



**The University of Hong Kong
Faculty of Business and Economics
School of Business
Course Syllabus and Outline
BUSI 1002F Introduction to Accounting
Semester I, 2010/2011**

I. LECTURER AND TUTOR

Lecturer: Dr. Winnie S.C. Leung (PhD, MEd, BBA)
Office: MW701C (temporary) MW513 (starting from mid-Sep 2010)
Phone: 2241 5344 (temporary) 2859 1123 (starting from mid-Sep 2010)
Email: leungwin@hku.hk
Office Hour: Friday (2:00 – 5:00pm) or By appointment

Tutor: Mr. Sunny Hong
Office: MW601B(2)
Phone: 2219 4833
Email: sunnyhsk@hku.hk
Office Hour: By appointment

II. COURSE DESCRIPTIONS

The purpose of this course is to introduce students to the concepts of financial accounting and its underlying assumptions. This introductory accounting course assumes no prior academic knowledge of accounting and is designed for both accounting and non-accounting majors. We will discuss how to prepare and how to use financial statements. We will also talk about the limitations of financial statements. The presentation will consist of moderately technical expositions of concepts and material. Throughout the course we will illustrate applications of accounting principles with real examples.

III. COURSE OBJECTIVES

1. Provide students with basic concepts and principles of financial accounting;
2. Help students comprehend the framework of accounting theory, the basic accounting cycle, and financial statement preparation;
3. Develop students' ability to use financial accounting information in different decision-making scenarios;
4. Summarize the basic nature of the accounting profession;
5. Develop students' awareness of ethical issues in financial reporting.

IV. INTENDED LEARNING OUTCOMES (ILOs)

On completion of this course, students will be able to:

- ILO1.* Describe the basic accounting concepts and principles used in preparing the financial statements;
- ILO2.* Explain, identify, classify, measure, record and report financial information;
- ILO3.* Prepare and report public companies' financial statements: Balance Sheet, Income Statement and Cash Flow Statement;
- ILO4.* Employ analysis and application skills in using the financial information to make business decisions;
- ILO5.* Identify and evaluate the ethical dilemmas in financial reporting;
- ILO6.* Demonstrate effective communication skills.

V. ALIGNMENTS OF PROGRAM AND COURSE ILOs

Program ILOs	Course ILOs
1. Acquisition and internalization of knowledge of accounting, business and economics	ILOs 1 & 2 & 3
2. Application and integration of knowledge	ILOs 3 & 4
3. Inculcating professionalism and leadership	ILOs 4 & 5 & 6
4. Mastering communication skills	ILO 6

VI. TEACHING AND LEARNING ACTIVITIES (TLAs)

TLA1. Situation: Interactive lectures

- Lectures: basic knowledge of financial accounting is presented with PowerPoint slides.
- In-class exercises: basic concepts and techniques are illustrated using examples. Students work through in-class exercises along with the lecturer. These exercises help students follow the lectures closely and actively.
- In-class discussions: students are encouraged to raise questions, participate in discussions and share opinions with their peers. These discussions encourage students to think more for certain arguable topics.
- Small case analyses: Students are required to form groups to analyze and present small cases. The assigned cases have a broad coverage, including applications of accounting knowledge to real-life situations, discussions of controversial issues in standard setting, discussions of ethical issues. These practices help students improve critical thinking abilities and research skills.

Major focus: ILOs 1, 2, 3, 4, 5 & 6.

TLA2. Situation: Tutorials

Practice questions and selective assignments are covered.

- Weekly tutorial assignments: students are required to complete assigned homework before each tutorial session on an individual basis. Practices are especially important for the introductory

accounting course. The assignments help students better understand the concepts and techniques learned in class.

- In-class interactive activities: students are required to actively participate in-class exercises and discussion.

Major focus: ILOs 1, 2, 3.

TLA3. Situation: Group project and outside-classroom activities

- Group discussions: students are divided into groups to finish a small case analysis. Students are required to apply their knowledge learned from this course on analyzing the case. Group members meet to discuss the case, work on the case as a team and contribute jointly to the presentation in the tutorial.
- Lecturer and tutor consultations: each lecturer (tutor) provides 3 (4) hours of consultation weekly to address students' questions and doubts related to the course.

Major focus: ILOs 3 and 4.

VII. ASSESSMENT TASKS/ACTIVITIES (ATs)

Attendance, assignments and in-class participation	10%
Small case analysis	5%
Quizzes and mid-term test	35%
<u>Final examination</u>	<u>50%</u>
Total	100%

AT1. Attendance, Assignments and in-class participation (10%)

Students are expected to attend and participate actively in lectures and tutorials. Quietly sitting in the tutorials does not count, but of course absenteeism from class will negatively affect the performance. Students are also required to attempt selected assignments. Participation and assignments are evaluated per student by the demonstrator. The objective of the tutorials is to help students digest and apply the knowledge they have learned from the classes.

