



**COLLEGE:** RVR-COB **DEPARTMENT:** ACCOUNTANCY  
**COURSE CODE:** FDNACCT **COURSE TYPE:** B – HYBRID LEARNING  
**CLASS DAYS:** Monday & Thursday **CLASS TIME:** \_\_\_\_\_  
**INSTRUCTOR NAME:** \_\_\_\_\_  
**INSTRUCTOR EMAIL:** \_\_\_\_\_  
**CONSULTATION HOURS:** *To be announced by instructor*

**COURSE DESCRIPTION:**

This course, **FUNDAMENTALS OF ACCOUNTANCY, BUSINESS, AND MANAGEMENT (FDNACCT)**, is a foundation course that aims to provide students with better appreciation and understanding of basic accounting concepts and principles. In addition, the course covers the steps in the accounting cycle in service and merchandising businesses that will help students understand accounting process and eventually apply it.

**LEARNING OUTCOMES:**

On completion of the course, the student is expected to be able to do the following:

UNIVERSITY EXPECTED LASALLIAN GRADUATE ATTRIBUTES (ELGA)	LEARNING OUTCOME (LO)
Critical and creative thinker Effective communicator	LO1: Apply basic accounting concepts and principles in recording and summarizing business transactions of a service business. LO2: Apply basic accounting concepts and principles in recording and summarizing business transactions of a merchandising business. LO3: Prepare a written report applying the theories learned in the course. LO4: Prepare a group project applying the theories learned in the course.

**COURSE OUTCOMES ASSESSMENT MATRIX:**

Course Learning Outcome	Program Outcomes												
	GO1	GO2	GO3	GO4	GO5	GO6	GO7	GO8	GO9	GO10	GO11	GO12	GO13
LO1	L	L	O	O	O	O	L	L	P	O	O	O	O
LO2	L	L	O	O	O	O	L	L	P	O	O	O	O
LO3	L	L	O	O	O	O	L	L	P	O	O	O	O
LO4	L	P	O	O	O	O	L	L	P	O	O	O	O

O: Not learned in course but opportunity to be learned in the future; L: Learned in the course; P: Practiced in course

To know more about the GOs, please refer to the link below:

<https://drive.google.com/file/d/1tgG89zx0wRVsQMEs0YPLhD1xT2wJYCWM/view?usp=sharing>

**FINAL COURSE OUTPUTS:**

As evidence of attaining the above learning outcomes, the student is required to do and submit the following during the indicated dates of the term.

LEARNING OUTCOME	REQUIRED OUTPUTS	WEEK DUE
LO1: Apply basic accounting concepts and principles in recording and summarizing business transactions of a service business.	1. Individual homework: Connect Homework (service business) 2. Individual project: Journal entries, ledger postings, and Trial Balance (service business)	3-4 6
LO2: Apply basic accounting concepts and principles in recording and summarizing business transactions of a merchandising business.	3. Individual homework: Connect Homework (merchandising business)	5 – 13
LO3: Prepare a written report applying the theories learned in the course.	4. Individual reflection paper	10
LO4: Prepare a group project which applying the theories learned in the course.	5. Group project (merchandising business)	13

**ANIMOSPACE (Canvas):**

It is the learning management system (LMS) to be used in the conduct of the online classes. To learn more about it, please click the following links:

- Passport to Canvas (public Canvas course): <https://www.canvas.net/browse/cn-pd/courses/passport-tp-canvas>
- AnimoSpace 101: <https://dlsu.instructure.com/courses/13772>

**RUBRICS FOR ASSESSMENT:**

Submitted requirements will be rated using the following rubrics. Students are encouraged to use these rubrics to check the quality of their required output prior to submission.

**Individual homework (McGraw-Hill Connect)**

CRITERIA	EXEMPLARY (89-100)	SATISFACTORY (80-88)	DEVELOPING (70-79)	BEGINNING (Below 70)	RATING
<i>Content - Correctness and completeness (100%)</i>	The student answered all assigned homework correctly and completely.	The student answered majority of the assigned homework correctly and completely.	The student answered some of the assigned homework correctly and completely.	The student failed to answer all assigned homework correctly and completely.	
				<b>TOTAL</b>	

**Individual project (Journal entries, ledger postings, and Trial Balance)**

CRITERIA	EXEMPLARY (89-100)	SATISFACTORY (80-88)	DEVELOPING (70-79)	BEGINNING (Below 70)	RATING
<i>Content - Correctness and completeness (80%)</i>	The student answered the project correctly and completely.	The student answered majority of the project correctly and completely.	The student answered some of the project correctly and completely.	The student failed to answer the project correctly and completely.	
<i>Neatness and orderliness (10%)</i>	The student accomplished the requirements in good form*.	The student accomplished majority of the requirements in good form.	The student accomplished some of the requirements in good form.	The student accomplished minimal portion of the requirements in good form.	
<i>Timeliness (10%)</i>	The student submitted output on or before the deadline.	The student submitted output a day after the deadline.	The student submitted output three (3) days after the deadline.	The student submitted output a week or more after deadline.	
				<b>TOTAL</b>	

\*In good form: i.e., preserves neatness of work, places heading properly, uses money columns correctly, follows ruling procedures.

