

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2021 Fall (September 2, 2021 - January 16, 2022)
<u>Course Name</u>	Principles of Accounting
<u>Course Code</u>	FA101
<u>Course Type</u>	<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
<u>Course Credits</u>	3
<u>Course Hours</u>	48
<u>Prerequisites</u>	None
<u>Instructor</u>	Jun Lan (Samantha Lan)
<u>Contact Information</u>	Office: Building Qizhugongwen C208 Tele: (010)83951123 Email: lanjun@cueb.edu.cn
<u>Office Hour</u>	M: 10:00—12:00; T: 10:00—12:00; W: 8:00—10:00
<u>Learning Centre</u>	W: 18:00—20:00; F: 10:00—12:00
<u>Grade/Section</u>	2021ACCA1
<u>Course Time/Place</u>	M: 13:30—15:20 / Building Shensi 111 W: 10:10—12:00 / Building Shensi 111

Textbook

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

After learning this course, the students will be able to:

Knowledge:

- ◆ explain the general environment that accounting operates in, particularly about the stakeholders, professional ethics, business context and accounting theories
- ◆ describe the accounting information system and the methodology used to collate, record, organize and summarize the information
- ◆ identify the elements of the financial statements, and the practices and procedures applied on them
- ◆ illustrate the basic financial statements and their preparation

Capability

- ◆ apply the double entry system of recording business transactions
- ◆ present accounting information in ledger accounts and financial statements
- ◆ analyze the effects of accounting transactions on financial statements
- ◆ demonstrate effective professional communication skills

Mindset

- ◆ establish the integrity and objectivity in accounting workplace
- ◆ be logical, ethical, methodical, consistent and accurate
- ◆ apply critical thinking in the process of decision making

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%	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 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 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
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 8-10, 2021;

Final Exam: January 10-14, 2022

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 refused and the score will be zero.

☞ 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.

Course Outline

Week	Date	Content	Homework
6	Oct. 11	<ul style="list-style-type: none"> ● Syllabus ● CH01 ice-breaking accounting equation importance of accounting users in accounting 	—
	Oct. 13	<ul style="list-style-type: none"> ● CH01 GAAP Financial statements Transactions analysis by accounting equation 	—
7	Oct. 18	<ul style="list-style-type: none"> ● Exercises for CH01 	Page 30/Exercise 1-8 1-10 Page 31/Exercise 1-11 Page 32/Exercise 1-15 1-16 1-17 1-18
	Oct. 20	<ul style="list-style-type: none"> ● Explanation for Accounting Accounts (Chinese) 中文串讲 	—
8	Oct. 25	<ul style="list-style-type: none"> ● CH02 Double-entry system Analyzing transactions 	—
	Oct. 27	<ul style="list-style-type: none"> ● CH02 Team practice by source documents Journalizing and practice 	—
9	Nov. 1	<ul style="list-style-type: none"> ● CH02 Posting and practice Prepare FS ● Quiz 1 	Page 73/Exercise 2-7 2-9
	Nov. 3	<ul style="list-style-type: none"> ● CH03 Accounting period Accrual basis VS. Cash basis Adjusting entries 	—
10	Nov. 8	<ul style="list-style-type: none"> ● CH03 Adjusting entries(continue) Exercises for CH03 	Page 116/Exercise 3-1 3-2 3-3 Page 118/Exercise 3-8
	Nov. 10	<ul style="list-style-type: none"> ● Midterm Test (30mins) ● CH04 Temporary and permanent accounts Closing entries 	—
11	Nov. 15	<ul style="list-style-type: none"> ● CH04 Worksheet Accounting cycle Exercises for Ch 04 	Page 157/Exercise 4-7
	Nov. 17	<ul style="list-style-type: none"> ● Quiz 2 	—
12	Nov. 22	<ul style="list-style-type: none"> ● CH05 	—

		Merchandising activities Perpetual VS Periodic system Computing cost of goods sold	
	Nov. 24	● CH05 Trade VS Cash discount Freight charges	—
13	Nov. 29	● CH05 Purchase transactions Sales transactions Adjusting entries Closing entries	Page 196/Appendix 5A STUDY BY SELF
	Dec. 1	● Quiz 3 ● Comprehensive Exercise	—
14	Dec. 6	● Comprehensive Exercise	—
	Dec. 8	● Comprehensive Exercise	—
15	Dec. 13	● Comprehensive Exercise	—
	Dec. 15	● CH06 Inventory items Inventory cost (Specific identification, FIFO, LIFO, Weighted average)	—
16	Dec. 20	● CH06 Financial statement effects of costing methods Tax effects of costing methods Exercises for Ch 6	—
	Dec. 22	● Ch08 Internal Control of Cash Bank Reconciliation	—
17	Dec. 27	● Ch08 Bank Reconciliation (cont'd) Exercise for Ch08	—
	Dec. 29	Presentation I (Team: 1234)	—
18	Jan. 3 2022	Presentation II (Team: 5678)	—
	Jan. 5	Final Review; Q&A	—

Note: Some chapters or sections may leave for self-study, they may also be included in the quizzes or exams.

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

Fall Semester, 2020	August 29, 2020— January 10, 2021
Sep.5	Registration (Sophomores, Juniors and Seniors)
Sep.6	Classes Begin (Sophomores, Juniors and Seniors)
Sep.10	Last Day to Drop or Add a Course (Sophomores, Juniors and Seniors)
Sep.18	Registration (Freshmen)
Sep.20-24	Entrance Education (Freshmen)
Sep.21	Mid-Autumn Festival
Sep.27	Classes Begin (Freshmen)
Oct.1	National Day
Nov.1-5	Midterm Test (tentative)
Jan.1, 2022	New Year's Day
Jan.1-4	Revision (Sophomores, Juniors and Seniors)
Jan.5-14	Final Exam Period (Sophomores, Juniors and Seniors)
Jan.10-14	Final Exam Period (Freshmen)
Jan.17	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: _____

