

## **SYLLABUS**

### **FINANCIAL ACCOUNTING F3 – PART 1 (KET.F3.1)**

**(Attached to Decision No..... / QD-ĐHNT dated / / 20....  
of the President of Foreign Trade University)**

**Course title: Financial Accounting F3 – Part 1**

**Course code: KET.F3.1**

**Department: Financial accounting**

**Course conducting:**

**Credit hours: 3**

**Prerequisite(s): Business and Technology (KET.F1); Principle of accounting – KET201**

**Time of the first design/announcement:**

**Adjust, modify, supplement:**

#### **1. INSTRUCTOR(s) INFORMATION**

<b>No.</b>	<b>Instructors' name</b>	<b>Email</b>	<b>Phone number</b>	<b>Office</b>
<b>1.</b>	<b>Assoc. Prof. Dr. Trần Thị Kim Anh</b>	<b>anhttk@ftu.edu.vn</b>	<b>0983.041.350</b>	

2.	Assoc. Prof. Dr. Nguyễn Thị Thu Hằng	hang.nt@ftu.edu.v n	0987.269.958	
3.	Dr. Trần Tú Uyên	uyentt@ftu.edu.vn	0983.860.428	
4.	Dr. Nguyễn Thị Phương Mai	maintp@ftu.edu.v n	0936.447.452	
5.	Dr. Trần Thị Phương Thảo	thaottp@ftu.edu.v n	0904.153.636	
6.	MSc. Nguyễn Thị Thanh Loan	loanntt@ftu.edu.v n	0973.223.988	

*Note: Please list all the lecturers involved in teaching the course*

## 2. COURSE OBJECTIVES

- CO1: This module provides for student fundamentals of the regulatory framework relating to accounts preparation and the qualitative characteristics of useful information.
- CO2: The module concentrates in-depth on recording, processing, and reporting business transactions through drafting basic financial statements.
- CO 3: The module provides for students proficient English and practical skills.
- CO4: The module provides students with the capabilities of self-studying, working independently, well adapting to change.

## 3. COURSE LEARNING OUTCOMES

### **3.1. Learning outcomes about knowledge, skills, autonomy and responsibility**

#### ***3.1.1. Knowledge***

- **CLO1: Understand the nature, principles and scope of financial reporting, identify the users and main elements of financial reports;**
- **CLO2: Understand and apply qualitative characteristics and accounting concepts into prepare financial reports;**
- **CLO3: Apply the concept of double-entry accounting into recording transactions and events such as sale and purchases, cash, inventory, non-current assets, accruals and prepayments, receivables and payables, provisions and contingencies.**
- **CLO4: Prepare a statement of financial position and statement of profit or loss and other comprehensive income for sole traders.**

#### ***3.1.2. Skills***

- **CLO5: Demonstrate skills in communication, presentation, criticism, debate and persuasion.**
- **CLO6: Demonstrate English language proficiency;**

#### ***3.1.3. Autonomy and responsibility***

- **CLO7: Being self-learning, being adaptive to constant change and being capable of working independently or in a team;**
- **CLO8: Commit to ensuring professional ethics in the field of accounting and auditing.**

### **3.2. Matrix of the contribution of Course learning outcomes to Program learning outcomes**

<b>Cours e learn i</b>	<b>Program learning outcomes</b>
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Learning outcomes	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	X	X			X	X		X	X			
CLO2		X			X	X		X	X			
CLO3		X			X			X	X			
CLO4		X			X	X		X	X			
CLO5								X				
CLO6								X	X			
CLO7											X	X
CLO8											X	X
Course	2	4			4	4		3	4		4	2

## 4. READING MATERIALS

### 4.1. Textbook(s)

1. BPP Learning Media, 2021, Financial Accounting (FFA/FA) – Interactive Text, BPP Learning Media Ltd, London.

2. BPP Learning Media, 2021, Financial Accounting (FA) – Practice and Revision, BPP Learning Media Ltd, London.

4.2. Compulsory reading(s)

3. ACCA, 2021, Financial Accounting syllabus.

4.3. Optional reading(s)

4. ACCA, 2021, Financial Accounting- Technical articles.

4.4. Websites

<https://www.accaglobal.com/gb/en.html>

5. COURSE CONTENTS AND SCHEDULE

5.1. Course contents

No.[i]	Contents	Time Allocation				Contribution to CLO
		Hour(s) on the class		Essays, exercise, Assignments.	Self-study with teacher's tutorials	
		Lecture (1)	Practice, Seminar... (2)			
1	Chapter 1: Introduction to accounting	2	2	1	3	1,5,6,7,8

