

TECHNICAL SHEET OF THE SUBJECT

Data of the subject	
Credits	3
Program	Master in Finance
Professor	Rafael Castellote
Subject Name	Introduction to Accounting
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COMPETENCES – OBJECTIVES

COMPETENCES

CCF2. Know and understand accounting as an information system of the economic-financial situation of the company, as well as interpret its results.

RA1. Understand the importance of accounting as an information system.

RA2. Know how to prepare a balance sheet and a profit and loss account, and apply analysis tools.

RA3. Knows the accounting language and instruments necessary for the representation of economic facts, and as a tool for decision making.

CONTENTS

- 1.- Introduction to Finance Accounting & Roles
 - 1.1 Accounting Foundations
 - 1.2 Accounting Roles: Controller's Role vs CFO's Role
 - 1.3 Financial Accounting vs Management Accounting
- 2.- Financial Accounting Foundations
 - 2.1 Accounting Principles, double entry, the financial accounting lifecycle
 - 2.2 Finance Statements
 - 2.3 Short-term Assets & Liabilities
 - 2.4 Long-term Assets & Liabilities
 - 2.5 The income statement. The profit relativity.
3. Accounting and Ethics
- 4.- Management Accounting Foundations
 - 3.1 Costing Systems: Full Costing
 - 3.2 The value creation process
 - 3.3 Profit & Loss Account in Management Accounting
- 5.- Costs Models
 - 4.1 Direct Costing
 - 4.2 Absorption Costing
- 6.- Budgeting and Costs Control
- 7.- Conclusions



Methodology

This course is mainly taught through the case learning method. Since some of the concepts and ideas may be new, and sometimes not easy to grasp, there will be some time devoted to theoretical teaching sessions, but the emphasis will be on the practical use of those notions. This will be achieved with the case study methodology. Students are expected to read and prepare the case studies and assigned materials prior to the class. The active participation of students is essential for the successful development of the sessions.

EVALUATION AND CRITERIA

Evaluation Activities	Weight (%)
Class participation	20%
Assignments and case studies	40%
Final Exam	40%

Criteria

Class Participation - Students will be assessed on their proactive contribution to class by offering ideas and/or ask questions regularly and/or work consistently on group project the entire time. These ideas or questions must be by nature directed to enrich and/or expand the discussions putting the aforementioned ideas/topics in relationship with others, either of the same course or a different one. Students must listen without interrupting when others talk, either when working in groups or in class, incorporating new angles to the discussion or further elaborating on other student's ideas. Besides, contribution to the full-class environment would be very much taken into consideration as well as a positive level of preparedness for the sessions, i.e., having covered the recommended readings for each session.

Full **attendance** is mandatory (including on class field trips/ off-site visits Master Classes and brownbags amongst others) and will be checked at the start of each class; students who either miss many classes or are often late to class will see a reduction in their participation scores. Personal travel does not constitute an excused absence. Unjustified non-attendance will have the following penalty score in the class participation rubric.

One unjustified attendance: reduction of -15% in final class participation grade.

Two unjustified attendances: reduction of -40% in final class participation grade.

More than two unjustified attendances will cause a reduction of 60% in final class participation grade.

Tardiness is a signal of disrespect to the teacher and the rest of the students and should not be allowed. Therefore, students arriving later than 10' to class will have to wait outside until the break.

Finally, the role played on the final group project presentation will be also considered for this part of the final grade.

Exercises, case studies and Group Project – throughout the course exercises based on real cases will be reviewed. To make the most out of the class, students are asked to prepare them beforehand. Some of these exercises will be defined to be done individually and some others in groups.



If a student fails to pass Exercises and/or Group Project, then he/she will have to agree with the professor responsible for the course on what activities must be worked on by the student to pass.

Final Exam - The final examination will be, amongst others, generally formed either by a group of multiple-choice questions, short/long essays, and/or practical exercises. The exam assesses comprehension and analysis of all course's concepts, together with practical exercises based on the topics discussed in class.

A minimum score of 5 (over 10) in the final exam is required for all assessment criteria (Participation/Exercises/Exam) to be weighted as stated in the syllabus. A weighted average grade of more than 5 is required to pass the course.

In case a student does not achieve at least a grade of 5,0 (over 10), the student will have to "retake" exam.

Retake: the grade for the retake may not exceed the average grade of the students who passed the first exam.

BIBLIOGRAPHY AND RESOURCES

Bibliography

- Powes & Needles. "Financial Accounting". Florence 2011.
- Horngren & Datar. "Cost Accounting, a managerial emphasis". (14th Ed.) Ed. Prentice Hall (2012)
- Skousen & Walther. "Cost Analysis". (1st Ed.) Ed. Bookboon.com