**Individual reflection paper**

CRITERIA	EXEMPLARY (89-100)	SATISFACTORY (80-88)	DEVELOPING (70-79)	BEGINNING (Below 70)	RATING
<i>Content - Application of theories (50%)</i>	The student applied the relevant FDNACCT topics appropriately.	The student applied most of the relevant FDNACCT topics appropriately.	The student applied some of the relevant FDNACCT topics appropriately.	The student failed to apply the relevant FDNACCT topics appropriately.	
<i>Similarity index (20%)</i>	The student's Turnitin similarity index showed a match of 20% and less.	The student's Turnitin similarity index showed a match of 21% to 25%.	The student's Turnitin similarity index showed a match of 26% to 30%.	The student's Turnitin similarity index showed a match of 31% and above.	
<i>Ethical considerations (10%)</i>	The student fully applied ethical considerations in the reflection paper.	The student generally applied ethical considerations in the reflection paper.	The student somehow applied ethical considerations in the reflection paper.	The student failed to apply ethical considerations in the reflection paper.	
<i>Format and use of English language (10%)</i>	The student followed required format and paper is free of any grammatical and spelling error.	The student followed required format but paper contains minor grammatical and spelling errors.	The student followed required format but paper contains major violations of the English language.	The student did not follow format, uses a mixture of Filipino and English language in the paper, and uses the English language inappropriately.	
<i>Timeliness (10%)</i>	The student submitted output on or before the deadline.	The student submitted output a day after the deadline.	The student submitted output three (3) days after the deadline.	The student submitted output a week or more after deadline.	
				<b>TOTAL</b>	

**Group project (Worksheet to Reversing entries)**

CRITERIA	EXEMPLARY (89-100)	SATISFACTORY (80-88)	DEVELOPING (70-79)	BEGINNING (Below 70)	RATING
<i>Content - Correctness and completeness (80%)</i>	The group answered the project correctly and completely.	The group answered majority of the project correctly and completely.	The group answered some of the project correctly and completely.	The group failed to answer the project correctly and completely.	
<i>Neatness and orderliness (10%)</i>	The group accomplished the requirements in good form*.	The group accomplished majority of the requirements in good form.	The group accomplished some of the requirements in good form.	The group accomplished minimal portion of the requirements in good form.	
<i>Timeliness (10%)</i>	The group submitted output on or before the deadline.	The group submitted output a day after the deadline.	The group submitted output three (3) days after the deadline.	The group submitted output a week or more after deadline.	
				<b>TOTAL</b>	

\*In good form: i.e., preserves neatness of work, places heading properly, labels line items, uses money columns correctly, follows ruling procedures.

**Peer evaluation (for Group project)**

CRITERIA	EXEMPLARY (89-100)	SATISFACTORY (80-88)	DEVELOPING (70-79)	BEGINNING (Below 70)	RATING
<i>Contribution to team's final output (100%)</i>	The student contributed to the team's final output more than what is expected.	The student contributed to the team's final output as expected.	The student contributed somewhat to the team's final output.	The student did not contribute to the team's final output.	

**OTHER REQUIREMENTS AND ASSESSMENTS:**

Aside from the required outputs, the student will be assessed at other times during the term by the following:

- Quizzes
- Final examination
- Class standing

**FOURTH-HOUR ACTIVITIES:**

- McGraw-Hill Connect Reading Assignment
- Video viewing
- Practice quiz
- Meetings for group project
- Consultation
- Other independent self-study learning activities

**GRADING SYSTEM:**

<u>GRADE POINT</u>	<u>DESCRIPTION</u>	<u>PERCENTAGE</u>
4.0	Excellent	97 – 100
3.5	Superior	93 – 96
3.0	Very Good	89 – 92
2.5	Good	85 – 88
2.0	Satisfactory	80 – 84
1.5	Fair	75 – 79
1.0	Passed	70 – 74
0.0	Failed	Below 70

The student will be graded according to the following:

Individual homework (McGraw-Hill Connect exercises and problems)	15%
Individual project (Journal entries, ledger postings, and Trial Balance)	10%
Individual reflection paper	5%
Group project*	10%
Quizzes	30%
Final examination	20%
Class standing	
- Attendance in synchronous sessions	3.33%
- Active participation in class discussions	3.33%
- Good manners and right conduct including netiquette	3.33%
<b>TOTAL</b>	<b>100%</b>

\*Individual grade is based on 50% group grade and 50% peer evaluation grade.