Grading Criteria

ILO	A+ A A-	B+ B B-	C+ C C-	D+ D	F
ILOs 1, 2, 3, 4 and 5.	Extremely well prepared for class discussion, active in sharing views and attended at least 90% of classes	Partially prepared for class discussion, quite active in sharing views and attended at least 80% of classes	Not well prepared for class discussion, limited active in sharing views and attended at least 70% of classes	Not well prepared for class discussion, no sharing of views and attended at least 60% of classes	Never prepared for class discussion and no sharing of views and experience and attended less than 50% of classes

AT2. Small Case Analysis (5%)

Small case analysis will be prepared on a group basis (five or six members in each group). Students should form groups in the same tutorial. Each group is responsible to make 10-minute presentation in the tutorial session on one of the cases selected from the textbook. Cases will be assigned on a random draw basis. The date for the case presentation is shown on the attached “tutorials and assignments”. The objective of the small case analysis is to help students apply the knowledge into real-life situations and improve communication skills.

Focus: ILOs **4, 5 and 6.**

Grading Criteria

Grade	Depth and breadth of coverage, critical elements, structure, language and conventions
A+,A, A-	<p>The presentation was highly successful at communicating the essential elements of the topic to the audience.</p> <p>Concepts were thoroughly explained and clarified.</p> <p>The presentation demonstrated deep understanding and comprehension of the topic.</p> <p>There was clear evidence of independent thought and reflection on the topic.</p> <p>The topic was covered in a highly professional and organized manner.</p> <p>The presenter displayed excellent verbal skills and delivered a highly interesting, coherent presentation at an appropriate level for the audience.</p>
B+, B, B-	<p>The presentation was successful at communicating the essential elements of the topic to the audience.</p> <p>Most concepts were well explained and clarified.</p> <p>The presentation demonstrated sound understanding and comprehension of most aspects of the topic.</p> <p>The topic was covered in a professional and organized manner.</p> <p>The presenter displayed good verbal skills and mostly delivered an interesting, coherent presentation at an appropriate level for the audience.</p>
C+, C, C-	<p>The presentation adequately communicated most of the essential elements of the topic to the audience.</p> <p>Most concepts were adequately explained.</p> <p>The presentation demonstrated good understanding and comprehension of most aspects of the topic.</p> <p>The topic was covered in an organized manner.</p>

	The presenter displayed adequate verbal skills and mostly delivered a coherent presentation at an appropriate level for the audience.
D+, D	The presentation basically covered the main aspects of the topic. The presentation demonstrated basic understanding and comprehension of most of the topic. The topic was covered in a basic manner. The presenter displayed minimal standards of verbal skills and or coherence and organization.
F Fail	The presentation was poorly addressed and or concepts were inadequately explained. The presentation did not demonstrate sufficient understanding and comprehension of the topic. The topic was not covered acceptably and or was poorly organized. Verbal skills were inadequate.

AT3. Quizzes and Mid-Term Test (35%)

Two quizzes and one term test will be held. The tests are part of continuous assessment. Since the subject is quite logical, one week builds into the next week. A regular assessment urges students to digest the knowledge on a timely basis.

Grading Criteria

ILO	A+ A A-	B+ B B-	C+ C C-	D+ D	F
ILOs 1, 2, and 3.	Provided accurate solutions to all problems, gave detailed and insightful responses to essay questions and scored correctly on more than 90% of the multiple choice questions	Provided accurate solutions to some problems, gave detailed responses to some essay questions and scored correctly on less than 90% of the multiple choice questions	Provided accurate solutions to a few problems, gave limited responses to some essay questions and scored correctly on less than 80% of the multiple choice questions	Provided inaccurate solutions to a few problems, gave unclear responses to most essay questions and scored correctly on less than 70% of the multiple choice questions	Skipped some problems or provided inaccurate solutions to most problems, gave poor responses to most essay questions and scored correctly on less than 60% of the multiple choice questions

AT4. Final Exam (50%)

The final examination will be held in the normal exam period. It is a closed book comprehensive examination which covers all the chapters on the course syllabus. With the exception of extremely special cases, NO MAKEUP test will be allowed if students fail to seek ADVANCE permission from the instructor. The objective of the final exam is to further enhance students' understanding of the basic concepts and theories and develop their ability to apply the knowledge in business situations.

