

## ITEM CARD (SYLLABUS)

### Description of the course

Code course		Course name	INTRODUCTION TO ACCOUNTING		
IBF/O/I/S/A.7			PODSTAWY RACHUNKOWOŚCI		
Language		English			
Academic Year		2024/2025			
Direction of study		International Business and Finance			
Level of education (study)		Level 1			
Profile of education (study)		General academic			
Form of study		Extramural			
Semester / semesters		1			
Belonging to a course groups		A-Fundamental courses			
Course status		Compulsory			
Form of classes, hours, ECTS points		Form of classes	Number of hours	Number of ECTS points	
		Lecture	10 [h]	4 ECTS	
		Exercises	15 [h]		
		Seminar	[h]		
Relationship of subject	with profile of education (study)	Related to conducted scientific activity in the field of economics and finance			4 ECTS
	with qualifications	-----			ECTS
	with discipline	Economics and finance			4 ECTS
Form of teaching		traditional - classes organized at the University			
The criterion for the selection of students		All students of International Business and Finance			
Unit running course		Department of Finance, Insurance and Accounting			
Coordinator		dr hab. Marzanna Lament. Prof. URad.			
Faculty www address		http://weif.uniwersytetradom.pl			
E-mail, phone number of coordinator		m.lament@uthrad.pl (48) 361-7001			

### COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

Purpose of the course:	The aim of the course is to present the essence, scope and basic principles of accounting as an information system of the business entity.
Course teaching content:	The course content is related to conducted scientific research.

	<p><b>Lecture content:</b></p> <ol style="list-style-type: none"> <li><b>1. Methodological fundamentals of accounting. Accounting as an information system (W1, BN)</b> Legal bases of national and international accounting Scope of accounting Subject matter and functions of accounting</li> <li><b>2. Measurement and aggregation of economic events (W1, BN)</b> Concept of economic events Effect of economic events on the balance sheet</li> <li><b>3. Assets of economic entities and their sources (W1, W2, BN)</b> Balance sheet of an entity's assets Concept, types and arrangement of assets and liabilities Balance sheet principle</li> <li><b>4. Accounting principles and techniques (W2, BN)</b> Accounting evidence and books of account Balance sheet accounts, non-balance sheet accounts, non-statement accounts and off-balance sheet accounts and principles of their operation Division and aggregation of accounts (synthetic accounts and analytical accounts) Accounting records and their types General principles of bookkeeping Inventory</li> <li><b>5. Basics of the income statement (W2, BN)</b> The concept of income and expenses and their classification in balance sheet law Functioning of the cost and revenue accounts Determination of the financial result ( income statement)</li> </ol> <p><b>Exercises content:</b></p> <ol style="list-style-type: none"> <li><b>1. Accounting system and its functions - accounting tasks (U1, K1, BN)</b> Elements of the balance sheet Balance sheet assets, concept, classification and presentation Liabilities of the balance sheet, concept, classification and presentation Income recognition in the balance sheet Balance sheet equilibrium</li> <li><b>2. Accounting principles and techniques - accounting tasks (U1, U2, K1, BN)</b> Concept of a business operation Effect of business operations on the balance sheet Types of impact of business operations on the results ( income statement) Accounting evidence, types, requirements for documenting a business event Balance sheet principle of recording business events Single and complex accounting entry Functioning of balance sheet, performance and off-balance sheet accounts Rules for correcting errors in accounting evidence and accounting entries (black reversal, red reversal) Accounting policies General accounting principles</li> <li><b>3. Plan of accounts. Synthetic and analytical accounts - accounting tasks (U1, K1, BN)</b> Layout of the chart of accounts Horizontal division of accounts Vertical division of accounts Joining of accounts</li> </ol>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Statement of turnover and balances (synthetic accounts, analytical accounts)</p> <p><b>4. Asset and capital account. Classification of assets and liabilities - accounting tasks (U1, U2, K1, BN)</b></p> <p>Drawing up the opening balance sheet</p> <p>Opening of accounts and keeping a record of operations on the accounts</p> <p>Preparation of the statement of transactions and balances</p> <p>Calculating the financial result</p> <p>Preparation of the income statement</p> <p>Preparation of the closing balance sheet</p> <p>Assessment of the financial position of the unit on the basis of the drawn up balance sheet and income statement</p>
Method of teaching:	Lectures, classes/practical analytical exercises, case studies, accounting tasks.
Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade:	<p><i>The condition for passing the course is achieving all the required learning outcomes specified for the course.</i></p> <p><b>Exercises:</b></p> <p>Total marks: 10% class activity, 90% final test.</p> <p>Final test - accounting tasks. 30 marks can be obtained.</p> <p>Passes 50% of correct answers + 1 mark - 16 marks - 3.0</p> <p>65% of correct answers - 20 points - 3.5</p> <p>75% of correct answers - 23 points - 4.0</p> <p>85% of correct answers - 26 pts - 4.5</p> <p>95% of correct answers - 28 pts - 5.0</p> <p><b>Exam:</b></p> <p>Final test - closed questions (30 questions). 30 marks can be obtained.</p> <p>Passes 50% of correct answers + 1 mark - 16 marks - 3.0</p> <p>65% of correct answers - 20 points - 3.5</p> <p>75% of correct answers - 23 points - 4.0</p> <p>85% of correct answers - 26 pts - 4.5</p> <p>95% of correct answers - 28 pts - 5.0</p>

