



The University of Hong Kong
School of Business
Course Syllabus
BUSI 1002K Introduction to Accounting
Fall 2011

I. COURSE INFORMATION

Course Name: Introduction to accounting

Prerequisite: Nil

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

Instructor:

Ms. Liu, Xiaohong [acliu@hku.hk]

Associate Professor of Accounting

School of Business

Room 407, Meng Wah Complex

Tel: 2219 4216

Office hour: Thursdays 5-6pm

Tutor: Ms. Lily Chau [llchau@hkucc.hku.hk]

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 discuss how to prepare and use financial statements. We also talk about the limitations of financial statements. The presentation consists of moderately technical expositions of concepts and examples to illustrate applications of accounting principles.

III. 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 to use the financial information to make business decisions;

ILO5. Identify and evaluate ethical dilemmas in financial reporting;

ILO6. Demonstrate effective communication skills.

IV. ALIGNMENTS OF PROGRAM AND COURSE ILOs

Program ILOs	Course ILOs
1. Acquisition and internalization of knowledge of	ILOs 1, 2, and 3

accounting, business, and economics	
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

V. 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 about accounting practice that requires professional judgment.
- 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 accounting, discussions of ethical issues. These practices help students improve critical thinking 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 to 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. Students are required to apply their knowledge learned from this course to evaluate a company for its profitability, liquidity, solvency, etc. Group members meet to discuss the case, work on the case as a team, and contribute to the written report for timely submission.

Major focus: ILOs 3 and 4.

VI. ASSESSMENT TASKS/ACTIVITIES (ATs)

Small case analysis	5%
Lecture participation	5%
Assignments and tutorial participation	10%
Group project	15%
Mid-term examination	25%
<u>Final examination</u>	<u>40%</u>
Total	100%

AT1 and 2. Class participation 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 in this syllabus. 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.

AT3. Small case analysis

Small case analysis will be prepared on a group basis (seven members in each group). Each group is responsible for making a 5-10 minutes short presentation in class on one of the cases selected from the textbook. The cases are shown in this syllabus. Cases will be assigned on a random basis. The objective of the small case analysis is to help students apply the knowledge to real-life situations and improve communication skills. The instructor will grade the small case presentation based on the quality of the analysis and presentation.

Focus: ILOs 4, 5, and 6.

AT4. Group Project

Students are required to perform financial analysis on a real-world company. Students can apply analytical tools/ratios introduced in the textbook. The details of the group project will be given after the add-and-drop period ends.

Focus: ILOs 3, 4 and 6.

AT5. 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. The midterm exam weight will be allocated to the 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.

AT6. 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 in the course syllabus. 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. 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.

VII. COURSE POLICY AND ACADEMIC CONDUCT

- a) The **course schedule** is given at the end of this syllabus. (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 and tutorials 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 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.
- d) Students are required to **attend all the lectures and tutorials on time**. In case they cannot attend, they should inform the instructors beforehand.

VIII. COURSE SCHEDULE

Week	Topic	Course Coverage (<u>appendices in all chapters are excluded</u>)	Small Case Analysis (BTN questions can be found at the end of each chapter in the textbook)
Sep 1-9	Accounting in business	Ch. 1	
Sep 12-16	Analyzing and recording transactions	Ch. 2	
Sep 19-23	Adjusting accounts and preparing financial statements	Ch. 3	
Sep 26-30	Completing the accounting cycle	Ch. 4	
Oct 3-10	Accounting for merchandising operations Inventories and cost of sales	Ch. 5 Ch. 6	BTN 2-4
Oct 11-28 Except the reading week	Accounting for receivables	Ch. 9	BTN 3-3*

Week	Topic	Course Coverage (<u>appendices in all chapters are excluded</u>)	Small Case Analysis (BTN questions can be found at the end of each chapter in the textbook)
Oct 31 – Nov 4	Plant assets and intangibles	Ch. 10 Exclude topics on natural resources and MACRS	
Nov 7-11	Current liabilities Long-term liabilities Accounting for corporations	Ch. 11 Exclude topics on payroll liabilities; multiperiod known liabilities; health & pension benefits; vacation benefits; bonus plans; and multiperiod estimated liabilities Ch. 14 (Long-term notes payable only) Exclude topics on basics of bonds, bond issuances and bond retirement Ch. 13 Exclude topics on stock dividends, convertible preferred stock, callable preferred stock and reporting stock options	BTN 4-3*
Nov 14-18	Reporting the statement of cash flows	Ch. 16	BTN 5-4
Nov 21-29	Analysis of financial statements	Ch. 17	BTN 11-3*

*denotes cases on ethical issues in accounting

IX. TUTORIALS AND ASSIGNMENTS

Chapter	Discussion	Assignment
Ch. 1	Discussion Questions: 5, 17, 22, 34 QS 1-7 Exercise 1-4	--
Ch. 2	Exercise 2-10	P2-3A P2-4A
Ch. 3	QS 3-10 Exercise 3-8	P3-2A P3-4A
Ch. 4	QS 4-3 QS 4-4	P4-4B
Ch. 5	QS 5-4 QS 5-6	P5-2A P5-3A
Ch. 6	QS 6-6 QS 6-7 Exercise 6-8	P6-2A P6-3A P6-4A
Ch. 9	QS 9-6	P9-3A P9-4A
Ch. 10	QS 10-2 Exercise 10-1	P10-1A P10-6A
Ch. 11 & Ch. 14	QS 11-4	P11-2A P14-8A
Ch. 13	Exercise 13-2 Exercise 13-12	P13-1A P13-2A
Ch. 16	Exercise 16-9	P16-1A
Ch. 17	Exercise 17-8 Exercise 17-11	P17-4A