## TOPICS:

### 1. INTRODUCTION TO ACCOUNTING

#### **1.1 Introduction to accounting**

- 1.1.1 Definition, nature, and scope
- 1.1.2 Branches

#### **1.2 Brief history of accounting**

#### **1.3 Users of accounting information**

- 1.3.1 Primary users
- 1.3.2 Other users

#### **1.4 Forms of business organization**

- 1.4.1 As to ownership
- 1.4.2 As to activity

### 2. ACCOUNTING CONCEPTS AND PRINCIPLES (based on IFRS Conceptual Framework)

#### **2.1 Qualitative characteristics of useful financial information**

- 2.1.1 Fundamental qualitative characteristics
- 2.1.2 Enhancing qualitative characteristics

#### **2.2 Underlying assumptions**

- 2.2.1 Entity
- 2.2.2 Going concern/Continuity
- 2.2.3 Monetary
- 2.2.4 Time period/Periodicity of income
- 2.2.5 Accrual

#### **2.3 General principles**

- 2.3.1 Cost/Historical cost
- 2.3.2 Revenue recognition
- 2.3.3 Matching/Expense recognition
- 2.3.4 Full disclosure

#### **2.4 Modifying constraints**

- 2.4.1 Materiality
- 2.4.2 Cost-benefit test
- 2.4.3 Conservatism/Prudence
- 2.4.4 Industry practice

### 3. FINANCIAL STATEMENTS

#### **3.1 Statement of Financial Position**

- 3.1.1 Forms of Statement of Financial Position
  - 3.1.1.1 Account form
  - 3.1.1.2 Report form
- 3.1.2 Elements of Statement of Financial Position
  - 3.1.2.1 Assets
  - 3.1.2.2 Liability
  - 3.1.2.3 Equity
- 3.1.3 Basic accounting equation

#### **3.2 Statement of Profit or Loss**

- 3.2.1 Statement of Profit or Loss
  - 3.2.1.1 Forms of Statement of Profit or Loss
    - 3.2.1.1.1 Natural form
    - 3.2.1.1.2 Functional form
  - 3.2.1.2 Elements of Statement of Profit or Loss
    - 3.2.1.2.1 Income
    - 3.2.1.2.2 Expense

#### **3.3 Statement of Changes in Owner's Equity**

- 3.3.1 Items affecting equity
  - 3.3.1.1 Income and expenses
  - 3.3.1.2 Investment by owner
  - 3.3.1.3 Withdrawal by owner
- 3.3.2 Expanded accounting equation

#### **3.4 Statement of Cash Flows (overview only – definition)**

#### **3.5 Preparing financial statements with accompanying notes (service business)**

- 3.5.1 Statement of Profit or Loss - Natural-form
- 3.5.2 Statement of Changes in Owner's Equity
- 3.5.3 Statement of Financial Position - Account form

## **4. THE ACCOUNTING CYCLE**

### **4.1 Analyzing business transactions from source documents**

- 4.1.1 Common business documents used
- 4.1.2 Transactions analysis
  - 4.1.2.1 Increases and decreases
  - 4.1.2.2 Debit and credit

### **4.2 Journalizing business transactions**

- 4.2.1 Types of journals
  - 4.2.1.1 General journal
  - 4.2.1.2 Special journals (*overview only – definition and uses*)
- 4.2.2 Journalizing basic transactions
  - 4.2.2.1 Owner's investment
  - 4.2.2.2 Owner's withdrawal of asset
  - 4.2.2.3 Purchase of asset
  - 4.2.2.4 Generation of revenue
  - 4.2.2.5 Incurrence of operating expense
  - 4.2.2.6 Receipt of cash
    - 4.2.2.6.1 Service rendered
    - 4.2.2.6.2 Collection of account
  - 4.2.2.7 Payment of cash
    - 4.2.2.7.1 Payment of expense
    - 4.2.2.7.2 Payment of account
  - 4.2.2.8 Notes payable (interest and non-interest bearing)
    - 4.2.2.8.1 Issuance of notes payable
    - 4.2.2.8.2 Payment of notes payable
    - 4.2.2.8.3 Dishonor of notes payable
  - 4.2.2.9 Notes receivable (interest and non-interest bearing)
    - 4.2.2.9.1 Receipt of notes receivable
    - 4.2.2.9.2 Collection of payment of notes receivable
    - 4.2.2.9.3 Dishonor of notes receivable by maker

### **4.3 Posting to the ledger**

- 4.3.1 Types of ledgers
  - 4.3.1.1 General ledgers
  - 4.3.1.2 Subsidiary ledgers
- 4.3.2 Posting from journal to ledger

