

General Information	
Academic subject	Business Administration
Degree course	Marketing & Business Administration
Curriculum	
ECTS credits	10
Compulsory attendance	No
Language	Italian

Subject teacher	Name Surname	Mail address	SSD
	Virginia Milone	virginia.milone@uniba.it	Secs P/07

ECTS credits details			
Basic teaching activities	10		

Class schedule	
Period	First semester
Year	2020-2021
Type of class	Lecture- workshops

Time management	
Hours	80
Hours of lectures	70
Tutorials and lab	10

Academic calendar	
Class begins	5 october 2020
Class ends	

Syllabus	
Prerequisites/requirements	No requirements
Expected learning outcomes	<p><i>Knowledge and understanding</i> Students must be able to understand the business structure and the conditions for business operation and growth, using, among others, accounting records. Moreover, they must be acquainted with laws and regulations on financial reporting.</p> <p><i>Applying knowledge and understanding</i> Students must be able to use the knowledge gained to deal with the main issues concerning accounting records, determining the financial performance and the working capital.</p> <p><i>Making informed judgements and choices</i> Students must be able to assess the importance of the information provided, so that they can identify the main aspects of the financial reports. Furthermore, they must gain an adequate capacity to assess the accounting data and the relations between general accounting and financial statements.</p> <p><i>Communicating knowledge and understanding</i> Students must be able to communicate using an appropriate technical language, clearly expose the topic and interact with the different parties they should get in contact with.</p> <p><i>Capacities to continue learning</i></p>

	Students must develop learning skills functional to progress in their education, gaining further competencies required in the working environments where they will likely operate.
Contents	The course is aimed at providing students with the necessary tools to understand the business structure and operating conditions.
Course program	<p>Business Economics and accounting. The business as economic entity. The idea of systemic business. The characteristics of business system and related development. Business analysis and classification. The relation business-environment.</p> <p>Features of the business system: business structure, human resources, technical structure and organization issues. Business combinations.</p> <p>Business management. Decision-making process and strategies. Financial stability. Business profitability and its determination.</p> <p>General accounting and chart of accounts. Statutory books and their preparation. Record keeping in general accounting system and method. Recording the main operations. Adjusting entries. Closing entries, opening entries. Structure of financial statements. Financial reporting.</p> <p>Costs and business management. Cost accounting. Breakeven analysis.</p>
Bibliography	<p>Di Cagno N., Adamo S., Giaccari F., L' AZIENDA. Finalità – Struttura - Amministrazione, Cacucci, Bari, 2019.</p> <p>Cerbioni F., Cinquini L., Sòstero U., Contabilità e bilancio, McGraw-Hill , 2019 (par. 6,7,8 of chapter 11 excluded).</p> <p>Cinquini L. Cost Managemet, vol.I, chapters 1-2, Giappichelli, Torino, 2017</p>
Notes	
Teaching methods	Lectures, exercises.
Assessment methods	Exam portion (esonero), written, oral.
Evaluation criteria	<p>The portion of the exam (esonero) concerns double entry accounting. It's intended only for students having attended the whole course who must complete the exam by passing an oral examination on the remaining part of the program.</p> <p>Students who have not attended the course must take both written and oral examination. The written examination consists in accounting exercises. On condition that the written examination is passed, the oral examination can be taken, which will deal with the other subject matters.</p> <p>The required level consists in being able to deal with the questions proposed demonstrating appropriate theoretical and practical proficiency.</p>
Virtual classroom	Access code 2zm6lst