

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b>Year and Semester</b>	2023 Fall					
<b>Course Name</b>	Principles of Accounting					
<b>Course Code</b>	CFA101					
<b>Course Type</b>	<input type="checkbox"/> General Education (Required)		<input type="checkbox"/> General Education (Elective)			
	<input type="checkbox"/> Basic Disciplinary Course		<input type="checkbox"/> Professional Course (Required)			
	<input type="checkbox"/> Professional Course (Elective)		<input checked="" type="checkbox"/> Professional Course (Expanded)			
	<input type="checkbox"/> Professional Course (Advanced)					
<b>Course Credits</b>	3					
<b>Course Hours</b>	Total Class Hours	48	Lecture Hours	48	Experiment (Computer) Hours	0
<b>Applicable object</b>	<input checked="" type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior					
	<input type="checkbox"/> Business Administration (Accounting)					
	<input checked="" type="checkbox"/> Information Management and Information Systems (Finance)					
<b>Prerequisites</b>	None					
<b>Instructor</b>	Yuanyuan LYU					
<b>Contact Information</b>	Office: Qizhu Gongwen C203					
	Tele: 010-83951130					
	Email: Lvyuanyuan@cueb.edu.cn					
<b>Office Hour</b>	Tue. 13:30-15:05, Wed 9:55-12:20, Fri. 8:50-9:35					
<b>Learning Centre</b>	Mon. 18:00-20:00 (online), Tue. 15:25-17:00					
<b>Grade/Section</b>	2023CFA					
<b>Course Time/Place</b>	Friday 9:55-12:20 / Qizhu Gongwen A203					
<b>Textbook</b>	John J.Wild, Ken W.Shaw, Barbara Chiappetta. Fundamental Accounting Principles, 23st Edition. China Renming University Press, Beijing, ISBN 978-7-300-27041-8.					

#### **Reference Book**

1. Jamie Pratt. Financial Accounting in an Economic Context, 9th Edition. Wiley Press, ISBN 978-1-118-58255-8.
2. Robert N. Anthony. Accounting, 13th Edition. McGraw-Hill Education – Europe, ISBN 978-0-071-28909-2.

#### **Course Description**

Accounting is an information system based on generally accepted accounting principles. It involves the recording and processing of business transactions, and the communication of this information to stakeholders. The accounting information is then used to evaluate business performance and facilitate decision-making.

Principles of Accounts is designed to provide students with a meaningful basic introduction to

financial accounting and to develop an appreciation of the discipline of accounting. It is grounded in preparing, communicating and using financial information, and appreciating the need for ethical conduct. The subject places emphasis on the understanding and application of accounting knowledge to develop lifelong skills and values that will be of value in the increasingly complex world of business. This subject forms part of a broad-based education to equip students with strong fundamentals for future learning.

### **Student Learning Outcomes**

On successful completion of this exam, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> <li>◆ Explain the general environment that accounting operates in, particularly about the stakeholders, professional ethics, business context and accounting theories</li> <li>◆ Describe the accounting information system and the methodology used to collate, record, organize and summarize the information</li> <li>◆ Identify the elements of the financial statements, and the practices and procedures applied on them</li> <li>◆ Illustrate the basic financial statements and their preparation</li> </ul>
Capability	<ul style="list-style-type: none"> <li>◆ Apply the double entry system of recording business transactions</li> <li>◆ Present accounting information in ledger accounts and financial statements</li> <li>◆ Analyze the effects of accounting transactions on financial statements</li> <li>◆ Demonstrate effective professional communication skills</li> </ul>
Mindset	<ul style="list-style-type: none"> <li>◆ Establish the integrity and objectivity in accounting workplace</li> <li>◆ Be logical, ethical, methodical, consistent and accurate</li> <li>◆ Apply critical thinking in the process of decision making</li> </ul>

### **Website Source**

1. <https://www.principlesofaccounting.com>
2. <https://www.accaglobal.com>

### **Teaching Methods**

This course contains lectures, case studies, discussions, homework, quizzes, presentation and exams. Exercises and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment before, in or after class.

