

**The University of Hong Kong**  
**School of Business**  
**Course Syllabus**  
**BUSI 1002J&K Introduction to Accounting**  
**Fall 2010**



## **I. COURSE INFORMATION**

**Course Name:** Introduction to accounting

**Prerequisite:** Nil

**Textbook:** John J. Wild, Ken W. Shaw, Barbara Chiappetta; Principles of Financial Accounting; 19<sup>th</sup> edition; The McGraw-Hill Companies, Inc.

**Textbook Supporting Website:** [www.mhhe.com/wildFAP19e](http://www.mhhe.com/wildFAP19e)

**Instructor:**

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## **II. COURSE DESCRIPTION**

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 materials. Throughout the course we will illustrate applications of accounting principles with 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 should 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 including 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**

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

**VI. TEACHING AND LEARNING ACTIVITIES (TLAs)**

*TLA1. 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, and 6.

*TLA2. Tutorials*

Practice questions and selective assignments are covered.

- Weekly homework 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 discussions.
- Outside-classroom activities: each lecturer (tutor) provides consultation by appointments to address students' questions and doubts related to the course.

Major focus: ILOs 1, 2, and 3.

### *TLA3 Group project*

Group projects: students are divided into groups to finish the group project, which will be assigned after the mid-term exam. Each group will choose one company they are interested in and analyze the financial statements. Students are required to apply their knowledge learned from this course to evaluate this company for its short term and long term profitability, liquidity, solvency, etc. Group members meet to discuss the case, work on the case as a team and contribute jointly to the written report for timely submission.

Major focus: ILOs 3 and 4.

## **VII. ASSESSMENT TASKS/ACTIVITIES (ATs)**

Small case analysis	5%
Attendance, assignments, and in-class participation	15%
Group project	15%
Mid-term examination	25%
<u>Final examination</u>	<u>40%</u>
Total	100%

### *AT1. Attendance and assignments*

Students are expected to attend and participate actively in lectures and tutorials. Students are also required to attempt selected assignments. Participation and assignments are evaluated for each student by the demonstrator. The objective of the tutorials is to help students digest and apply the knowledge they have learned from the classes. The homework assignments and recommended discussion questions for tutorials are shown on the last page of the ppt lecture notes and also on WebCT. Full marks for homework are given if the student complete it and turn it in on time regardless of errors made in answers.

Focus: ILOs 1, 2, 3, 4, and 5.

### *AT2. Small case analysis*

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 for making a 5-10 minutes short presentation in the tutorial session on one of the cases selected from the textbook. The cases are shown in the tutorial schedule. Cases will be assigned on a random draw basis. The objective of the small case analysis is to help students apply the knowledge to real-life situations and improve communication skills.

Focus: ILOs 4, 5, and 6.

#### Grading Criteria

Grade	<b>Depth and breadth of coverage, critical elements, structure, language and conventions</b>
A+, A, A-	The presentation was highly successful at communicating the essential elements of the topic to the audience. Concepts were thoroughly explained and clarified. The presentation demonstrated deep understanding and comprehension of

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

### *AT3. Group Project*

Students are required to identify a public company and perform financial analysis on its financial performance such that investment and lending decisions can be formulated. Students could use tools of analysis introduced in the textbook. The details of the group project will be given after the mid-term exam.

Focus: ILOs 3, 4 and 6.

*AT4. Midterm exam*

One mid-term exam will be held during the week after the reading break. The exam date and venue will be announced in due course. The exam urges students to digest the knowledge on a timely basis. The exam will consist of multiple choice questions and problems. Grades are based on what percentage of total marks the students can obtain from the exam. The midterm exam weight will be allocated to final exam for people who fail to take the exam for medical reasons (that are supported by proper medical documents).

Focus: ILOs 1, 2, and 3.

*AT5. Final exam*

The final exam will be held in the normal exam period. It is a closed book comprehensive exam which covers all the chapters on the course syllabus. The exam will consist of multiple choice questions and problems. 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. Grades are based on what percentage of total marks the students can obtain from the exam. With the exception of extremely special cases, NO MAKEUP test will be allowed if students fail to seek ADVANCE permission from the instructor.

Focus: ILOs 1, 2, 3, 4, 5, and 6.

## VIII. COURSE POLICY AND ACADEMIC CONDUCT

- a) The **course and tutorial schedule** is given at the end of this course outline. (Changes to the schedule may be made, when necessary.) Note that not all topics in the textbook will be taught in this course, and only those topics that are covered in the lectures will be tested in exams.
- b) Please feel free to use the “**Discussion**” on WebCT to post questions. I will post replies to these questions on a timely basis. You are also welcome to ask questions in person during my office hours or by appointments.
- c) **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](http://www.hku.hk/plagiarism). A booklet entitled “Plagiarism and How to Avoid it” is also available from the Main Library.
- d) Students are required to **attend all the lectures and tutorials on time**. In case they cannot attend, they should inform the instructors beforehand.

## IX. COURSE AND TUTORIAL SCHEDULE

Calendar Week	Topic	Tutorial Cases
Week 1 (Sep 1 – Sep 4)	Ch 1: Accounting in business	No tutorials in this week
Week 2 (Sep 5 – Sep 11)	Ch2: Analyzing and recording transactions	
Week 3 (Sep 12 – Sep 18)	Ch3: Adjusting accounts and preparing financial statements	
Week 4 (Sep 19 – Sep 25) Sep 23 is a public holiday	Ch4: Completing the accounting cycle	Beyond The Numbers (BTN) 2-4
Week 5 (Sep 26 – Oct 2)	Ch5: Accounting for merchandising operations	
Week 6 (Oct 3 – Oct 9)	Ch6: Inventories and cost of sales	
Week 7 (Oct 10 – Oct 16)	Ch9: Accounting for receivables	BTN 6-3*
Week 8 (Oct 17-Oct 23) University reading week; no class or tutorial in this week		
Weeks 9 (Oct 24 – Oct 30)	Ch 10: Plant assets and intangibles	BTN 9-3*
Week 10 (Oct 31 – Nov 6)	Ch11&Ch14: Brief introduction to current liabilities and long-term liabilities	
Week 11 (Nov 7 – Nov 13)	Ch13: Accounting for corporations	
Week 12 (Nov 14 – Nov 20)	Ch16: Reporting the statement of cash flows	BTN 11-3*
Week 13 (Nov 21 – Nov 27)	Ch17: Analysis of financial statements	
Week 14 (Nov 28 – Nov 30)	Q&A for final exam	

\* Denotes cases that consider ethical issues in accounting.