

SYLLABUS

1. COURSE INFORMATION

- 1.1 Course title: **PRINCIPLES of ACCOUNTING** Course code: ACCO2301
1.2 Provided by: School of Advanced Study
1.3 Credits: 03
Self-study hours: 90 hours

2. COURSE OVERVIEW

The principles course is crucial for accounting majors and non-major alike. It is student's first step into the world of accounting; one quickly immerses them in unfamiliar and challenging new concepts.

Accounting Principles provides students with basic knowledge about Accounting such as: definitions, objectives, functions and academic terms of accounting; managing and recording accounting entries; basic accounting in both trading and services organisation; preparing financial statements. Together with other modules (Management, Basic Marketing, Micro Economic, Banking, Administration and Public Relationship), Accounting Principles provides professional knowledge (at basic level) in commercial aspect with the aim to fulfil the need of using English within this aspect. The course is intended as a broad introduction to the subject, both for non-specialist students, and as a foundation for further study in the area.

3. TEACHING OBJECTIVES

3.1. General objectives

The aims of the course are to introduce students with principles underlying accounting as well as to enable student to apply, interpret and explain key accounting techniques. Also, a broad understanding of the theory and practice of financial accounting is provided along with initial comprehension for profession's requirements both in technical and ethical issues.

3.2 Specific objectives:

3.2.1 Knowledge

- To explain the nature and purpose of accounting system;
- To describe the objectives and contents of financial statements;
- To explain accounting principles and their affection toward accounting methods and policies;
- To explain the double entry principles and the role of accounts in accounting system;
- To describe the nature of accounting at trading and service businesses;
- To explain the need of an internal control for specific items in a business.

3.2.2 Skills

- To understand and utilise the accounting terms;
- To apply the double entry principles in recording and analysing business transactions;
- To apply different costing method for inventories under different cost flow assumptions;
- To apply different depreciation calculating methods;
- To prepare business financial statement at basic level.

3.2.3 Attitudes

- To enable student in establishing an understanding about the role of accounting profession in economic as well as about the need of true and fair quality for accounting information.

4. TEACHING CONTENTS

No	Chapter	Details	Hours			Text book for self- study
			TT	T	SS	
1.	<i>Introduction to Accounting and Business</i>	<ul style="list-style-type: none">✓ Nature of a business✓ What is accounting?✓ GAAP✓ Accounting equation✓ Financial statement	10	5	5	[1]; [2]
2.	<i>Analysing Transactions</i>	<ul style="list-style-type: none">✓ What is an Account and its usefulness?	25	10	15	[1]; [2]

No	Chapter	Details	Hours			Text book for self- study
			TT	T	SS	
		<ul style="list-style-type: none"> ✓ Characteristics of an Account ✓ Debit and credit ✓ Trial balance 				
3.	<i>The Matching Concept and the Adjusting Process</i>	<ul style="list-style-type: none"> ✓ Time difference! ✓ Cash Basis and Accrual Basis ✓ Matching concept and adjusting process 	20	5	15	[1]; [2]
4.	<i>Completing the Accounting Cycle</i>	<ul style="list-style-type: none"> ✓ Work sheets ✓ Steps in completing a work sheet ✓ Financial statements format 	15	5	10	[1]; [2]
5.	<i>Accounting for Trading Businesses</i>	<ul style="list-style-type: none"> ✓ Nature of Trading Businesses ✓ Accounting for Purchases ✓ Accounting for Sales ✓ Transportation Costs ✓ Profit and loss statement for a trading business 	15	5	10	[1]; [2]
6.	<i>Cash</i>	<ul style="list-style-type: none"> ✓ Importance of cash and cash controls ✓ Internal Control ✓ Internal Control for Cash 	8	3	5	[1]; [2]
7.	<i>Receivables</i>	<ul style="list-style-type: none"> ✓ Classification of Receivables ✓ Uncollectible Receivables 	13	3	10	[1]; [2]

No	Chapter	Details	Hours			Text book for self- study
			TT	T	SS	
		<ul style="list-style-type: none"> ✓ Provision Method ✓ Direct Write-off Method 				
8.	<i>Inventories</i>	<ul style="list-style-type: none"> ✓ Inventory cost flow assumptions ✓ Periodic and perpetual inventory system ✓ Inventory Costing Methods ✓ Effect on Profit and Loss Statement and Balance Sheet 	15	5	10	[1]; [2]
9.	<i>Fixed Assets</i>	<ul style="list-style-type: none"> ✓ Fixed Assets ✓ Determining the cost Fixed Assets ✓ Depreciation ✓ Accounting for Depreciation ✓ Disposal of Fixed Assets 	14	4	10	[1]; [2]
	TOTAL		45	45	90	

Note: TT: Total number of lessons; T: Theory; SS: Self-study.

5. TEACHING MATERIALS

5.1. Textbooks

[1] Larson, K., Wild, J., and Chiappetta. (2005), *Fundamental Accounting Principles*. 17th Ed. New York: McGraw-Hill/Irwin. US.

[2] Weygant, J., Kieso, D., and Kell, W. (1996), *Accounting Principles*. 4th Ed. John Wiley and Sons. US.

5.2. Supplementary Readings

- [3] Edmonds, T., Edmonds, C., McNair, F., Olds, P., and Schneider, N. (2006), *Fundamental Financial Accounting Concepts*. 5th Ed. New York: McGraw-Hill/Irwin. US.
- [4] Solomon, P. (2004), *Financial Accounting: A New Perspective*. New York: McGraw-Hill/Irwin. US.

6. ASSESSMENTS

No.	Assessment details	Percentage
1	Mid-Term Exam	50%
2	Final Exam	50%
	Total	100%

7. TEACHING SCHEDULES

Week	Topic	Learning materials and activities
1	<i>Introduction to Accounting and Business</i>	Read [1] Chapter 1; [2] Chapter 1; Homework
2	<i>Analysing Transactions</i>	Read [1] Chapter 2; [2] Chapter 2; Homework
3	<i>Analysing Transactions (Cont)</i>	Read [1] Chapter 2; [2] Chapter 2; Homework
4	<i>The Matching Concept and the Adjusting Process</i>	Read [1] Chapter 3; [2] Chapter 3; Homework
5	<i>Completing the Accounting Cycle</i>	Read [1] Chapter 4; [2] Chapter 4; Homework
6	<i>Accounting for Trading Businesses</i>	Read [1] Chapter 4; [2] Chapter 4; Homework

7	<i>Cash</i>	Read [1] Chapter 8; [2] Chapter 7; Homework
8	<i>Receivables</i>	Read [1] Chapter 9; [2] Chapter 8; Homework
9	<i>Inventories</i>	Read [1] Chapter 6; [2] Chapter 9; Homework
10	<i>Fixed Assets</i>	Read [1] Chapter 10; [2] Chapter 10; Homework
11	<i>Revision week</i>	Revision and Mock Exam

**BY ORDER OF THE RECTOR
AUTHORIZED BY DEAN OF THE SCHOOL
VICE DEAN OF THE SCHOOL**

(signed)

VÂN THỊ HỒNG LOAN