Education effects for the course in relation to the direction effects and form of classes				Verification methods of learning outcomes (form check)	
Number of education effect	Description effects of education for the subject (PEU) Student who has completed the course (W) knows and understands/(U) is able to /(K) is ready to:	Directional learning effect (KEU)	Form of realization of teaching	Examination form	Form check
W1	Student knows and understands the principles of accounting.	K_W09	Lectures	Exam	Final test
W2	Student knows and understands accounting techniques, principles of accounting for basic economic events.	K_W09	Lectures	Exam	Final test
U1	Student is able to identify and interpret economic and financial events and processes.	K_U06	Exercises	Pass with a grade	Final test
U2	Student is able to assess the impact of economic events on the entity's financial situation.	K_U06	Exercises	Pass with a grade	Final test
K1	Student is ready to critically evaluate his knowledge and recognise the importance of knowledge in solving cognitive and practical problems.	K_K01	Exercises	Pass with a grade	Final test class activity

Recommended reading, literature supplement, teaching aids

1. Scott P., *Introduction to accounting*, Oxford University Press, London 2021.
2. Power T., *Accounting principles*, 7 Books Ltd, London 2020.
3. Weygandt J. J., Kimmel P. D., Kieso D. D., *Accounting principles*, John Wiley & Sons Inc, London, 2018.
4. Atrill P., McLaney E., *Accounting and finance for non-specialists*, PEARSON Education Limited, London, 2022.
5. Directive 2013/34/EU of the European Parliament and of the Council of 26 June 2013 on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings, amending Directive 2006/43/EC of the European Parliament and of the Council and repealing Council Directives 78/660/EEC and 83/349/EEC.
6. *IAS 1 - Presentation of Financial Statements*; IAS 8 - Accounting Policies, Changes in Accounting Estimates and Errors, [www.ifrs.org](http://www.ifrs.org).

*A detailed list of additional literature, web sources and teaching aids will be provided by a teacher during the first class*

Student workload needed to achieve the assumed learning outcomes - balance of ECTS points			
Participation in classes, activities	Student's working hours [h]		
	Other hours. Contact (IGK)	Classes without a teacher – student's own work (ZBN)	Classes
Participation in Lectures/ Seminars	X	X	10 [h]
Participation in Exercises/Laboratories	X	X	15 [h]
Participation in the Consultation	5 [h]	X	X
Preparing to lectures/ exercises/seminars Preparation for an examination	X	70 [h]	X
Summary of student's workload	5 [h]/0,2 ECTS	70[h]/ 2,8 ECTS	25 [h]/ 1 ECTS
Points of ECTS for subject	<b>100 [h] / 4 ECTS</b>		

Additional information and remarks
<p>For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.</p> <p>"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses."</p>