

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2021 Summer (March1, 2021 - July 16, 2021)
<u>Course Name</u>	Principles of Accounting
<u>Course Code</u>	FA102
<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>	4
<u>Course Hours</u>	72
<u>Prerequisites</u>	None
<u>Instructor</u>	Yuting Zhang
<u>Contact Information</u>	Office: C204 Email: zhangyuting@cueb.edu.cn
<u>Office Hour</u>	T: 10 : 00-12 : 00; W:13:00—16:00 ; F: 9:00-10:00
<u>Learning Centre</u>	W: 16:00-20:00
<u>Grade/Section</u>	2020BA1, 2020BA2
<u>Course Time/Place</u>	Y01 W: 10:10-12:00 F: 13:30-15:20 Y02 W: 8:00-9:50, F: 10:10-12:00

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.

Course Description

This course presents accounting principles and their application to various businesses and organizations. The course mainly studies the basic element on the balance sheet, including cash, accounts receivables, fixed assets, liabilities and owner's equity. Students will learn the accounting entries of companies' transactions relating to those elements and the basic financial analysis.

Student Learning Objectives

After completing this course, students will be able to:

- ✧ Define the basic elements on the balance sheet such as cash, PPE, liabilities, investments and equities.
- ✧ Describe and distinguish equity securities.
- ✧ Record the accounting entries according to the companies' operations such as write off A/R, issuing bond and stocks, depreciation of assets.

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.

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. 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 50 minutes in class.
Homework	10%	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	10%	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	20%	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 or course related materials. Each group needs 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%	5%
Quizzes	5%	5%
Presentation		20%
Midterm test	20%	
Final exam		20%

Total	40%	60%
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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: May 5, 2021 (tentative)

Final Exam: July 12-16, 2021

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
1	3.3	Syllabus Chapter 8 Cash, Fraud and Internal Controls Internal control: C1
	3.5	Chapter 8 Control of cash: C2 P1
2	3.10	Chapter 8 Petty cash and bank reconciliation: P2 P3
	3.12	Chapter 9 Accounting for Receivables Receivables: C1 P1 P2
3	3.17	Chapter 9 Bad debts: P3
	3.19	Chapter 9 Notes receivables: C2 P4 C3
4	3.24	Chapter 9 Exercise
	3.26	Quiz 1 (8-9)
5	3.31	Chapter 10 Plant Assets, Natural resources, and Intangibles Plant assets: C1 P1 C2 C3 P2
	4.2	Chapter 10 Natural resources: P3
6	4.7	Chapter 10 Intangible assets: P4
	4.9	Chapter 10 Exercise
7	4.14	Chapter 11 Current Liabilities and Payroll Accounting Known liabilities: C1 C2 P1
	4.16	Spring Sports
8	4.21	Chapter 11 Payroll liabilities: P2 P3
	4.23	Chapter 11 Estimated liabilities: P4
9	4.28	Chapter 11 Contingencies and analysis: C3
	4.30	Midterm Review
10	5.5	Midterm (Ch8-11)
	5.7	Midterm analysis
11	5.12	Chapter 12 Long-Term Liabilities Bond basics: A1 P1
	5.14	Chapter 12 Discount bonds: P2
12	5.19	Chapter 12 Premium bonds: P3 P4
	5.21	Chapter 12 Long term notes C1 and debt analysis A2
13	5.26	Chapter 13 Investments

		Basics of investments: C1 Trading securities P1
	5.28	Chapter 13 Held to maturity securities: P2
14	6.2	Chapter 13 Available for sale securities: P3
	6.4	Chapter 13 Equity method securities: P4 C2
15	6.9	Quiz 2 (Ch12-13)
	6.11	Chapter 14 Accounting for corporations Common stock: C1 P1
16	6.16	Chapter 14 Dividends: P2 Preferred stock: C2
	6.18	Chapter 14 Treasury stock: P3 Reporting and analysis: C3
17	6.23	Presentation
	6.25	Presentation
18	6.30	Final review
	7.2	Q&A

Note:

In the first three weeks, Xuexitong and the Wechat group will be used as the main teaching methods. The Wechat group will be mainly used to inform the students daily study activities and tasks. Xuexitong will be used as the main study platform to organize the study activities. When classes change back to school, Xuexitong will be mainly used to upload PPTs and release some learning materials.

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

Spring Semester, 2021	Feb 28, 2021— July 18, 2021
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: 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: _____

