

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2021 Spring (March 1, 2021 - July 18, 2021)
<b><u>Course Name</u></b>	Financial Accounting
<b><u>Course Code</u></b>	ACCA F3
<b><u>Course Type</u></b>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course
<b><u>Course Credits</u></b>	4
<b><u>Course Hours</u></b>	72
<b><u>Prerequisites</u></b>	FA101
<b><u>Instructor</u></b>	Zheng Zheng (Amy Zheng)
<b><u>Contact Information</u></b>	Office: C204 Tele: (010)83951085 Email: zhengzheng@cueb.edu.cn
<b><u>Office Hour</u></b>	T: 8:00-10:00;      W: 10:00-11:00; Th: 13:00-14:00;      F: 8:00-10:00
<b><u>Learning Centre</u></b>	T: 15:00-17:00; 18:00-20:00
<b><u>Grade/Section</u></b>	2020ACCA Y01/Y02
<b><u>Course Time/Place</u></b>	Y01 M: 8:00-9:50;      Th: 8:00-9:50/A104 Y02 M: 10:10-12:00;      F: 10:10-12:00/A105

#### **Textbook**

Financial Accounting (FA), For exams from 1 September 2020 to 31 August 2021, 9<sup>th</sup> edition. BPP Learning Media Ltd, ISBN 9781 5097 2946 3.

#### **Reference Book**

Financial Accounting (FA), Valid for exams from 1 September 2020 to 31 August 2021, Kaplan Publishing UK, ISBN 978-78740-389-5.

#### **Course Description**

This course aims to develop your knowledge and understanding of the underlying principles, concepts and regulations relating to financial accounting. You will need to demonstrate technical proficiency in the use of the regulation relating to financial accounting, including the preparation of basic financial statements for incorporated and unincorporated entities, as well as simple consolidated financial statements for groups. You also need to be able to conduct a basic interpretation of financial statements. If you plan to progress through the ACCA qualification, the skills you learnt at FA will built on in Financial Reporting (FR) and Strategic Business Reporting (SBR).

#### **Student Learning Objectives**

After completing this course, students will be able to:

- ♦ Explain the context and purpose of financial reporting

- ♦ Define qualitative characteristics of financial information
- ♦ Demonstrate the use of double-entry and accounting systems
- ♦ Record transactions and events
- ♦ Prepare a trial balance (including identifying and correcting errors)
- ♦ Prepare basic financial statements for incorporated and unincorporated entities.
- ♦ Prepare simple consolidated financial statements
- ♦ Interpretation of financial statements

### **Website Source**

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

### **Teaching Methods**

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case 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 in or after class.

### **Grade Criterion**

<b>Component</b>	<b>Weight</b>	<b>Description</b>
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.
Midterm 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.
Homework	15%	Most of the assigned homework is taken from the exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will 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 5 times during the semester. The performances should be counted in their participation.

Attendance	10%	Refer to attendance policy listed below
<b>Total</b>	100%	

### **Detailed Grade Computation**

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

### **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: April 26-30, 2021 (tentative);

Final Exam: July 12-16, 2021 (tentative)

### **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.  
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. 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**