Grading Criteria

ILO	A+ A A-	B+ B B-	C+ C C-	D+ D	F
ILOs 1, 2, 3, 4, 5 and 6.	Provided accurate solutions to all problems, gave detailed and insightful responses to essay questions and scored correctly on more than 90% of the multiple choice questions	Provided accurate solutions to some problems, gave detailed responses to some essay questions and scored correctly on less than 90% of the multiple choice questions	Provided accurate solutions to a few problems, gave limited responses to some essay questions and scored correctly on less than 80% of the multiple choice questions	Provided inaccurate solutions to a few problems, gave unclear responses to most essay questions and scored correctly on less than 70% of the multiple choice questions	Skipped some problems or provided inaccurate solutions to most problems, gave poor responses to most essay questions and scored correctly on less than 60% of the multiple choice questions

VIII. TEXTBOOK AND COURSE MATERIALS

Textbook: John J. Wild Ken W. Shaw Barbara, Principles of Financial Accounting, 19th edition, The McGraw-Hill Companies, Inc.

Textbook Website: www.mhhe.com/wildFAP19e

Other course materials, including lecture slides, solutions of classwork and assignments, will be available in the course WebCT.

IX. ACADEMIC CONDUCT

- a) Plagiarism and copying of copyright materials are serious offences and may lead to disciplinary actions. Students should read the chapters on “Plagiarism” and “Copyright” in the Undergraduate/Postgraduate Handbook for details. Students are strongly advised to read the booklet entitled “What is Plagiarism” which was distributed to them upon their admission into the University, a copy of which can be found at www.hku.hk/plagiarism. A booklet entitled “Plagiarism and How to Avoid it” is also available from the Main Library.
- b) Students are required to attend all the lectures and tutorials on time. In case they cannot attend, they should inform the instructor beforehand.

SCHEDULE OF LECTURES

Week	Date	Chapter	Topic
1	Sep 2	Ch. 1	Accounting in business
2	Sep 7, 9	Ch. 2	Analyzing and recording transactions
3	Sep 14, 16	Ch. 3	Adjusting accounts and preparing financial statements
4	Sep 21	Ch. 4	Completing the accounting cycle
5	Sep 28, 30	Ch. 5	1st Quiz on Sep. 28 (Ch. 1-4) Accounting for merchandising operations
6	Oct 5, 7	Ch. 6	Inventories and cost of sales
7	Oct 12, 14	Ch. 8 Ch. 9	Cash and internal controls Accounting for receivables
Oct 18 – Oct 23 READING WEEK (no lectures)			
8	Oct 26, 28	Ch. 10	Plant assets and intangibles Mid-term Examination on Oct. 28 (Ch. 1-6, 8-9)
9	Nov 2, 4	Ch. 10 Ch. 13	Plant assets and intangibles (cont'd) Accounting for corporations
10	Nov 9, 11	Ch. 11 Ch. 14	Current liabilities Long-term liabilities
11	Nov 16, 18	Ch. 16	Reporting the statement of cash flows
12	Nov 23, 25	Ch. 17	2nd Quiz on Nov. 23 (Ch. 10, 11, 13, 14) Analysis of financial statements
13	Nov 30	Ch. 17	Analysis of financial statements (cont'd)

SCHEDULES OF TUTORIALS AND ASSIGNMENTS

Week	Period	Chapter	Tutorial	Assignment	Small Case Analysis
1	Sep 1-3	No tutorials this week			
2	Sep 6-10	Ch. 1	Discussion Questions: 5, 17, 22, 34 QS1-7 Exercise 1-4	---	---
3	Sep 13-17	Ch. 2	Exercise 2-10	P2-3A P2-4A	BTN 2-4
4	Sep 20-24	Ch. 3	QS3-10 Exercise 3-8	P3-2A P3-4A	BTN 3-3*
5	Sep 27 - Oct 1	Ch. 4	QS 4-3, QS 4-4	P4-4B	BTN 4-3*
6	Oct 4-8	Ch. 5	QS 5-4 QS 5-6	P5-2A P5-3A	BTN 5-4
7	Oct 11-15	Ch. 6	QS 6-6 QS 6-7 Exercise 6-8	P6-2A P6-3A P6-4A	---
Oct 18 – Oct 23 READING WEEK (no tutorials)					
8	Oct 25-29	Ch. 8 Ch. 9	QS 8-3 QS 9-6	P8-5A P9-3A P9-4A	---
9	Nov 1-5	No tutorials this week			
10	Nov 8-12	Ch. 10 Ch. 13	QS 10-2 Exercise 10-1 Exercise 13-2 Exercise 13-12	P10-1A P10-6A P13-1A P13-2A	---
11	Nov 15-19	Ch. 11 Ch. 14	QS 11-4	P11-2A P14-8A	BTN 11-3*
12	Nov 22-26	Ch. 16	Exercise 16-3 Exercise 16-9	P16-3A	---
13	Nov 29-30	No tutorials this week			

* Denotes assignments that consider ethical issues within accounting