<b>2</b>	<b>Chapter 2: The regulatory framework</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1,5,6,8</b>
<b>3</b>	<b>Chapter 3: The qualitative characteristics of financial information</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4,5</b>	<b>1,2,4,5,6,7,8</b>
<b>4</b>	<b>Chapter 4: Sources, records and books of prime entry</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>1,2,5,6,7,8</b>
<b>5</b>	<b>Chapter 5: Ledger accounts and double entry</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1,2,3,5,6,7,8</b>
<b>6</b>	<b>Chapter 6: From trial balance to financial statements</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1,2,3,4,5,6,7,8</b>
<b>7</b>	<b>Chapter 7: Inventory</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1,2,3,5,6,7,8</b>
<b>8-9</b>	<b>Mid-term exam Chapter 8: Tangible non-current assets</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1,2,3,5,6,7,8</b>
<b>10</b>	<b>Chapter 9: Intangible non-current assets</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1,2,3,5,6,7,8</b>
<b>11</b>	<b>Chapter 10: Accruals and prepayments</b>	<b>2</b>	<b>1</b>	<b>1,5</b>	<b>3</b>	<b>1,2,3,5,6,7,8</b>

12	<b>Chapter 11: Provisions and contingencies</b>	2	1	1	3	1,2,3,5,6,7,8
13	<b>Chapter 12: Irrecoverable debts and allowances</b>	2	1	2	6	1,2,3,5,6,7,8
14	<b>Chapter 13: Sales tax</b>	2	1	1	3	1,2,3,5,6,7,8
15	<b>Chapter 14: Preparation of financial statements for sole traders</b>	2	1	2	6	1,2,3,4,5,6,7,8
<b>Total (hour)</b>		<b>30,0</b>	<b>15,0</b>	<b>22,5</b>	<b>67,5</b>	

## 5.2. Schedule of lectures

No.	Teaching and learning activities	Hour(s)	Content	Contribution to CLO
1	Lecture	2	<b>1.1. The scope and purpose of financial statements for external reporting</b>	1,5,6,7,8
	Practice, Seminar...	2		

	<b>Essays, exercise, assignments</b>	<b>1</b>	<b>1.2. Users' and stakeholders' needs</b> <b>1.3. The main elements of financial reports</b> <b>1.4. Duties and responsibilities of those charged with governance</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>3</b>	<b>Reading materials – No.1, pp 3-18</b>	
	<b>Assessment methods</b>	<b>- Open questions: Understand the scope of financial reporting; Identify the users and main elements of financial reports;</b>		
<b>2</b>	<b>Lecture</b>	<b>2</b>	<b>2.1. The regulatory framework</b>	<b>1,5,6,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>2.2. The International Accounting Standards Board (IASB)</b>	
	<b>Essays, exercise, assignments</b>	<b>1</b>	<b>2.3. International Financial Reporting Standards</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>3</b>	<b>Reading materials – No.1, pp 19-30; No.2, pp 5-10</b>	

	<b>Assessment methods</b>	<b>- Open questions, MCQ: Understand the nature regulatory framework, IASB and IFRSs</b>		
<b>3</b>	<b>Lecture</b>	<b>2</b>	<b>3.1. The IASB's Conceptual Framework</b>	<b>1,2,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>3.2. The qualitative characteristics of financial information</b>	
	<b>Essays, exercise, assignments</b>	<b>1</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>4.5</b>	<b>Reading materials – No.1, pp 31-44; No.2, pp 11-16</b>	
	<b>Assessment methods</b>	<b>- Open questions, MCQ: Apply qualitative characteristics and accounting concepts into prepare financial reports</b>		
<b>4</b>	<b>Lecture</b>	<b>2</b>	<b>4.1. The role of source documents</b>	<b>1,2,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>4.2. The need for books of prime entry</b>	
	<b>Essays, exercise, assignments</b>	<b>1</b>	<b>4.3. Sales and purchase day books 4.4. Cash book</b>	