### **4.4 Preparing a trial balance**

### **4.5 Journalizing transactions specific to merchandising business**

- 4.5.1 Types of inventory system
- 4.5.2 Purchase of merchandise (*periodic system only*)
- 4.5.3 Sale of merchandise (*periodic system only*)
- 4.5.4 Recording freight transactions (*periodic system only*)
  - 4.5.4.1 FOB shipping point, Collect
  - 4.5.4.2 FOB destination point, Prepaid
- 4.5.5 Collection and payment of account within discount period (*periodic system only*)

### **4.6 Journalizing and posting adjusting entries**

- 4.6.1 Merchandise inventory
- 4.6.2 Accruals
  - 4.6.2.1 Accrued income
  - 4.6.2.2 Accrued expense
- 4.6.3 Deferrals
  - 4.6.3.1 Pre-payments (asset method)
  - 4.6.3.2 Pre-collections (liability method)
- 4.6.4 Depreciation (straight-line method)
- 4.6.5 Doubtful accounts (allowance method: based on Accounts Receivable balance)

### **4.7 Preparing work sheet (10-column)**

### **4.8 Preparing financial statements (merchandising business)**

- 4.8.1 Statement of Profit or Loss - Functional-form
- 4.8.2 Statement of Changes in Owner's Equity
- 4.8.3 Statement of Financial Position - Report form
- 4.8.4 Statement of cash flows (direct method)
  - 4.8.4.1 Cash flow activities
    - 4.8.4.1.1 Operating activities
    - 4.8.4.1.2 Investing activities
    - 4.8.4.1.3 Financing activities

### **4.9 Journalizing and posting closing entries**

### **4.10 Preparing a post-closing trial balance**

### **4.11 Journalizing and posting reversing entries**

**LEARNING PLAN:**

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>1</b> Sept 4-8	<b>ORIENTATION</b>	F2F class Monday	Discussion	Syllabus, Department Policies, Class Policies, etc.	1.5 synchronous hours
			Assignment	<b>DISCOVER</b> <b>Research:</b> Definition, nature, and scope of accounting, Users of accounting information, Forms of business organization  <b>Watch:</b> History of Accounting  <b>Read:</b> Chapter 1 – Accounting: The Language of Business	2 asynchronous hours
	<b>1. INTRODUCTION TO ACCOUNTING</b>  <i>1.1 Introduction to accounting</i> 1.1.1 Definition, nature, and scope 1.1.2 Branches  <i>1.2 Brief history of accounting</i>  <i>1.3 Users of accounting information</i> 1.3.1 Primary users 1.3.2 Other users  <i>1.4 Forms of business organization</i> 1.4.1 As to ownership 1.4.2 As to activity	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Introduction to accounting	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapter 1 [DEADLINE: Sept 22, Fri, 11:59PM]  <b>DISCOVER</b> <b>Research:</b> Accounting Concepts and Principles  <b>Read:</b> Chapter 14 – Accounting Concepts and Principles	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>2</b> Sept 11-15	<b>2. ACCOUNTING CONCEPTS AND PRINCIPLES (based on IFRS Conceptual Framework)</b>  <i>2.1 Qualitative characteristics of useful financial information</i> 2.1.1 Fundamental qualitative characteristics 2.1.2 Enhancing qualitative characteristics  <i>2.2 Underlying assumptions</i> 2.2.1 Entity 2.2.2 Going concern 2.2.3 Monetary 2.2.4 Time period 2.2.5 Accrual  <i>2.3 General principles</i> 2.3.1 Historical cost 2.3.2 Revenue recognition 2.3.3 Matching/ Expense recognition 2.3.4 Full disclosure  <i>2.4 Modifying constraints</i> 2.4.1 Materiality 2.4.2 Cost-benefit test 2.4.3 Conservatism/ Prudence 2.4.4 Industry practice	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Accounting concepts and principles	1.5 synchronous hours

