

## COURSE SYLLABUS

1.	<b>COURSE TITLE:</b> Financial Accounting
2.	<b>FIELD OF STUDY:</b> Finance and Accounting
3.	<b>LEVEL OF STUDY:</b> First-cycle degree full-time studies/part-time studies
4.	<b>YEAR/SEMESTER OF STUDY:</b> I/2
5.	<b>ECTS CREDITS:</b> 5
6.	<b>COURSE TYPE<sup>1</sup>:</b> Compulsory
7.	<b>LANGUAGE:</b> English
8.	<b>HOURS AND FORM:</b> Lectures 30, Practical classes 60 - full-time studies/ Lectures 20, Practical classes 20 - part-time studies
9.	<b>PREREQUISITES:</b> Basics of Accounting

10.	<b>COURSE ASSUMPTIONS AND OBJECTIVES:</b> <ul style="list-style-type: none"> <li>– Develop knowledge and understanding of terminology and valuation methods of assets and liabilities in relation to the basic legal acts regulating accounting in economic entities,</li> <li>– Develop technical skills of identifying and interpreting economic events that affect the property and financial situation of the entity and their proper recording,</li> <li>– Develop the skills of calculating the financial result and preparing financial statements,</li> <li>– Shaping the understanding of necessity of continuous self-education due to changing legal conditions and performing in a professional, responsible manner in accordance with Code of Professional Conduct.</li> </ul>
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11.	COURSE LEARNING OUTCOMES	The reference to the field learning outcomes
	<b>KNOWLEDGE: knows and understands</b>	
P_W01	accounting events and their influence on the property and financial situation of the entity	K_W02, K_W03, K_W04, K_W07,
P_W02	principles of recording transactions (using appropriate accounting documents) and principles of assets valuation in accordance with applicable law.	K_W04, K_W06, K_W10,

P_W03	principles of costs accounting, costs classifications, their impact to the financial result and different layouts of its presentation	K_W04, K_W06, K_W10,
P_W04	principles of operation of professional institutions enabling the certification of accounting profession and possibilities of taking up professional activity	K_W09, K_W13,
	<b>SKILLS: is able to</b>	
P_U01	interpret accounting events and transactions, classify, record changes (based on appropriate accounting documents) and value the individual assets and sources of their financing, taking into account applicable regulations	K_U01, K_U03
P_U02	use different systems and classifications of costs including accruals and deferrals	K_U01, K_U03,
P_U03	calculate, interpret and present the financial result using both layouts (by function of expense and by nature of expense) and interpret selected elements of financial statements within a range of business contexts	K_U01, K_U04, K_U07,
P_U04	plan and organize individual and team work as well as self educate and consolidate already acquired knowledge	K_U011, K_U12
	<b>SOCIAL COMPETENCES: is ready to</b>	
P_K01	assess knowledge and received content using the experts opinions and identify and resolve the problems arising during the individual and team work in accordance with ethics	K_K01, K_K03

12.	<b>ASSESSMENT METHODS OF LEARNING OUTCOMES</b>			
	<b>Symbol of the learning outcome</b>	<b>Methods of assessment</b>	<b>Type of assessment</b>	<b>Form of documentation</b>
1.	P_W01 P_W02 P_W03 P_W04	<ul style="list-style-type: none"> <li>continuous assessment (current preparation)</li> <li>mid-semester written test/s</li> <li>final test (exam)</li> </ul>	formative  formative  summarising	<ul style="list-style-type: none"> <li>tasks made during the practical classes and at home</li> <li>papers/presentations tests</li> <li>questionnaires</li> <li>final report</li> </ul>

2.	P_U01, P_U02, P_U03, P_U04	<ul style="list-style-type: none"> <li>continuous assessment (current preparation)</li> <li>attendance control</li> <li>mid-semester written test/s</li> <li>final test (exam)</li> </ul>	formative  formative formative summarising	<ul style="list-style-type: none"> <li>tasks made during the practical classes and at home</li> <li>attendance list</li> <li>tests questionnaires</li> <li>final report</li> </ul>
3.	P_K01	<ul style="list-style-type: none"> <li>continuous assessment (observation and discussion)</li> </ul>	formative	<ul style="list-style-type: none"> <li>tasks made at home</li> </ul>

<b>13. ASSESSMENT CRITERIA OF ACHIEVED LEARNING OUTCOMES (in percent)</b>					
<b>LEARNING OUTCOMES</b>	<b>GRADE 3,0</b>	<b>GRADE 3,5</b>	<b>GRADE 4.0</b>	<b>GRADE 4,5</b>	<b>GRADE 5,0</b>
P_W01, P_W02, P_W03, P_W04, P_U01, P_U02, P_U03,	<50%-60%	<60%-70%	<70%-80%	<80%-90%	<90%-100%
P_U04, P_K01	Based on observations during the discussion on the given problems and the tasks made at home and during practical classes - without grade				

<b>14. COURSE CREDIT REQUIREMENTS:</b>
<b>Achieving of the established learning outcomes and a positive grade of:</b> <ol style="list-style-type: none"> <li>1. mid-semester written tests and practical tasks (min. 50 % points - each module)</li> <li>2. final written exam (min. 50% points) Final grade is the result of both written exam and practical classes</li> </ol>