			<b>4.5. Petty cash</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>Reading materials – No.1, pp 45-58</b>	
	<b>Assessment methods</b>	<b>- Fill in the blank, Quiz: Identify source documents</b>		
<b>5</b>	<b>Lecture</b>	<b>2</b>	<b>5.1. Why do we need ledger accounts?</b>	<b>1,2,3,5,6,7, 8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>5.2. The nominal ledger</b>	
	<b>Essays, exercise, assignments</b>	<b>2</b>	<b>5.3. The accounting equation</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>5.4. Double entry bookkeeping</b>	
	<b>Assessment methods</b>	<b>- Practice: Apply the concept of double-entry accounting into recording transactions</b>		
<b>6</b>	<b>Lecture</b>	<b>2</b>	<b>6.1. The trial balance</b> <b>6.2. The statement of profit or loss</b>	<b>1,2,3,4,5,6, 7,8</b>

	<b>Practice, Seminar...</b>	<b>1</b>	<b>6.3. The statement of financial position</b>	
	<b>Essays, exercise, assignments</b>	<b>2</b>	<b>6.4. Balancing accounts and preparing financial statements</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>Reading materials – No.1, pp 89-106; No.2, pp 20-26</b>	
	<b>Assessment methods</b>	<b>- Practice: Prepare trial balance</b>		
<b>7</b>	<b>Lecture</b>	<b>3</b>	<b>7.1. Cost of goods sold</b>	<b>1,2,3,5,6,7, 8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>7.2. Accounting for opening and closing inventories</b>	
	<b>Essays, exercise, assignments</b>	<b>2</b>	<b>7.3. Counting inventories</b>	
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>7.4. Valuing inventories</b>	
	<b>Assessment methods</b>	<b>- Practice: Accounting for inventories</b>		
			<b>Reading materials – No.1, pp 107-132; No.2, pp 28-33</b>	

8	Lecture	1	Midterm test	1,2,3,5,6,7,8
	Practice, Seminar...	1	8.1. Property, plant and equipment 8.2. Depreciation accounting	
	Essays, exercise, assignments	1		
	Self-study with the teacher's tutorials	3	Reading materials – No.1, pp 133-168; No.2, pp 34-43	
	Assessment methods	- Midterm test (see 7.) - Practice, quiz: Accounting for NCA		
9	Lecture	2	8.3. Revaluation of NCA 8.4. NCA disposals 8.5. Disclosure in financial statements	1,2,3,5,6,7,8
	Practice, Seminar...			
	Essays, exercise, assignments	1		
	Self-study with the teacher's tutorials	3	Reading materials – No.1, pp 133-168; No.2, pp 34-43	

	<b>Assessment methods</b>	<b>- Practice, quiz: Accounting for NCA</b>		
<b>10</b>	<b>Lecture</b>	<b>2</b>	<b>9.1. Intangible assets 9.2. Research and development costs 9.3. Disclosure in financial statements</b>	<b>1,2,3,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>		
	<b>Essays, exercise, assignments</b>	<b>2</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>Reading materials – No.1, pp 169-180; No.2, pp 44-46</b>	
	<b>Assessment methods</b>	<b>- Practice, case study: Accounting for IA</b>		
<b>11</b>	<b>Lecture</b>	<b>2</b>	<b>10.1. Accruals 10.2. Prepayments</b>	<b>1,2,3,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>		
	<b>Essays, exercise, assignments</b>	<b>1.5</b>		

	<b>Self-study with the teacher's tutorials</b>	<b>3</b>	<b>Reading materials – No.1, pp 181-196; No.2, pp 47-50</b>	
	<b>Assessment methods</b>	<b>- MCQ, Quiz: Accounting for accruals and prepayments</b>		
<b>12</b>	<b>Lecture</b>	<b>2</b>	<b>11.1. Provisions 11.2. Contingent liabilities and contingent assets 11.3. Disclosure in financial statements</b>	<b>1,2,3,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>		
	<b>Essays, exercise, assignments</b>	<b>1</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>3</b>	<b>Reading materials – No.1, pp 197-208; No.2, pp 55-58</b>	
	<b>Assessment methods</b>	<b>- MCQ, Quiz: Accounting for provisions and contingent liabilities</b>		
<b>13</b>	<b>Lecture</b>	<b>2</b>	<b>12.1. Irrecoverable debts</b>	<b>1,2,3,5,6,7,8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>12.2. Allowances for receivables</b>	

