

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Financial Accounting</b>		Code <b>1011105231011103577</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>10</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>4</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b> dr inż. Karolina Bondarowska email: karolina.bondarowska@put.poznan.pl tel. 616653403 Inżynierii Zarządzania ul. Strzelecka 11		<b>Responsible for subject / lecturer:</b> mgr inż. Krzysztof Jakubiak email: krzysztof.jakubiak@put.poznan.pl tel. 616653403 Inżynierii Zarządzania ul. Strzelecka 11
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Student has a basic knowledge of economics and management sciences
2	<b>Skills</b>	Student can interpret and describe economic processes affecting the company operations.
3	<b>Social competencies</b>	Student is aware of the social role of business activity and their impact on the economic condition of the country.
<b>Assumptions and objectives of the course:</b> To familiarize students with the basics of financial accounting and to prepare them for conducting a business activity		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Has a basic understanding of the importance of accounting in the enterprise - [K1A_W20] 2. Has knowledge of the rules and legal principles of accounting - [K1A_W03; K1A_W14] 3. Has basic knowledge in regard to solving selected problems of management - [K1A_W11]		
<b>Skills:</b>		
1. Can interpret and describe the fundamental laws and economic processes that affect the functioning of the company - [K1A_U02] 2. Can apply and interpret the instruments of financial accounting - [K1A_U05] 3. Can solve basic problems of business management using the instruments of financial accounting - [K1A_U06]		
<b>Social competencies:</b>		
1. Understands the need and knows the benefits of lifelong learning. Is aware of the need to track changes in the accounting regulations - [K2A_K01] 2. Has a sense of responsibility for his/her own work - [K2A_K02] 3. Can notice a cause and effect relationship - [K2A_K03]		
<b>Assessment methods of study outcomes</b>		

<p>1 Forming evaluation:          Knowledge ? asking questions in the classroom          Skills - demonstrating the ability to establish and run own business, maintaining accounting records          Social skills - group problem solving</p> <p>2 Summative evaluation:          Lecture - written exam          Practical classes - written test</p>		
<b>Course description</b>		
<p>1.Introduction to accounting - basic concepts, tasks, scope and legal basis of accounting.          2.Classification of assets and liabilities of the company.          3.Types of business transactions and their impact on the balance sheet items          4.The principle of operation of the balance sheet accounts          5.Posting a simple business transactions.          6.The principle of double-entry accounting, the principle of continuity          7.Trial balance. Correction of accounting errors          8.Horizontal division of balance sheet accounts          9.The functioning of an active-passive accounts          10.Principles of preparation and storage of accounting documents          11.Types of off-balance sheet accounts          12.Records of purchase of property assets          13.Records of sales of tangible assets          14.Expenses by nature          15.The financial result.</p>		
<b>Basic bibliography:</b>		
<p>1. Praca zbiorowa pod red. K. Sawickiego, Podstawy rachunkowości, PWE, Warszawa 2009          2. Mantura Władysław: Elementy rachunkowości dla menedżerów, Wyd. Politechniki Poznańskiej, Poznań 2004          3. Józef Aleszczyk, Rachunkowość finansowa od podstaw, Wydawnictwo Zysk i s-ka, Poznań, 2012          4. Dyduch Alina, Sierpińska Maria, Wilimowska Zofia, Finanse i rachunkowość, PWE, Warszawa 2013</p>		
<b>Additional bibliography:</b>		
<p>1. Bień Witold, Czytanie bilansu przedsiębiorstwa, Wydawnictwo Difin, Warszawa 2010          2. Teresa Kiziukiewicz, Kazimierz Sawicki, Rachunkowość małych przedsiębiorstw, Wydawnictwo Naukowe PWE, Warszawa, 2012</p>		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Lectures	10	
2. Practical classes	15	
3. Preparing for classes	18	
4. Preparing for a final test	20	
5. Final test	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	65	4
Contact hours	27	2
Practical activities	0	0