			Assignment	<p><b><u>DEEPEN</u></b>  <b>Review:</b>  Topics discussed in previous session</p> <p><b><u>DISCOVER</u></b>  <b>Familiarize:</b>  FDNACCT Financial Statements template (<i>service business</i>)</p>	2 asynchronous hours
<p><b>3. FINANCIAL STATEMENTS</b></p> <p><b>3.1 Statement of Financial Position</b>  3.1.1 Forms of Statement of Financial Position  3.1.1.1 Account form  3.1.1.2 Report form  3.1.2 Elements of Statement of Financial Position  3.1.2.1 Assets  3.1.2.2 Liability  3.1.2.3 Equity  3.1.3 Basic accounting equation</p> <p><b>3.2 Statement of Profit or Loss</b>  3.2.1 Statement of Profit or Loss  3.2.1.1 Forms of Statement of Profit or Loss  3.2.1.1.1 Natural form  3.2.1.1.2 Functional form  3.2.1.2 Elements of Statement of Profit or Loss  3.2.1.2.1 Income  3.2.1.2.2 Expense</p> <p><b>3.3 Statement of Changes in Owner's Equity</b>  3.3.1 Items affecting equity  3.3.1.1 Income and expenses  3.3.1.2 Investment by owner  3.3.1.3 Withdrawal by owner  3.3.2 Expanded accounting equation</p> <p><b>3.4 Statement of Cash Flows</b>  (<i>overview only</i>)</p> <p><b>3.5 Preparing financial statements with accompanying notes (service business)</b>  3.5.1 Statement of Profit or Loss - Natural-form  3.5.2 Statement of Changes in Owner's Equity  3.5.3 Statement of Financial Position - Account form</p>	Online class Thursday	Lecture and class discussion	<p><b><u>DISCUSS</u></b>  Statement of Financial Position items</p> <p>Statement of Profit or Loss items</p> <p>Statement of Changes in Owner's Equity items</p> <p>Preparation of financial statements</p>	1.5 synchronous hours	
			Assignment	<p><b><u>DEMONSTRATE</u></b>  <b>Answer:</b>  Connect HW – Chapter 14  [<b>DEADLINE:</b>  <b>Sept 22, Fri, 11:59PM</b>]</p> <p><b><u>DISCOVER</u></b>  <b>Read:</b>  Chapter 2 – Analyzing Business Transactions</p> <p>Chapter 3 – Analyzing Business Transactions Using T Accounts</p> <p>Chapter 4 – The General Journal and the General Ledger</p> <p><b>Watch:</b>  Illustrative Problem:  Eli's Consulting Services</p>	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>3</b> Sept 18-22	<b>4. THE ACCOUNTING CYCLE</b>  <b>4.1 Analyzing business transactions from source documents</b> 4.1.1 Common business documents used 4.1.2 Transactions analysis 4.1.2.1 Increases and decreases 4.1.2.2 Debit and credit  <b>4.2 Journalizing business transactions</b> 4.2.1 Types of journal 4.2.1.1 General journal 4.2.1.2 Special journals ( <i>overview only</i> )  4.2.2 Journalizing basic transactions 4.2.2.1 Owner's investment 4.2.2.2 Owner's withdrawal of asset 4.2.2.3 Purchase of asset 4.2.2.4 Generation of revenue 4.2.2.5 Incurrence of operating expense	F2F class Monday	Lecture and class discussion	<b><u>DISCUSS</u></b> Analyzing business transactions	1.5 synchronous hours
			Assignment	<b><u>DEEPEN</u></b> <b>Review:</b> Topics discussed in previous session	2 asynchronous hours
	4.2.2 Journalizing basic transactions [ <i>continued</i> ] 4.2.2.6 Receipt of cash 4.2.2.6.1 Service rendered 4.2.2.6.2 Collection of account 4.2.2.7 Payment of cash 4.2.2.7.1 Payment of expense 4.2.2.7.2 Payment of account  <b>4.3 Posting to the ledger</b> 4.3.1 Types of ledger 4.3.1.1 General ledgers 4.3.1.2 Subsidiary ledgers 4.3.2 Posting from journal to ledger  <b>4.4 Preparing a trial balance</b>	Online class Thursday	Lecture and class discussion	<b><u>DISCUSS</u></b> Analyzing business transactions  Posting to the ledger and preparing trial balance	1.5 synchronous hours
			Assignment	<b><u>DEMONSTRATE</u></b> <b>Answer:</b> Connect HW – Chapters 2, 3, 4 <b>[DEADLINE:</b> <b>Sept 29, Fri, 11:59PM]</b>  <b><u>DEEPEN</u></b> <b>Review:</b> Quiz #1 coverage	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
4 Sept 25-29	Quiz	F2F class Monday	Quiz	Quiz #1 Coverage: Units 1, 2, 3  Parts: - True or False - Multiple Choice - Problem Solving	1.5 synchronous hours
			Assignment	<b>DISCOVER</b> <b>Read:</b> Chapter 16 – Notes Payable and Notes Receivable <i>Note:</i> No need to read the following: -Recording the issuance of a discounted notes payable -Discounting a note receivable -Drafts and acceptances	1 asynchronous hour
	4.2.2.8 Notes payable (interest and non-interest bearing) 4.2.2.8.1 Issuance of notes payable 4.2.2.8.2 Payment of notes payable 4.2.2.8.3 Dishonor of notes payable  4.2.2.9 Notes receivable (interest and non-interest bearing) 4.2.2.9.1 Receipt of notes receivable 4.2.2.9.2 Collection of payment of notes receivable 4.2.2.9.3 Dishonor of notes receivable by maker	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Notes payable – issuance, payment, dishonor  Notes receivable – receipt, collection of payment, dishonor	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Review:</b> Topics discussed in previous session  <b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapters 7, 8, 9 <b>[DEADLINE:</b> <b>Oct 13, Fri, 11:59PM]</b>  Individual project – Journal entries, ledger postings, and Trial Balance (service business): <b>[DEADLINE:</b> <b>Oct 13, Fri,</b> <b>11:59PM]</b>  <b>DISCOVER</b> <b>Read:</b> Chapter 7 – Accounting for Sales and Accounts Receivable (up to page 217 only)  Chapter 8 – Accounting for Purchases and Accounts Payable  Chapter 9 – Cash Receipts and Cash Payments (Sections 1 & 2 only)	3.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>5</b> Oct 2-6	<b>4.5 Journalizing transactions specific to merchandising business</b> 4.5.1 Types of inventory system 4.5.2 Purchase of merchandise 4.5.3 Sale of merchandise	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Purchase and sale of merchandise	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Review:</b> Topics discussed in previous session	2 asynchronous hours