Week	Date	Topics	Homework
1	March.1	<ul style="list-style-type: none"> <li>● Syllabus</li> <li>● Chapter 1               <ul style="list-style-type: none"> <li>• Types of business entity</li> <li>• The main elements of financial reports</li> </ul> </li> <li>● Chapter 2               <ul style="list-style-type: none"> <li>• IASB&amp; IFRSs</li> </ul> </li> <li>● Exercises for Ch 1&amp;2</li> </ul>	P&R kit
	March.4	<ul style="list-style-type: none"> <li>● Chapter 3               <ul style="list-style-type: none"> <li>• The IASB's Conceptual Framework</li> <li>• The qualitative characteristic of financial information</li> </ul> </li> <li>● Exercises for Ch 3</li> </ul>	Online exercises
2	March.8	<ul style="list-style-type: none"> <li>● Chapter 4&amp;5               <ul style="list-style-type: none"> <li>• The role of source documents</li> <li>• Ledger accounts</li> </ul> </li> <li>● Exercises for Ch 4&amp;5</li> </ul>	P&R kit
	March.11	<ul style="list-style-type: none"> <li>● Chapter 6               <ul style="list-style-type: none"> <li>• The trial balance</li> <li>• Balancing accounts and preparing financial statements</li> </ul> </li> <li>● Exercises for Ch6</li> </ul>	Online exercises
3	March.15	<ul style="list-style-type: none"> <li>● Chapter 7               <ul style="list-style-type: none"> <li>• Cost of goods sold</li> <li>• IAS 2 Inventories</li> </ul> </li> <li>● Exercises for Ch7</li> </ul>	P&R kit
	March.18	<ul style="list-style-type: none"> <li>● Chapter 8               <ul style="list-style-type: none"> <li>• Capital and revenue expenditure</li> <li>• IAS 16 Property, plant and equipment</li> </ul> </li> <li>● Exercises for Ch8</li> </ul>	Online exercises
4	March.22	<ul style="list-style-type: none"> <li>● Chapter 8               <ul style="list-style-type: none"> <li>• Revaluation of non-current assets</li> <li>• Non-current asset disposals</li> </ul> </li> <li>● Exercises for Ch8</li> </ul>	P&R kit
	March.25	<ul style="list-style-type: none"> <li>● Chapter 9               <ul style="list-style-type: none"> <li>• Intangible assets</li> </ul> </li> </ul>	Online exercises

		<ul style="list-style-type: none"> <li>• Research and development costs</li> <li>● Exercises for Ch9</li> </ul>	
5	March.29	<ul style="list-style-type: none"> <li>● <b>Quiz 1 (tentative)</b></li> <li>● Chapter 10               <ul style="list-style-type: none"> <li>• Accruals and prepayments</li> </ul> </li> <li>● Exercises for Ch10</li> </ul>	P&R kit
	April.1	<ul style="list-style-type: none"> <li>● Chapter 11               <ul style="list-style-type: none"> <li>• Provisions</li> <li>• Contingent liabilities and contingent assets</li> </ul> </li> <li>● Exercises for Ch11</li> </ul>	Online exercises
6	April.5	<ul style="list-style-type: none"> <li>● Chapter 12               <ul style="list-style-type: none"> <li>• Irrecoverable debts</li> <li>• Allowable for receivables</li> </ul> </li> <li>● Exercises for Ch12</li> </ul>	P&R kit
	April.8	<ul style="list-style-type: none"> <li>● Chapter 13               <ul style="list-style-type: none"> <li>• The nature of sales tax and how it is collected</li> <li>• Accounting for sales tax</li> </ul> </li> <li>● Exercises for Ch13</li> </ul>	Online exercises
7	April.12	<ul style="list-style-type: none"> <li>● Chapter 14               <ul style="list-style-type: none"> <li>• Control accounts</li> <li>• Accounting for discounts</li> </ul> </li> <li>● Exercises for Ch 14</li> </ul>	P&R kit
	April.15	<ul style="list-style-type: none"> <li>● Chapter 15               <ul style="list-style-type: none"> <li>• Bank statement and cash book</li> <li>• The bank reconciliation</li> </ul> </li> <li>● Exercises for Ch 15</li> </ul>	Online exercises
8	April.19	<ul style="list-style-type: none"> <li>● Chapter 16               <ul style="list-style-type: none"> <li>• Types of error in accounting</li> <li>• The corrections of errors</li> </ul> </li> <li>● Exercises for Ch 16</li> </ul>	P&R kit
	April.22	<ul style="list-style-type: none"> <li>● Chapter 17               <ul style="list-style-type: none"> <li>• Incomplete records questions</li> </ul> </li> <li>● Exercises for Ch17</li> </ul>	Online exercises
9	April.26	● <b>Midterm Test</b> (tentative)	—
	April.29	● <b>Feedback on Midterm Test</b> (tentative)	—
10	May.3	— ( <i>Labor Day Holiday</i> )	P&R kit
	May.6	<ul style="list-style-type: none"> <li>● Chapter 18               <ul style="list-style-type: none"> <li>• Preparation of final accounts</li> </ul> </li> <li>● Exercises for Ch18</li> </ul>	Online exercises
11	May.10	<ul style="list-style-type: none"> <li>● Chapter 19               <ul style="list-style-type: none"> <li>• Share capital</li> <li>• Reserves</li> <li>• Bonus and right issues</li> </ul> </li> <li>● Exercises for Ch19</li> </ul>	P&R kit
	May.13	<ul style="list-style-type: none"> <li>● Chapter 20               <ul style="list-style-type: none"> <li>• IAS 1 Presentation of financial statements</li> <li>• The statement of financial position</li> <li>• The statement of profit or loss and other comprehensive income</li> <li>• Statement of changes in equity</li> </ul> </li> </ul>	Online exercises
12	May.17	● Chapter 20	P&R kit

