financial statements, Accounting consolidation, cost and budget accounting, public accounting and the accounting of non-profit entities.

Like many of the subjects in Business Economics, this subject has a markedly instrumental character, since it allows students the knowledge of procedures that they will be able to use throughout their future professional life in a multitude of circumstances, many of them outside the specific framework of accounting. That is to say, the content of the subject presents a theoretical-practical profile, which means that, at the same time as the conceptual structures are handled, it is necessary to practice certain skills of understanding economic operations, calculation and spatial disposition of data, the same skills that for centuries have had to be learned by the technicians who have been in charge of the recording and presentation of data in mercantile and governmental organizations. time will put into

practice the understanding of economic operations, calculation and registration of information used by company and government organisations.

Transversal Skills

The course considers that soft skills, digital competencies, environmental sustainability, diversity-related aspects, and the incorporation of a gender perspective contribute to shaping the UAH hallmark, as indicated in the Department's Master Plan, which is part of the University of Alcalá's Strategic Plan 2036.

3. CONTENTS

Topics Introduction to Accounting The exploitation cycle Investment and financing cycles Financial statements and accounting regulations	Total class credits and hours
Part I. Introduction to Accounting Topic 1. Definition and classification of accounting systems Economic information in daily life: users and fields of use The system of economic circulation: types The structure of economic circulation: classes Economic activity: types Elements of an accounting definition Accounting information systems	3
Topic 2. The conceptual framework of accounting Definitions of assets and liabilities Definitions of income and expense Definitions of collection and payment Conditions of recognition The accounting method Chronological and cumulative records Data accounting process	3
Topic 3. The accounting cycle: simplified model Wealth and business income Wealth and Income Tracking Model Operating activities Investing and financing activities The balance sheet, income statement and cash flows	3

Part II. The operating cycle Topic 4. Buying and selling of goods. Expenses and income Purchases and sales of goods. Discounts, rebates and returns. VAT on sales. Current financial assets and liabilities. Personnel expenses: posting payroll. Other current operations: purchases and sales of services and supplies. Other income. Impairment of current rights, provisions and accruals.	9
Topic 5. Inventory Inventory classes. Valuation of inventories produced by the company: cost classes. Agreements for the valuation of departures and cost of sales. The periodic stocktake of inventory: mission and procedure. Inventory impairment: calculation and use of corrective accounts.	6
Part III. Investment and financing cycles Topic 6. Non-Current assets Concept and classes of technical fixed assets. Acquisitions. Use and depreciation. Disposal of fixed assets: disposal and retirement.	6
Topic 7. Internal and external financing Financing through capital. Return on capital External financing cycle Overdrafts Trade discount Credit policies, loans and their costs	6

Part IV. Basic financial statements and accounting regulation Topic 8. Basic financial statements and accounting regulation Accounting process for a financial year. The importance of the accrual principle. Income tax. The Income statement. The balance sheet. Profit distribution	3
Topic 9. Financial statements: the economic vision Financial statement analysis Basic ratios The breakdown of profitability: margin and turnover Financial profitability and leverage	3

Contents	Total hours
Topics 1 to 3	• 9
Topics 4 to 7	• 27
Topic 8 to 9	• 6

Chronogram

Week / Session	Contents
01ª	• Topic 1
02ª	• Topic 2
03ª	• Topic 3
04ª	• Topic 4
05ª	• Topic 4
06ª	• Topic 4
07ª	• Topic 5
08ª	• Topic 5

09ª	• Topic 6
10ª	• Topic 6
11ª	• Topic 7
12ª	• Topic 7
13ª	• Topic 8
14ª	• Topic 9

4. TEACHING-LEARNING METHODOLOGY. PRACTICAL ACTIVITIES

4.1. Credit distribution

Number of class assistance hours: 50	• Theory classes: 21 hours • Practical classes: 21 hours • Evaluations, tutorials and seminars: 8 hours
Number of personal study hours by student: 100	• Preparation of practical examples and/or projects: 48 hours • Self study: 52 hours
Total hours	• 150

4.2. Strategic methodology, materials and educational resources.

Lectures to present a topic, introduce students to a complex topic and how to draw conclusions. Practical classes for solving exercises and to examine the practical application of the theoretical contents. Carrying out projects, presentations and exercises. Reading, analysis and interpretation of articles, books and different documents. Discussions on a topic proposed by the teacher. Information search and use of electronic resources (web	• Theory and practical sessions in small or large groups. • Continuous assessment tests during the term to examine the acquisition of concepts by students. • Study materials to prepare both face-to-face sessions and individual work can be found on the Blackboard platform of the Virtual Classroom. This platform will also be a means of continuous communication between the students and the teacher. • In the Library, students should consult the bibliographic reference manuals for self-study (theoretical and practical). • The teacher will give references to web pages of interest for self-study. • The practical accounting cases must be solved by taking care of the presentation and by the means provided for this purpose in the virtual classroom

pages, online dictionaries, etc.)	(Excel, Pdf, Word).
Attention to students individually or collectively for the celebration of tutorials, in order to carry out an adequate follow-up of them	

More information on strategic methodology:

Tutorials:

Tutorials will be available to students by the Professors of the subject either in the lecture hall or by appointment in the Professor's office. In certain cases, a Professor may call an obligatory tutorial session for a student where the results of continuous assessment indicate this necessity. The Professor may indicate to the student the themes to be dealt with at that tutorial etc.

