



Faculty of Business
BACHELOR OF MANAGEMENT

LEARNING MODULE OUTLINE

Academic Year	2023 / 2024	Semester	I
Module Code	ACCT1100-113		
Learning Module	Principles of Accounting I		
Pre-requisite(s)	N/A		
Medium of Instruction	English		
Credits	3	Contact Hours	45hrs.
Instructor	Wong Vai Kit Nelson	Email	t1791@mpu.edu.mo
Office	Room 110, Chi Un Building	Office Phone	85993304

MODULE DESCRIPTION

This learning module is an introduction to financial accounting. It covers basic accounting rules and concepts including basic accounting cycles, inventories, and receivables to most organizations and some financial reporting issues.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

M1.	Explain the relationship between accounting and other business disciplines.
M2.	Prepare financial records as required by the Generally Accepted Accounting Principles.
M3.	Prepare all required financial transactions of the accounting cycle.
M4.	Explain the managerial decision implications of accounting records.
M5.	Explain and apply relevant concepts in accounting-related tasks.

These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

(See Attachment)

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Ch. 1 Accounting in Action <ul style="list-style-type: none">● What is Accounting?● The Building Blocks of Accounting	3 hrs.



	<ul style="list-style-type: none"> ● The Basic Accounting Equation ● Using the Accounting Equation Financial Statements	
2	Ch. 2 The Recording Process <ul style="list-style-type: none"> ● The Accounts ● Steps in the Recording Process ● The Recording Process Illustrated ● The Trial Balance 	3 hrs.
3-4	Ch. 3 Adjusting the Accounts <ul style="list-style-type: none"> ● Timing Issues ● The Basics of Adjusting Entries ● The Adjusted Trial Balance and Financial Statements 	6 hrs.
5	Ch. 4 Completing the Accounting Cycle <ul style="list-style-type: none"> ● Closing the Books ● Summary of the Accounting Cycle ● The Classified Balance Sheet 	3 hrs.
6-7	Ch. 5 Accounting for Merchandising Operations <ul style="list-style-type: none"> ● Merchandising Operations ● Recording Purchases of Merchandise ● Recording sales of Merchandise ● Completing the Accounting Cycle ● Forms of financial Statements ● Appendix 5A: periodic Inventory System 	6 hrs.
8-9	Ch. 6 Inventories <ul style="list-style-type: none"> ● Classifying Inventory ● Determining Inventory Quantities ● Inventory Costing ● Inventory Errors ● Statement Presentation and Analysis ● Appendix 6A: Inventory Cost Flow Methods in Perpetual Inventory Systems ● Appendix 6B: Estimating Inventories 	6 hrs.
10	Midterm Exam	3 hrs.
11	Ch. 7 Information Systems and Accounting: Principles and Procedures <ul style="list-style-type: none"> ● Basic Concepts of Accounting Information Systems ● Subsidiary Ledgers ● Special Journals 	3 hrs.
12	Ch. 8 Fraud, Internal Control and Cash <ul style="list-style-type: none"> ● Control Features: Use of a Bank ● Reporting Cash 	3 hrs.
13-14	Ch. 9 Accounting for Receivables <ul style="list-style-type: none"> ● Types of Receivables ● Accounts Receivable ● Notes Receivable ● Statement Presentation and Analysis 	6 hrs.
15	Final Exam	3 hrs.
	Total	45 hrs.

TEACHING AND LEARNING ACTIVITIES



In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3	M4	M5	M6
<i>Interactive lectures</i> <ul style="list-style-type: none"> Lectures: in-depth coverage of principles of accounting is presented with PowerPoint slides and other supplementary materials if necessary Q & As: time is allowed to raise questions from both sides (instructor and students) 	✓	✓	✓	✓	✓	✓
<i>In-class Exercises and quizzes</i> <ul style="list-style-type: none"> In-class exercises will be discussed at the end of each lecture to ensure student understanding of the issues. Quizzes: students will take some quizzes to motivate them to review what they have learned 	✓	✓	✓	✓	✓	✓
<i>Assignments</i> <ul style="list-style-type: none"> Students are required to complete assigned questions and problems. No late submission will be accepted. 	✓	✓	✓	✓	✓	✓

ATTENDANCE

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic University”. Students who have less than the required attendance for the enrolled module are not eligible to attend the final and re-sit examinations and will be given an “F” as their final grade.

ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
Q&A / Participation	5%	✓
Assignments	20%	✓
Mid-term test	25%	✓
Final Exam	50%	✓
Total:	100%	✓

The assessment will be conducted following the University’s Assessment Strategy (see www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.



