

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2018 Fall (September 3, 2018 - January 4, 2019)
<b><u>Course Name</u></b>	Principles of Accounting
<b><u>Course Code</u></b>	CFA101
<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>	64
<b><u>Prerequisites</u></b>	None
<b><u>Instructor</u></b>	Jun Lan (Samantha Lan)
<b><u>Contact Information</u></b>	Office: C208 Tele: (010)83951123 Email: lanjun@cueb.edu.cn
<b><u>Office Hour</u></b>	W: 13:30—15:30;    Th: 13:30—15:30;    F: 10:00—12:00
<b><u>Learning Centre</u></b>	M: 18:00—20:00;    T: 13:30—15:30
<b><u>Grade/Section</u></b>	2018CFA/Y01
<b><u>Course Time/Place</u></b>	M: 10:10—12:00 / A203; T: 10:10—12:00 / A203

#### **Textbook**

John J.Wild, Ken W.Shaw, Barbara Chiappetta. *Fundamental Accounting Principles, 21st Edition*. China Renming University Press, Beijing, ISBN 978-7-300-18314-5.

#### **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**

This course presents accounting principles and their application to various businesses and organizations. The course mainly studies merchandise operations including internal controls and analysis of financial statements. It covers Generally Accepted Accounting Principles (GAAP), ledgers and journals, and steps of the accounting cycle, bank reconciliation methods and financial statements. This course is designed to give the beginning business student a general understanding of the purpose of accounting and the capacity to perform basic accounting functions.

#### **Student Learning Objectives**

After completing this course, students will be able to:

- ♦ Obtain a solid understanding of the accounting cycle

- ♦ Analyze and record transactions in a journal form
- ♦ Post journal entries to ledger accounts
- ♦ Prepare and record adjusting and closing entries
- ♦ Prepare a trial balance, work sheet and financial statements
- ♦ Prepare a set of financial statements including the income statement, balance sheet, statement of cash flows, and statement of shareholder's equity
- ♦ Recognize and comprehend the various components of a company's annual report
- ♦ Apply basic accounting concepts to daily life
- ♦ Perform a bank reconciliation.
- ♦ Account for receivables, payables, notes and interest
- ♦ Account for inventories
- ♦ Account for plant assets, natural resources and intangibles

### Website Source

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

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 within 15 minutes in class.
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>	<b>100%</b>	

### **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%
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: November 5-9, 2018;

Final Exam: January 7-11, 2019

### **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
4	Sep. 24	— (Mid-autumn Festival Holiday)	—
	Sep. 25	— (Application and Interview for CFA Class)	—
5	Oct. 1	— (National Day Holiday)	—
	Oct. 2	— (National Day Holiday)	—
6	Oct. 8	<ul style="list-style-type: none"> <li>● Syllabus</li> <li>● Chapter 1               <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> <li>• Accounting equation</li> </ul> </li> <li>● Discussion</li> </ul>	—
	Oct. 9	<ul style="list-style-type: none"> <li>● Chapter 1               <ul style="list-style-type: none"> <li>• Transactions analysis by accounting equation</li> <li>• Introduction to financial statements</li> </ul> </li> <li>● Exercises for Ch 1</li> </ul>	<b>Textbook Page 31:</b> Exercise 1-13 1-14 1-15 1-16
7	Oct. 15	<ul style="list-style-type: none"> <li>● The art of classification – introduction to accounts</li> <li>● Chapter 2               <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> </li> </ul>	—
	Oct. 16	<ul style="list-style-type: none"> <li>● Chapter 2               <ul style="list-style-type: none"> <li>• Journalize</li> <li>• Post</li> </ul> </li> </ul>	<b>Textbook Page 63:</b> Quick Study 2-6 <b>Textbook Page 64:</b>