	4.5.4 Recording freight transactions ( <i>periodic system only</i> ) 4.5.4.1 FOB shipping point, Collect 4.5.4.2 FOB destination point, Prepaid 4.5.5 Collection and payment of account within discount period ( <i>periodic system only</i> )	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Freight transactions  Collection and payment of account within discount period	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Finalize:</b> Individual project  <b>DISCOVER</b> <b>Read:</b> Chapter 12 – Accruals, Deferrals, and the Worksheet (Section 1 only)	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>6</b> Oct 9-13	<b>4.6 Journalizing and posting adjusting entries</b> 4.6.1 Merchandise inventory	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Introduction to adjusting entries  Inventory, end	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Review:</b> Quiz #2 coverage	2 asynchronous hours
	4.6.2 Accruals 4.6.2.1 Accrued income 4.6.2.2 Accrued expense	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Accruals	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Review:</b> Quiz #2 coverage	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>7</b> Oct 16-20	<b>Quiz</b>	F2F class Monday	<b>Quiz</b>	<b>Quiz #2</b> <b>Coverage:</b> Units 4.1 to 4.5  <b>Parts:</b> - True or False - Multiple Choice - Problem Solving	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Draft:</b> Reflection Paper [ <b>DEADLINE:</b> Nov 10, Fri, 11:59PM]	2 asynchronous hours
	4.6.3 Deferrals 4.6.3.1 Pre-payments (asset method) 4.6.3.2 Pre-collections (liability method)	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Deferrals	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapter 12.1 [ <b>DEADLINE:</b> Oct 27, Fri, 11:59PM]  <b>DISCOVER</b> <b>Read:</b> Chapter 18 – Property, Plant, and Equipment (Section 1, pages 626-627 only)	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>8</b> Oct 23-27	4.6.4 Depreciation (straight-line method)	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Depreciation	1.5 synchronous hours
			Assignment	<b>DISCOVER</b> <b>Read:</b> Chapter 15 – Doubtful Accounts (Section 1, allowance method: based on Accounts Receivable balance)	1 asynchronous hour
	4.6.5 Doubtful accounts (allowance method: based on Accounts Receivable balance)	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Doubtful accounts	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapters 18, 15 [DEADLINE: Nov 10, Fri, 11:59PM]  <b>Finalize:</b> Reflection Paper  <b>DISCOVER</b> <b>Read:</b> Chapter 12 – Worksheet Preparation (Section 2)  <b>Watch:</b> Illustrative Problem: Enoteca Fine Wines  <b>DEEPEN</b> <b>Group Work:</b> Group Project [DEADLINE: Dec 1, Fri, 11:59PM]	3.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>9</b> Oct 30-Nov 3	<i>Independent Online Learning</i>				
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>10</b> Nov 6-10	4.7 Preparing work sheet (10-column)	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Worksheet preparation	1.5 synchronous hours
			Assignment	<b>DISCOVER</b> <b>Read:</b> Chapter 13 – Financial Statements and Closing Procedures (Section 1 only)  <b>Familiarize:</b> FDNACCT Financial Statements template ( <i>merchandising business</i> )	1 asynchronous hour
	4.8 Preparing financial statements ( <i>merchandising business</i> ) 4.8.1 Statement of Profit or Loss: Functional-form 4.8.2 Statement of Changes in Owner's Equity	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Statement of Profit or Loss  Statement of Changes in Owner's Equity  <b>DEEPEN</b> <b>Group Work:</b> Group Project	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapter 12.2 [DEADLINE: Nov 17, Fri, 11:59PM]  <b>DEEPEN</b> <b>Review:</b> Quiz #2 coverage	3.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>11</b> Nov 13-17	Quiz	F2F class Monday	Quiz	Quiz #3 Coverage: Units 4.6 to 4.7  Parts: - True or False - Multiple Choice - Problem Solving	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Group Work:</b> Group Project	2 asynchronous hours
	4.8.3 Statement of Financial Position: Report form	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Statement of Financial Position	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapter 13.1 [ <b>DEADLINE:</b> Nov 24, Fri, 11:59PM]  <b>DEEPEN</b> <b>Group Work:</b> Group Project  <b>Review:</b> Final examination coverage  <b>DISCOVER</b> <b>Read:</b> Chapter 24 – The Statement of Cash Flows	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
<b>12</b> Nov 20-24	4.8.4 Statement of cash flows (direct method) 4.8.4.1 Cash flow activities 4.8.4.1.1 Operating activities 4.8.4.1.2 Investing activities 4.8.4.1.3 Financing activities	F2F class Monday	Lecture and class discussion	<b>DISCUSS</b> Statement of Cash Flows	1.5 synchronous hours
			Assignment	<b>DISCOVER</b> <b>Read:</b> Chapter 13.2 Closing process  <b>DEEPEN</b> <b>Group Work:</b> Group Project	2 asynchronous hours
	<b>4.9 Journalizing and posting closing entries</b>  <b>4.10 Preparing a post-closing trial balance</b>  <b>4.11 Journalizing and posting reversing entries</b>	Online class Thursday	Lecture and class discussion	<b>DISCUSS</b> Closing entries  Post-Closing Trial Balance  Reversing entries	1.5 synchronous hours
			Assignment	<b>DEMONSTRATE</b> <b>Answer:</b> Connect HW – Chapter 24 [ <b>DEADLINE:</b> Nov 24, Fri, 11:59PM]  Connect HW – Chapter 13.2 [ <b>DEADLINE:</b> Dec 1, Fri, 11:59PM]  <b>DEEPEN</b> <b>Group Work:</b> Group Project  <b>Review:</b> Final examination coverage	2.5 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
13 Nov 27-Dec 1	<i>No classes</i> <i>Bonifacio Day</i>				
			Assignment	<b>DEEPEN</b> <b>Group Work:</b> Group Project  <b>Review:</b> Final examination coverage	3 asynchronous hours
	Review for final examination	Online class Thursday	Class review	<b>DISCUSS</b> Final examination topics	1.5 synchronous hours
			Assignment	<b>DEEPEN</b> <b>Group Work:</b> Group Project  <b>Review:</b> Final examination coverage	3 asynchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