We will collaborate with the CRAI-Library professionals so that the students carry out an activity that develops the informational competences in the use and management of the information. As agreed at the last Faculty Meeting on March 11, 2019, it is important that a university student has the necessary information skills, and it is appropriate that this training is provided by the Library.

5. EVALUATION: Procedure, evaluation criteria and marking

Evaluation procedures

The usual process of evaluation will be focused on the continuous assessment of the student. Students who do not wish to follow this method of evaluation must inform the Dean's office in the first two weeks of the course explaining the reasons why they are unable to follow this study procedure.

If the student doesn't participate in the process of teaching-learning according to that established in this programme, they will be considered as absent in the ordinary sitting.

CONTINUOUS ASSESSMENT

1. Attendance at classes, interest and participation: The Professors will control the attitude, interest and participation of students.

2. Solving and explanations of practical examples: In each area, exercises will be highlighted to be solved by students. Where students must hand in exercises to the Professor and there are indications that the exercises were copied then students will lose the right to continuous assessment.

3. Exams and non-programmed tests: After each theme at the discretion of the Professor a non-programmed test may be given to students.

4. Final exam: on finishing the contents of the course, students will take a theoretical and practical exam on the full content of the subject on the dates indicated by the Dean's office.

FINAL ASSESSMENT

Those students, who opt for the final examination evaluation, must undergo a practical and theory exam as the only means of passing the subject in order to clarify if the individual learning procedure was sufficient to obtain the required knowledge. In order to pass the subject, the student must show that they have satisfactorily obtained the knowledge in all areas of the course.

EXCEPTIONAL ASSESSMENT

In exceptional exams, as it is not possible to carry out additional continuous assessment tests, the conditions for all students will be the same as the conditions for those students who rejected the continuous assessment during the course. Exceptionally the lecturer can take into account some of the results obtained during the course if this would benefit the student.

Evaluation procedures

The evaluation procedure will be used to examine the acquired knowledge.

For the conceptual content, students must show during the course that they:

- Understand the concepts and the main ideas of each theme.
- Can relate contents to practical examples.
- Develop ideas coherently.
- Are capable of solving problems adequately.
- Are careful with the presentation of their work.

For the practical content, students must show that they:

- Can interpret the information and problems.
- Solve practical exercises efficiently.
- Present work in the correct format.
- Present exercises in the designated time.
- Know how to work in groups.
- Present original project work.

Marking procedures

According to R.D 1125/2003 results must include both a numerical and qualitative result.

0,0 - 4,9	FAIL (SS)
5,0 - 6,9	PASS (AP)
7,0 - 8,9	SECOND CLASS HONOURS (NT)
9,0 - 10	FIRST CLASS HONOURS (SB)

9,0 – 10 DISTINCTION limited to 5%

1. Class attendance, interest and participation: 10%
2. Solving and presenting practical exercises and projects: 30%/25%
3. Non programmed tests: 30%/25%
4. Final exam: 30%/40%

In order to pass the subject, the student must satisfactorily obtain knowledge in all areas of the course, understanding that all the tests as a whole result in the acquisition of the course contents. This requires obtaining a satisfactory grade in each of the areas.

"During the evaluation tests and examinations, the guidelines established by the University of Alcalá in the Regulations on Conduct must be followed, including the possible implications of irregularities committed during those tests, which also include the consequences of committing academic fraud according to the Regulations of the University of Alcalá relating to the Students Disciplinary Regime."

The teaching-learning methodology and the evaluation process will be adjusted when necessary, following the guidelines of the Diversity Support Unit, in order to implement curricular adaptations for students with specific needs.

6. BIBLIOGRAPHY

Bibliography

Navarro Heras, Gil Herrera (2013); The Basics of Financial Accounting. Edisofer. Spain. ISBN: **9788415276173**

Weetman, Pauline (2011): Financial and Management Accounting An Introduction. Prentice Hall.UK ISBN: 978-0-273-71841-3

Additional bibliography

Duchac (2009). Corporate Financial Accounting, 10th Edition

Fundamental Financial Accounting Concepts, Edition 7, Edmonds, McGraw-Hill, 2006. ISBN 978-0-07-352712-3.

Kieso, Weygandt and Warfield (2010). Financial Accounting: IFRS Edition. John Wiley & Sons; 1st Edition edition (11 Jun 2010). **ISBN-13:** 978-0470552001

Kieso, Weygandt and Warfield (2010). Intermediate Accounting: Principles and Analysis. Second edition. ISBN-13: 978-0470616307

Respecting SDG

In teaching this subject, the Sustainable Development Goals contained in the United Nations 2030 Agenda will be followed. Special emphasis will be placed on reducing inequalities, climate action and the protection of life in both terrestrial and marine ecosystems. Regarding business management, there will be an impact on the supply of decent work, the achievement of responsible production and consumption goals and the use of renewable and non-polluting energy.