
Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Year and Semester	2020 Fall (August 29, 2020— January 10, 2021)		
Course Name	Introduction to Management and Business		
Course Code	ACCAF1		
Course Type	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Required)		
Course Credits	2		
Course Hours	30		
Instructor	Tom Spencer		
Contact Information	Office: C204 Tele: (010) 8395 1084 Email: thomas@cueb.edu.cn		
Office Hour	Mon: 10:00—12:00; Tues: 10:00—12:00; Wed: 10:00—12:00		
Learning Centre	Mon: 18:00—20:00; Thurs: 13:30—15:30		
Course	Grade/Section	Place	Time
	2020ACCA1/Y01	A104	Friday 13:30 – 15:20
	2020ACCA2/Y02	A105	Monday 15:40 – 17:30

Textbook

Foundations in Accountancy / ACCA Accountant in Business (FAB/AB); BPP Learning Media

Course Description

The syllabus for *Introduction to Management and Business*, introduces you to business organizations, entities made up of people and systems which interact with the environment and with each other.

The syllabus begins with examining the purpose and types of businesses which exist, the key stakeholders and the rights and responsibilities that businesses have in connection with them, exploring the external influences that affect a business in its environment, including economic, legal, social and technological factors.

The syllabus then examines the structure and functions of business, focusing on corporate governance and the specific accounting related roles in this process, particularly in financial reporting, assurance, control and compliance.

The syllabus then introduces key leadership, management and people issues such as effective individual and team behavior, motivation and personal effectiveness.

Student Learning Objectives

On successful completion of this course, you should be able to:

1. Understand the purpose and types of businesses and how they interact with key stakeholders and the external environment.
2. Understand business organization structure, functions and the role of corporate governance.
3. Recognise the function of accountancy and audit in communicating, reporting and assuring financial information and in effective financial control and compliance.
4. Recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed.

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation, and exams.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A final examination will be given based on all of the contents of the course. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, and calculation problems. Students should rely primarily on homework assignments and quizzes 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 the course. The test paper may be composed of multiple-choice questions, short answer questions, essay questions, and calculation problems.
Homework	10%	Most of the assigned homework is taken from the exercises in the textbook. Assignments will be collected on the date indicated. Late assignments will not be accepted. Graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	20%	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 needs to finish a PPT related to their topic and hand in the related resources to the teacher before the presentation.
Participation	10%	Group discussions of the course material are an important part of the learning process in this course. Students are expected to make a meaningful contribution to the class, whether by asking questions, responding to questions, delivering presentations or contributing in other ways to class discussion.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

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

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86
B- 80-82	C+ 75-79	C 70-74	C- 67-69	D+ 63-66
D 62-60	F 0- 59			

Exam Schedule

Midterm Test: October 26 – October 30, 2020 (tentative)

Final Exam: January 4 – January 8, 2021

Assessment of Student Performance

☞ Self study and English skills

The instructor will give out the chapters or reference books to read and use class hours for lectures and class discussion; students should be able to show a proactive attitude and ability for self-study and reading. Demonstrating written or oral English skills will be elements of most components of the course assessment including homework and presentations.

☞ Attendance

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

- Being late by 15 minutes or more is considered an absence for that class.
- Each unexcused absence will result in your attendance score being reduced by one mark. Any excused absence must be discussed directly with the instructor.
- Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly but 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. 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.

☞ Homework

Students should finish marked 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%.

☞ Textbook

Students must bring the textbook to class.

Course Outline

Week	Week Commencing	Schedule
4	21 Sept 2020	Business organization and their stakeholders (Chapter 1)
5	28 Sept 2020	The business environment (Chapter 2)
6	5 Oct 2020	Quiz Macroeconomics (Chapter 3)
7	12 Oct 2020	Microeconomics (Chapter 4)
8	19 Oct 2020	Review
9	26 Oct 2020	Midterm Test
10	2 Nov 2020	Business organization, structure, and strategy (Chapter 5)
11	9 Nov 2020	Organizational culture and committees (Chapter 6)
12	16 Nov 2020	Corporate governance and social responsibility (Chapter 7)
13	23 Nov 2020	Quiz Leading and managing people (Chapter 11)
14	30 Nov 2020	Individuals, groups, and teams (Chapter 14)
15	7 Dec 2020	Motivating individuals and groups (Chapter 15)
16	14 Dec 2020	Training and development (Chapter 16)
17	21 Dec 2020	Presentations
18	28 Dec 2020	Review
19	4 Jan 2020	Final Exam

Note: Some chapters or sections may be left for self-study, which are the students' duty to learn and understand, they may also be included in the quizzes or exams.

Teacher's Office Hour

- The instructor's office hours are shown on the front of the office door.
- Students should use the instructor's office hours and learning center to ask questions or talk with the instructor once 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 and plagiarism are not tolerated. If any thoughts or writings of another person are used in a relevant assessment, they must be clearly identified (usually using quotation marks) and the source noted. Any student caught cheating or engaging in plagiarism on a relevant assessment will be given a mark of zero (0) for the particular work, and will be subject to disciplinary action in accordance with university policy.

Important Dates

Fall Semester, 2020	August 29, 2020— January 10, 2021
Aug 29-30	Registration (Sophomores and Juniors)
Aug 31	Classes Begin (Sophomores and Juniors)
Sep 5-6	Registration (Seniors)
Sep.7	Classes Begin (Seniors)

Sep.11	Last Day to Drop or Add a Course
Sep.19-20	Registration (Freshmen)
Sep.21-25	Entrance Education (Freshmen)
Sep.28	Classes Begin (Freshmen)
Oct.1	National Day & Mid-Autumn Festival
Oct.26-30	Midterm Test (tentative)
Dec.19-22	Revision (Sophomores and Juniors)
Dec.23 – Jan.1, 2021	Final Exam Period (Sophomores and Juniors)
Dec.26-29	Revision (Seniors)
Dec.30 – Jan.8, 2021	Final Exam Period (Seniors)
Jan.1, 2021	New Year's Day
Jan.4	Winter Vacation Begins (Sophomores and Juniors)
Jan.4-8	Final Exam Period (Freshmen)
Jan.11	Winter Vacation Begins (Freshmen and Seniors)

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified of any changes.

Instructor: _____

Department Head: _____