	<b>Essays, exercise, assignments</b>	<b>2</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>Reading materials – No.1, pp 209-224; No.2, pp 51-54</b>	
	<b>Assessment methods</b>	<b>- MCQ, Quiz: Accounting for irrecoverable debts and allowances for receivable</b>		
<b>14</b>	<b>Lecture</b>	<b>2</b>	<b>13.1. The nature of sales tax and how it is collected</b>	<b>1,2,3,5,6,7, 8</b>
	<b>Practice, Seminar...</b>	<b>1</b>	<b>13.2. Accounting for sales tax</b>	
	<b>Essays, exercise, assignments</b>	<b>2</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>3</b>	<b>Reading materials – No.1, pp 225-236; No.2, pp 27-28</b>	
	<b>Assessment methods</b>	<b>- MCQ, Quiz: Accounting for sales tax</b>		
<b>15</b>	<b>Lecture</b>	<b>2</b>	<b>15.1. Statements of financial position</b>	<b>1,2,3,4,5,6, 7,8</b>

	<b>Practice, Seminar...</b>	<b>1</b>	<b>15.2. Statements of profit or loss and other comprehensive income</b>	
	<b>Essays, exercise, assignments</b>	<b>2</b>		
	<b>Self-study with the teacher's tutorials</b>	<b>6</b>	<b>Reading materials – No.1, pp 315-326</b>	
	<b>Assessment methods</b>	<b>- Case study: prepare financial statements</b>		

## **6. COURSE POLICY**

### ***6.1. Missions of students***

- Read materials and prepare before attending class.**
- Fulfill all assigned tasks.**
- Prepare the discussion of the course.**

### ***6.2. Regulations of exam***

- Students have to attend at least 75% of the total class.**
- Fulfill all assigned tasks of the course.**
- Others: According to current training regulation;**

## **7. COURSE ASSESSMENT**

- Score ladder: 10**

**- Type of assessment**

<b>Form</b>		<b>Content</b>	<b>Criteria</b>	<b>CLO</b>	<b>Proportion</b>
<b>Formative</b>	<b>Attendance, quiz, open questions</b>	<b>Explain the context and purpose of financial reporting; Define the qualitative characteristics of financial information; Record transactions and events; Prepare simple financial statements; Demonstrate skills in communication, presentation, criticism, debate and persuasion; Demonstrate English language proficiency; Being self-learning, being adaptive to constant change and being capable of working independently or in a team; Ensure professional ethics.</b>	<b>The number of attendances, participation and answering questions in class (5%)  Quick test, 20 minutes (5%)</b>	<b>1,2,3,4,5,6, 7,8</b>	<b>10%</b>

	<p><b>Midterm test</b></p>	<p><b>Explain the context and purpose of financial reporting; Define the qualitative characteristics of financial information; Recording transactions such as sale and purchases, cash, inventory; Preparing trial balance; Demonstrate English language proficiency; Being self-learning and being capable of working independently; Commit to ensuring professional ethics in the field of accounting and auditing.</b></p>	<p><b>MCQ + writing (60 minutes)</b></p>	<p><b>1,2,3,4,6,7,8</b></p>	<p><b>30%</b></p>
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<b>Summative</b>	<b>Final test</b>	<b>Explain the context and purpose of financial reporting;</b> <b>Define the qualitative characteristics of financial information;</b> <b>Record transactions and events; Prepare simple financial statements;</b> <b>Demonstrate English language proficiency; Being self-learning and being capable of working independently;</b> <b>Ensure professional ethics.</b>	<b>MCQ + writing (90 minutes)</b>	<b>1,2,3,4,6,7,8</b>	<b>60%</b>
			<b>Total:</b>	<b>100%</b>	

**DEAN OF FACULTY**

**HEAD OF DEPARTMENT**