		<ul style="list-style-type: none"> <li>• Trial balance</li> <li>• Search and correct errors</li> <li>• Prepare financial statements</li> <li>● Practice</li> </ul>	Exercise 2-7 <b>Textbook Page 65:</b> Exercise 2-13 2-14 2-15
8	Oct. 22	<ul style="list-style-type: none"> <li>● Chapter 2</li> <li>• Exercises and explanation</li> <li>● <u>Q</u></li> </ul>	—
	Oct. 23	<ul style="list-style-type: none"> <li>● Review for Ch 2 (Q)</li> <li>● Chapter 3</li> <li>• Accounting period</li> <li>• Accrual basis VS. Cash basis</li> <li>• Adjusting entries</li> </ul>	—
9	Oct. 29	<ul style="list-style-type: none"> <li>● Chapter 3</li> <li>• Adjusting entries(continue)</li> <li>● Exercises for Ch 3</li> </ul>	<b>Textbook Page 94:</b> Exercise 3-2 <b>Textbook Page 95:</b> Exercise 3-7
	Oct. 30	<ul style="list-style-type: none"> <li>● Chapter 4</li> <li>• Temporary and permanent accounts</li> <li>• Closing entries</li> <li>• Accounting cycle</li> <li>● Exercises for Ch 4</li> </ul>	—
10	Nov. 5	<ul style="list-style-type: none"> <li>● <b>Midterm Test</b></li> <li>● Chapter 5</li> <li>• Merchandising activities</li> <li>• Perpetual VS Periodic system</li> </ul>	—
	Nov. 6	<ul style="list-style-type: none"> <li>● Chapter 5</li> <li>• Computing cost of goods sold</li> <li>• Trade discount VS Cash discount</li> <li>• Freight charges</li> </ul>	—
11	Nov. 12	<ul style="list-style-type: none"> <li>● Chapter 5</li> <li>• Purchase transactions</li> <li>• Sales transactions</li> </ul>	—
	Nov. 13	<ul style="list-style-type: none"> <li>● Chapter 5</li> <li>• Adjusting entries</li> <li>• Closing entries</li> <li>● Exercises for Ch 5</li> <li>● <u>Q</u></li> </ul>	<b>Textbook Page 155:</b> Exercise 5-1
12	Nov. 19	<ul style="list-style-type: none"> <li>● Comprehensive Exercise</li> </ul>	—
	Nov. 20	<ul style="list-style-type: none"> <li>● Comprehensive Exercise</li> </ul>	—
13	Nov. 26	<ul style="list-style-type: none"> <li>● Chapter 6</li> <li>• Inventory items</li> <li>• Inventory cost (Specific identification, FIFO, LIFO, Weighted average)</li> </ul>	—
	Nov. 27	<ul style="list-style-type: none"> <li>● Chapter 6</li> <li>• Financial statement effects of costing methods</li> <li>• Tax effects of costing methods</li> <li>● Exercises for Ch 6</li> </ul>	—
14	Dec. 3	<ul style="list-style-type: none"> <li>● Chapter 8</li> <li>• Internal control</li> <li>• Petty cash fund transactions</li> </ul>	—
	Dec. 4	<ul style="list-style-type: none"> <li>● Chapter 8</li> </ul>	<b>Textbook Page 244:</b>

		<ul style="list-style-type: none"> <li>•Bank reconciliation</li> <li>● Exercises for Ch 8</li> </ul>	Problem 8-2A Problem 8-3A
15	Dec. 10	<ul style="list-style-type: none"> <li>● Chapter 9</li> <li>•Accounts receivable and how to record</li> <li>•Notes receivable and maturity date</li> <li>•Valuing accounts receivable (direct write-off and allowance method)</li> </ul>	—
	Dec. 11	<ul style="list-style-type: none"> <li>● Chapter 9</li> <li>•Notes receivable – interest computation</li> <li>•How to record notes receivable</li> <li>● Exercises for Ch 9</li> </ul>	—
16	Dec. 17	<ul style="list-style-type: none"> <li>● Chapter 10</li> <li>•Plant assets</li> <li>•Depreciation methods</li> </ul>	—
	Dec. 18	<ul style="list-style-type: none"> <li>● Chapter 10</li> <li>•Disposal of plant assets</li> <li>•Account for natural resource assets</li> <li>•Account for intangible assets</li> <li>● Exercises for Ch 10</li> </ul>	—
17	Dec. 24	Presentation I (3-4 groups)	—
	Dec. 25	Presentation II (3-4 groups)	—
18	Dec. 31	Final Review	—
	Jan. 1	— (New Year's Day Holiday)	—

*Note: 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.*

*A review in Chinese may be held during L.C. and O.H. in 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>Fall Semester, 2018</b>	<b>August 31, 2018— January 13, 2019</b>
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin (Freshmen)
Sep.24	Mid-Autumn Festival (tentative)

Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	Winter Vacation Begins

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