<b>15.</b>	<b>CURRICULAR CONTENT</b>		
	<b>Content of classes</b>	<b>Type of classes (number of hours)</b> full-time studies/ part-time studies	<b>Symbol of learning outcomes</b>
<b>Lectures</b>			
<b>1.</b>	Introduction to the program content	1/1	P_W01, P_W02, P_W03,
<b>2.</b>	Principles of recording and valuation of receivables and payables.	5/3	P_W01, P_W02,
<b>3.</b>	Principles of recording of cash and other monetary assets	3/2	P_W01, P_W02,
<b>4.</b>	Materials and trade goods.	5/3	P_W01, P_W02,
<b>5.</b>	Tangible fixed assets and depreciation.	3/2	P_W01, P_W02,

6.	Expenses: a) Expense classification b) Accruals and deferrals	4/3	P_W01, P_W02, P_W03,
7.	Principles of recording and valuation of finished goods.	3/2	P_W01, P_W02,
8.	Inventory System	2/1	P_W01, P_W02,
9.	Procedure of calculating the financial result and preparation of income statement using both layouts (by function of expense and by nature of expense)	4/3	P_W01, P_W02, P_W03,
<b>Practical classes</b>			
1.	Principles of recording and valuation of receivables and payables - practical classes.	14/4	P_W01, P_W02, P_U01, P_U04, P_K01
2.	Principles of recording and valuation of cash and other monetary assets - practical classes.	5/2	P_W01, P_W02, P_U01, P_U04, P_K01
3.	Materials and trade goods – practical classes.	10/3	P_W01, P_W02, P_U01, P_U04, P_K01
4.	Tangible fixed assets and depreciation – practical classes.	6/2	P_W01, P_W02, P_U01, P_U04, P_K01
5.	Expenses: a) Expense classifications – practical classes b) Cost per unit calculation of finished goods and work in-progress valuation – practical classes.	10/3	P_W01, P_W02, P_W03, P_U01, P_U02, P_U04, P_K01
6.	Principles of recording and valuation of finished goods – practical classes.	5/2	P_W01, P_W02, P_U01, P_U02, P_U04, P_K01
7.	Procedure of calculating the financial result and preparation of income statement using both layouts (by function of expense and by nature of expense) – practical classes.	8/3	P_W01, P_W02, P_W03, P_U01, P_U02, P_U03, P_U04, P_K01
8.	principles of operation of professional institutions enabling the certification of accounting profession and possibilities of taking up professional activity	2/1	P_W04, P_U04, P_K01

16.	TEACHING METHODS: 1. Lectures: informative/conversational lecture with multimedia presentation 2. Practical classes: course exercises and tasks – individual and group work, 3. Discussion.
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17.	<p><b>BASIC READING MATERIAL:</b></p> <p>1. Gierusz B., Self-learning Accounting Handbook, ODDK, Gdańsk 2021.</p> <p>2. Szczypa P. (red.), Financial Accounting from Theory to Practice, Third Edition, CeDeWu, Warszawa 2020.</p> <p>3. Accounting Act (Dz.U. 1994 Nr 121 poz. 591 z późn. zm.).</p> <p><b>ADDITIONAL READING MATERIAL:</b></p> <p>1. Aleszczyk J., Financial Accounting Basics, Zysk, Poznań 2016.</p> <p>2. Gierba B., Gos W. (red.), Financial Accounting, SKWP, 2018.</p> <p>3. Sawicka J. (red.), Financial Accounting: Recording and Reporting, CeDeWu, Warszawa 2018.</p> <p>4. Thomas A. and Ward A.M., Introduction to Financial Accounting. Ninth Edition. McGraw-Hill</p>
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	Education, 2019. 5. Code of Professional Ethics in Accounting <a href="https://skwp.pl/content/uploads/2019/09/kodeks_zawodowej.pdf">https://skwp.pl/content/uploads/2019/09/kodeks_zawodowej.pdf</a> 6. Portal Finansowo-Księgowy <a href="https://www.gofin.pl/rachunkowosc/">https://www.gofin.pl/rachunkowosc/</a> 7. Portal nowoczesnych księgowych <a href="https://www.infor.pl/">https://www.infor.pl/</a> 8. Serwis dla profesjonalnych Księgowych <a href="https://www.portalfk.pl/">https://www.portalfk.pl/</a>
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18.	TUDENT WORKLOAD		
	<b>Form of activity</b>	<b>Form of activity</b>	<b>Number of hours to complete the activity in a semester</b> full-time studies/ part-time studies
	Lectures	Activities requiring the participation of the lecturer	30/20
	Practical classes		60/20
	<i>Total number of class hours with the participation of the lecturer</i>		<b>90/40</b>
	Preparing for classes	Student's self-study	5/10
	Preparing for mid-term tests		10/20
	Preparing for final test (exam)		12/25
	Homework		8/30
	<i>Total number of self-study hours</i>		35/85
	<b>Total hours</b> (classes with lecturer + student's self-study hours)		<b>125/125</b>
	ECTS credits		5/5

19.	<b>LECTURER (NAME, EMAIL ADDRESS, INSTITUTE, CONSULTATION ROOM NUMBER)</b>  mgr Anna Kierepka-Kasztelan, e-mail: <a href="mailto:anna.kasztelan@akademiazamojska.edu.pl">anna.kasztelan@akademiazamojska.edu.pl</a> Department of Social and Economic Sciences, Zamoyskiego Street 64, room 205
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