		<ul style="list-style-type: none"> <li>• Company accounts for internal purposes</li> <li>• IFRS 15 Revenue from contracts with customers</li> <li>● Exercises for Ch20</li> </ul>	
	May.20	<ul style="list-style-type: none"> <li>● Chapter 21</li> <li>• IAS 10 Events after the reporting period</li> <li>● Exercises for Ch21</li> <li>● <b>Quiz 2 (tentative)</b></li> </ul>	Online exercises
13	May.24	<ul style="list-style-type: none"> <li>● Chapter 22</li> <li>• IAS 7 Statement of cash flows</li> <li>• Preparing a statement of cash flows</li> <li>● Exercises for Ch22</li> </ul>	P&R kit
	May.27	<ul style="list-style-type: none"> <li>● Chapter 23</li> <li>• Subsidiaries</li> <li>• Content of consolidated financial statements</li> <li>● Exercises for Ch23</li> </ul>	Online exercises
14	May.31	<ul style="list-style-type: none"> <li>● Chapter 24</li> <li>• Goodwill arising on consolidation</li> <li>• Non-controlling interests</li> </ul>	P&R kit
	June.3	<ul style="list-style-type: none"> <li>● Chapter 24</li> <li>• Intra-group trading</li> <li>• Acquisition of a subsidiary part way through the year</li> <li>● Exercises for Ch24</li> </ul>	Online exercises
15	June.7	<ul style="list-style-type: none"> <li>● Chapter 25</li> <li>• Intra-group trading</li> <li>• Acquisition part way through the year</li> </ul>	P&R kit
	June.10	<ul style="list-style-type: none"> <li>● Chapter 25</li> <li>• Consolidated statement of profit or loss</li> <li>● Exercises for Ch25</li> </ul>	Online exercises
16	June.14	—— <i>Dragon-Boat Festival</i>	P&R kit
	June.17	● <b>Comprehensive exercise</b>	——
17	June.21	● <b>Presentation</b>	——
	June.24	● <b>Presentation</b>	——
18	June.28	● <b>Final review</b>	——
	July.1	● <b>Final review</b>	——

**Note:**

1. *Due to the requirements for epidemic prevention, online teaching methods would be used for the first three weeks in this semester. Any adjustments may be made to the traditional teaching methods and original course arrangements. Xuexitong app and Wechat will be used to organize the teaching activities. The Wechat group will be used to inform the students the study tasks. The course videos and materials will be released on Xuexitong app. After students returned to college in week 4, the traditional teaching method would be used instead. The homework, quizzes and study resources function of Xuexitong app may continue to be used in the rest of the semester.*
2. *Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.*
3. *A review in Chinese may be held each week for around 20 minutes in class if needed and a final review in Chinese will be hold at the end of the semester.*

### **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**

<b>Spring Semester, 2021</b>	<b>Feb 28, 2021— July 18, 2021</b>
Feb. 28	Registration
Mar. 1	Classes Begin
Apr.4	Qing Ming Festival
Apr.16	Spring Sports
Apr.26 -30	Midterm Test (tentative)
May 1	Labor Day
June 14	Dragon-Boat Festival
June 21-25	Final Exams for Sophomores and Juniors
June 28-July18	Social Practice for Sophomores and Juniors (tentative)
July 3-11	Revision (Freshmen)
July 12-16	Final Exam Period (Freshmen)
July 19	Summer Vacation Begins

***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.*

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

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

