



ADMS | Advanced Diploma in Management Studies Programme

Course Name	: Accounting for Managers
Course Code	: 63
Basic Course / Optional Course / Compulsory Course	: Basic Course
QF Level	: 4
No. of QF Credit	: 10
Mode of Tuition	: Sectional approach
Class Contact Hours	: 30 hours

Brief Course Description

This course provides an introduction to the fundamental concepts of accounting and to the use of accounting information for decision making.

Objective

The course introduces students to the concepts, uses and issues related to financial accounting. More specifically, students are introduced to the methods of recording financial transactions, preparing and analysing financial statements.

Course Intended Learning Outcomes (CILO)

Upon completion of the course, students should be able to:

- CILO 1 : identify the basics of business and the role of accounting in business organizations;
- CILO 2 : explain assumptions and principles underlying financial reports;
- CILO 3 : recognize the fundamentals of the double-entry bookkeeping system;
- CILO 4 : prepare a basic set of financial statements;
- CILO 5 : identify the choices of methods available for accounting major assets, liabilities and shareholders' equity; and
- CILO 6 : apply appropriate analytical tools to interpret financial statements in the prospective of management/investors.

Measurement of Learning Outcomes

1. Class discussions are frequently used to measure students' ability to articulate essential concepts and principles to inform decision-makings. [CILO 1, 2]
2. Individual assignment is used to test students' ability to integrate cross-functional knowledge in answering questions. [CILO 2, 3, 4]
3. In-class quizzes and a mid-term test are held to test students' individual ability to answer both conceptual and numerical questions. [CILO 2, 3, 4, 5]
4. A final examination is arranged to test students' overall ability to apply past learning in addressing specific accounting issues and problems. [CILO 1, 2, 3, 4, 5, 6]

Indicative Content

- 1 The basic accounting principles and concepts
 - Accounting process and accounting equation
 - Basic financial statements
 - Forms of business organizations
- 2 The accounting cycle
 - Recording revenues and expenses in accounts
 - The trial balance
 - Accrual vs. cash basis of accounting
 - Adjusting and closing entries
 - Preparation of financial statements
- 3 Accounting for merchandising activities
 - Perpetual and periodic inventory systems
 - Recording purchases and sales
 - Inventories and cost of goods sold: specific identification, FIFO, LIFO and weighted average cost
 - Lower of cost or net realizable value (LCNRV)
 - Gross profit method and retail inventory method
- 4 Financial assets
 - Short-term investments
 - Accounts receivables
 - Allowance for impairment of receivables
- 5 Plant assets and depreciation
 - Capital expenditure vs. revenue expenditure
 - Plant assets depreciation and disposals
 - Intangible assets amortization

- 6 Liabilities
 - Debt vs. equity financing
 - Current liabilities and non-current liabilities
 - Financial statement presentation of liabilities
- 7 Accounting for corporations
 - Paid-in capital: ordinary and preference shares
 - Cash dividends and share dividends
 - Retained earnings and shareholders' equity
- 8 Financial statement analysis
 - Measures of liquidity, credit risk and profitability
 - Market ratios
 - Classified statement of financial position

Teaching Method / Class Activities

Lectures are used to introduce the topics and to develop students' understanding of the course materials. Selected exercises, problems and cases are used to demonstrate the concepts and the practical application of each key area.

Weighting of Assessments:

Individual Assignment	10%
In-class Quizzes	10%
Mid-term Test	30%
Final Examination	50%
Total	100%

Textbook

Williams, J.R.; Haka, S.F.; Bettner, M.S.; Carcello, J.V.; Lam, N.C.Y. & Lau, P.T.Y., 2015. *Financial Accounting: International Financial Reporting Standards, Asia global edition*. 2nd Ed. McGraw-Hill Education (Asia).

NOTIONAL LEARNING HOURS (NLHs) AND QF CREDIT OF THE COURSE

		Learning outcomes	Contact hours (a)	Self-study hours (b)	Total hours (a+b)
Learning and teaching activity					
1	Lecture	CILO 1, 2, 3, 4, 5, 6	27.25	54.5	81.75
2	Tutorial				
3	Practical work (laboratory, workshop, etc.)				
4	Online, distance and blended learning				
5	Internship / placement / fieldwork				
6	Others				
Assessment					
7	Exercise (individual assignment)	CILO 2, 3, 4		10	10
8	Project				
9	Test / examination / assessment activities	CILO 1, 2, 3, 4, 5, 6	4.75		4.75
10	Others				
Total NLHs					96.5
QF credit = Total NLHs/10					10