WEEK	TOPIC	MODE	LEARNING ACTIVITIES		HOURS
			METHOD	DETAILS	
14 Dec 4-5			Assignment	<b>DEEPEN</b> <b>Review:</b> Final examination coverage	4.5 asynchronous hours
	Final examination	F2F	Examination	<b>Final Examination Coverage:</b> <b>Comprehensive</b>  <b>Parts:</b> - True or False - Multiple Choice - Problem Solving	3 synchronous hours
<b>TOTAL HOURS FOR THE WEEK</b>					<b>7.5 hours</b>

#### REFERENCES:

IFRS Foundation (2018, March). *Conceptual Framework for Financial Reporting*.

Manalo, M.V. & Rapatan, M.Q. (2016) *Learning to Succeed in Business with Accounting Volumes 1 & 2*. Phoenix Publishing House, Inc.

Price, J., Haddock, M., & Farina, M., (2024). *College Accounting*, 17<sup>th</sup> edition. McGraw-Hill Education.  
**(Main textbook: Electronic copy, please refer to guidelines on how to register a Connect account)**

Rabo, J., Salendrez, H., & Tugas, F. (2016). *Fundamentals of Accountancy, Business and Management 1*. Vibal Group, Inc.

#### COURSE SPECIFIC POLICIES:

1. This course is a prerequisite to ACTBFAR for BSA students and ACCCOB1 for non-BSA students.
2. A total of 105 hours for a 3-unit course is the recommended general workload of students, with 7.5 weekly hours allocated into face-to-face, synchronous, and asynchronous activities.
3. Class standing shall consist of the following: (1) attendance; (2) active participation in class discussions; and (3) observance of good manners and right conduct including netiquette.
4. For student concerns regarding FDNACCT, students may send e-mail to the Coordinator, Ms. Editha Trinidad at [editha.trinidad@dlsu.edu.ph](mailto:editha.trinidad@dlsu.edu.ph).

#### DEPARTMENT POLICIES:

1. AnimoSpace (Canvas) is the learning management system to be used in the conduct of online classes.
2. It is the responsibility of the student to be mindful of his/her absences/tardiness and performance in the online classes.
3. Instructions on how to submit assignments and other requirements and the kind of documents to be accepted are included when the assignments are set-up in AnimoSpace.
4. Specific class policies on attendance, make-up quizzes, honesty, grading system, dress code, use of other electronic gadgets, and others not mentioned above are to be discussed by the faculty member on the first day of classes.
5. Students must observe consultation hours/schedule of the faculty member.
6. An application for special examination should be accomplished by the student if there are conflicts with the final examination scheduled on week 14, following the University policies on order of priority.
7. For other student concerns regarding the BSA program, students may send e-mail to the Vice Chair of the Department of Accountancy, Dr. Joy Rabo at [joy.rabo@dlsu.edu.ph](mailto:joy.rabo@dlsu.edu.ph).