### **Grade Criterion**

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be

		mainly composed of multiple-choice questions and it should be completed in class.
Homework	15%	Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments may be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5timesduring the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
<b>Total</b>	<b>100%</b>	

### Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Assignments	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

### Grading Policy

Score of Hundred-mark System	Grade point	Grade of Five-Points System	Grade point
90-100	4.0-5.0	Excellent	4.5
80-90	3.0-3.9	Good	3.5
70-90	2.0-2.9	Middle	2.5
60-90	1.0-1.9	Pass	1.5
Less than 60	0.0	Fail	0.0

## **Assessment of Student Performance**

### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

### ***☞ Homework***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. However, students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

### ***☞ Participation***

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ◆ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ◆ All above behaviors will be solely evaluated by the instructor for scoring.

### ***☞ Textbook***

Students must bring the textbook to class.

## **Topical Course Outline**

<b>Week</b>	<b>Topics</b>	<b>Homework</b>
4	National Day holiday	
5	National Day holiday	

6	Introduction to the course and syllabus Chapter 1 Accounting in business <ul style="list-style-type: none"> <li>• The purpose and importance of accounting</li> <li>• Users and use of accounting</li> <li>• GAAP and assumptions of accounting</li> </ul>	—
7	Chapter 1 Accounting in business <ul style="list-style-type: none"> <li>• Accounting equation</li> <li>• Transactions analysis by using accounting equation</li> <li>• Introduction to financial statements</li> </ul>	—
8	<b>Quiz 1</b>	
	Chapter 2 Analyzing and recording transactions <ul style="list-style-type: none"> <li>• Source documents</li> <li>• Accounts</li> <li>• Ledger</li> <li>• T-account</li> <li>• Double entry</li> </ul>	—
9	Chapter 2 Analyzing and recording transactions <ul style="list-style-type: none"> <li>• Journalize</li> <li>• Post</li> <li>• Trial balance</li> </ul>	—
10	Chapter 2 Analyzing and recording transactions <ul style="list-style-type: none"> <li>• Search and correct errors</li> <li>• Prepare financial statements</li> </ul>	—
	<b>Mid-term Test</b>	
11	Chapter 3 Adjusting accounts for financial statements <ul style="list-style-type: none"> <li>• Accounting period</li> <li>• Accrual basis VS. Cash basis</li> <li>• Adjusting entries</li> </ul>	—
12	Chapter 4 Completing the accounting cycle <ul style="list-style-type: none"> <li>• Temporary and permanent accounts</li> <li>• Closing entries</li> <li>• Accounting cycle</li> </ul>	—
13	Comprehensive exercise	—
	<b>Quiz 2</b>	
14	Chapter 5 Accounting for merchandising operations <ul style="list-style-type: none"> <li>• Merchandising activities</li> <li>• Perpetual VS Periodic system</li> <li>• Computing cost of goods sold</li> </ul>	—
15	Chapter 5 Accounting for merchandising operations <ul style="list-style-type: none"> <li>• Purchase transactions</li> <li>• Sales transactions</li> <li>• Trade discount VS Cash discount</li> <li>• Freight charges</li> </ul>	—
16	Chapter 5 Accounting for merchandising operations <ul style="list-style-type: none"> <li>• Adjusting entries</li> <li>• Closing entries</li> </ul>	—
17	Review	—
18	Presentation	—

*Note: Over the course of the semester, every attempt will be made to follow the daily schedule listed in the syllabus. However, depending on overall class progress, the syllabus may be adjusted. Any departures from the syllabus will be announced in class.*

*The Wechat group will mainly be used to inform the students daily study activities and tasks. Xuexitong will be mainly used to upload PPT and release some leaning materials and quizzes.*

### **Teacher's Office Hour**

- ♦The instructor's office hour is shown in the front of the office door.
- ♦Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦The time can be scheduled by instructors or students, or both.

### **Cheating and Plagiarism**

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

### **Important Dates**

Midterm test	Week 9 or 10
Feb. 13	Week 18 or 19 (Refer to the notice of the Academic Affairs Office)

*Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*

**Instructor:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

