



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Accounting

### Course

Field of study

Management and production engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

3/6

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

### Number of hours

Lecture

16

Laboratory classes

Other (e.g. online)

Tutorials

14

Projects/seminars

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

Karolina Bondarowska Ph.D., Eng.

Responsible for the course/lecturer:

email: karolina.bondarowska@put.poznan.pl

karolina.bondarowska@wp.pl

ph. +48 61 665 34 03

room 374 building AF-FEM

Faculty of Engineering Management

2 Jacek Rychlewski Str., 60-965 Poznan

### Prerequisites

Knowledge:

The student should have a basic knowledge of the basics of management and microeconomics and the ability to obtain information from specified sources.

Skills:



The student should recognize, associate and interpret economic phenomena as well as determine the impact of various economic processes on the enterprise. Has the ability to obtain information from cached sources.

Social competences:

The student is aware of the relationship between the activities of enterprises and the economic condition of the state.

### Course objective

1. To familiarize students with the principles in force in accounting, in particular in the process of measuring and accounting for economic events and their accounting records. 2. Understanding the basic principles of preparing and "reading" financial statements.

### Course-related learning outcomes

Knowledge

1. The student knows the role of financial accounting as an element of the system in business management and legal basis.
2. Knows the accounting principles necessary to determine the value of assets, sources of financing and the financial result achieved by an enterprise.
3. Knows the rules for recording simple business operations and preparing accounting documentation.
4. Has basic knowledge necessary to understand the non-technical conditions of business operations.

Skills

1. Student is able to obtain information from various sources to analyze specific phenomena and economic processes.
2. Is able to interpret and book basic economic operations.
3. Determine the value of the property, its financing sources and the financial result achieved by the enterprise. Interpret the information received.

Social competences

1. Can see problems and cause-effect relationships affecting business accounting.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Tutorials: two tests - the first during the semester (0.25 final grade), the second summarizing the knowledge of the entire material (0.75 final grade).

Lecture: written exam in the form of a single-choice test and several mini accounting tasks, which are scored differently depending on their level of difficulty. Passing threshold min. 50% of points obtained. The issues on the basis of which questions and tasks are developed are presented in the last class and placed in a course on the Moodle platform.



## Programme content

### Lectures:

1. The concept, essence and meaning and legal basis of accounting. Main accounting principles. Subject and entity of accounting. Accounting obligations of the entrepreneur. Accounting as an information system in business management.
2. Definition and layout of the balance sheet. The balance as a data source for assessing the company's property and financial standing. Types of balance sheet business operations. Principle of operation of balance sheet accounts. Posting of balance sheet business operations. The principle of double entry. Causes and detection of accounting errors.
3. Rules for preparing and storing accounting documents and documents.
4. Definition of costs. Fixed and variable costs. Costs by type.
5. Records of purchases and sales of tangible current assets. Determining the financial result.
6. Financial statement and its analysis.
7. Methods of valuation of the sale of sold products.
8. Break-even point in single and large assortment production.

### Tutorials:

1. Preparation of the company's balance sheet.
2. Posting simple balance sheet operations, closing accounts, preparing turnover and balances and closing balance sheets. Detection of accounting errors.
3. Issuing documents: invoice, WZ, KP, payroll.
4. Accounting and accounting for purchases and sales of current assets.
5. Determining the company's financial result and closing balance.
7. The financial report and its preliminary analysis.

## Teaching methods

Lecture: multimedia presentation, illustrated with examples on the board, discussion.

Tutorials: solving accounting tasks, interpreting results, individual and team work of students.

## Bibliography

### Basic

1. Józef Aleszczyk, Rachunkowość finansowa od podstaw, Wydawnictwo Zys i s-ka, Poznań, 2016



3. Praca zbiorowa pod red. Kazimierza Sawickiego, Podstawy rachunkowości, PWE, Warszawa 2009 lub późniejsze

3. Dyduch Alina, Sierpińska Maria, Wilimowska Zofia, Finanse i rachunkowość, PWE, Warszawa 2013

4. Ustawa o rachunkowości z dn. 29 września 1994 r. (Dz. U. z 2013., poz. 330)

Additional

1. Teresa Kiziukiewicz, Kazimierz Sawicki, Rachunkowość małych przedsiębiorstw, Wydawnictwo Naukowe PWE, Warszawa, 2012

2. Bień Witold, Czytanie bilansu przedsiębiorstwa, Wydawnictwo Difin, Warszawa 2010

3. Mantura Władysław, Elementy rachunkowości dla menedżerów, Wyd. Politechniki Poznańskiej, Poznań 2004

4. Gierusz Barbara, Podręcznik samodzielnej nauki księgowania, Wyd. ODDK, 2018

5. Gierusz Barbara, Zbiór zadań do podręcznika samodzielnej nauki księgowania, Wyd. ODDK, 2018

**Breakdown of average student's workload**

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	30	1,5
Student's own work (literature studies, preparation for tutorials, preparation for tests and exam) <sup>1</sup>	45	1,5

<sup>1</sup> delete or add other activities as appropriate