MARKING SCHEME

	Assessment Task	Criterion	Excellent (A, A-)	Very Good, Good (B+, B, B-)	Satisfactory (C+, C, C-)	Pass (D+, D)	Fail (F)
1.	Class Learning Activities (including participation, Q&A, quizzes)	Demonstrate the understanding of the subjects covered in classes and show active learning attitude	High	Significant	Moderate	Basic	Not even reaching marginal levels
2.	Assignments	Demonstrate the ability to answer questions on topics covered in the outline	High	Significant	Moderate	Basic	Not even reaching marginal levels
3.	Mid-term test and Final examination	Demonstrate the ability to identify and apply appropriate concepts, methods and techniques	High	Significant	Moderate	Basic	Not even reaching marginal levels

REQUIRED READINGS

Module textbook:

Weygandt, Jerry J., Paul D. Kimmel, and Donald E. Kieso (2020), *Accounting Principles*, 14th ed., Wiley (ebook)

REFERENCES

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STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at www.mpu.edu.mo/student_handbook/.



Attachment

Bachelor of Business Administration in Marketing, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
1. Explain the core concepts, values and Skills - Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.					
2. Apply appropriate Tools and technologies - Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.	√	√	√	√	√
3. Proceed Lifelong learning - Students are able to apply self and independent learning to leverage learned knowledge in practical life.	√	√	√	√	√
4. Adopt Leadership approaches - Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.					
5. Demonstrate and practice Legal and Ethical Values - Students are able to identify professional ethics from broad business practices.					
6. Effective Communication Skills - Students are able to communicate and present ideas effectively.					
7. Critical Thinking - Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.	√	√	√	√	√
8. Intercultural Competence - Students are competent to associate in a diversified social and global community.					

Bachelor of accounting, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.	√	√	√	√	√
2. Assess general business scenarios with mathematical and statistical skills.		√	√	√	



3. Apply critical thinking and logical analysis skills and techniques to solve business problems.		√	√	√	√
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.	√	√	√	√	√
5. Apply accounting or business software for business analysis.					
6. Develop queries to assess management information from database to improve efficiency and effectiveness.		√	√	√	
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.					
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.		√	√		
9. Recommend an appropriate module of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.		√	√	√	
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.					

Bachelor of management, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.					
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.	✓	✓	✓	✓	✓
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.					
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.					



6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.					
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.					

Bachelor of e-commerce, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;					
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;	✓	✓	✓	✓	✓
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;					
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;	✓	✓	✓	✓	✓
5. Develop relationships, motivate others, manage conflicts, lead changes, and work across differences in multi-disciplinary electronic commerce projects;					
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;					
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;					
8. Cope with and manage contemporary advancement related to electronic commerce development and demonstrate lifelong learning attitudes and abilities;					
9. Conduct research and devise innovative electronic commerce models to exploit business opportunities; and					
10. Reflect on professional responsibilities and keep up with the latest electronic commerce issues on legal, environmental, ethical, and societal considerations to benefit society comprehensively.					



Faculty of Business

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING / BACHELOR OF MANAGEMENT / BACHELOR OF ACCOUNTING / BACHELOR OF E-COMMERCE

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Medium of Instruction	English		
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Instructor	John Lao, Son Kai	Email	t1789@mpu.edu.mo
Office	Room B110, Chi Un Building	Office Phone	85993304

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Bachelor of accounting, Programme Intended Learning Outcomes (PILOs)					
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1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.	√	√	√	√	√
2. Assess general business scenarios with mathematical and statistical skills.		√	√	√	



3. Apply critical thinking and logical analysis skills and techniques to solve business problems.		√	√	√	√
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.	√	√	√	√	√
5. Apply accounting or business software for business analysis.					
6. Develop queries to assess management information from database to improve efficiency and effectiveness.		√	√	√	
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.					
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.		√	√		
9. Recommend an appropriate module of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.		√	√	√	
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Bachelor of management, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
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2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.	✓	✓	✓	✓	✓
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4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.					
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6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.					
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.					

Bachelor of e-commerce, Programme Intended Learning Outcomes (PILOs)					
PILOs	M1	M2	M3	M4	M5
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;					
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;	✓	✓	✓	✓	✓
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;					
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;	✓	✓	✓	✓	✓
5. Develop relationships, motivate others, manage conflicts, lead changes, and work across differences in multi-disciplinary electronic commerce projects;					
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;					
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;					
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