## NETIQUETTE:

- Treating other users with respect. Remember that you are talking with human beings behind the screen.
- Always using your professors' proper title. Unless specifically invited, do not refer to them by first name.
- Reading all messages in a discussion thread before replying so as not to repeat someone else's post without adding something of your own to it.
- Using clear and concise language with correct spelling and grammar.
- Keeping discussion posts brief but thorough, on topic and within the scope of the course material.
- Reviewing your posts before sending to ensure you are avoiding slang terms, texting abbreviations and all-caps letters.
- Being open minded of others' opinions even when they differ from your own.
- Muting your microphone in a conference if it is not your time to talk in order to minimize background sound.
- Sending private messages to individuals instead of flooding the public chat.

## TECHNOLOGY SUPPORT

If you need technical assistance at any time or to report a problem, you may contact the Information Technology Service Office through e-mail at [itservices@dlsu.edu.ph](mailto:itservices@dlsu.edu.ph) or its web page, <https://www.dlsu.edu.ph/offices/its/>.

## ACADEMIC INTEGRITY POLICY:

It is the mission of the Ramon V. del Rosario College of Business (RVRCOB) to train its students in the highest levels of professionalism and integrity. In support of this goal, academic integrity is highly valued at RVRCOB and violations are considered serious offenses. Examples of violations of academic integrity include, but are not limited to, the following:

1. Plagiarism – using ideas, data or language of another without specific or proper acknowledgment. Example: Copying text from the Web site without quoting or properly citing the page URL, using crib sheet during examination.  
For a clear description of what constitutes plagiarism as well as strategies for avoiding it, students may refer to the Writing Tutorial Services web site at Indiana University using the following link: <http://www.indiana.edu/~wts/pamhlets.shtml>. For citation styles, students may refer to <http://www.uwsp.edu/psych/apa4b.htm>.
2. Cheating – using or attempting to use unauthorized assistance, materials, or study aids during examination or other academic work (e.g. using a cheat sheet in a quiz or exam, altering a grade exam and resubmitting it for a better grade.
3. Fabrication – submitting contrived or improperly altered information in any academic requirements (e.g., making up data for a research project, changing data to bias its interpretation, citing nonexistent articles, contriving sources.

*Reference: Code of Academic Integrity and Charter of the Student Disciplinary System of the University of Pennsylvania at <http://www.vpul.upenn.edu/osl/acadint.html>.*

## RVRCOB CODE OF ETHICS:

As a business leader I recognize my role in society.

- My purpose is to lead people and manage resources to promote human development and the common good and to create value that no single individual can create alone.
- My decisions affect the well-being of individuals inside and outside my enterprise, today and tomorrow.

Therefore, I promise that:

- I will manage with loyalty and care, and will not advance my personal interests at the expense of my enterprise or society.
- I will promote socially useful products and services which serve human development, keeping in mind reasonable access for the poor and underprivileged.
- I will understand and uphold, in letter and spirit, the laws and contracts governing my conduct and that of my enterprise.
- I will refrain from corruption, unfair competition, or business practices harmful to society.
- I will respect the human rights and dignity of all people affected by my enterprise, and I will oppose discrimination and exploitation.
- I will promote a humane and enabling work community within my organization.
- I will promote the just allocation of resources for all stakeholders of the company.
- I will respect the right of future generations to advance their standard of living and enjoy a healthy planet.
- I will report the performance and risks of my enterprise accurately and honestly.
- I will invest in developing myself and others, helping the management profession continue to advance and create sustainable and inclusive prosperity.
- In exercising my professional duties according to these principles, I recognize that my behavior must set an example of integrity, eliciting trust and esteem from those I serve. I will remain accountable to my peers and to society for my actions and for upholding these standards.

*Adapted from: The Global Business Oath ([http://theoathproject.org/?page\\_id=47](http://theoathproject.org/?page_id=47))*

*Vocation of the Business Leader (<http://www.stthomas.edu/cathstudies/cst/VocationBusinessLead/>)*

**COVENANT FOR SHARED PROSPERITY:**

We therefore pledge and commit to:

- Recruit, train and develop our employees and managers to be the best that they can be irrespective of gender, alma mater, age, ethnicity and religion; provide just compensation and benefits; promote meritocracy and encourage work-life harmony;
- Provide only quality products and services that are of continuing value to our customers;
- Treat our goods, service and funds providers fairly, ethically and with respect as we expect them to treat their own workers in their supply chain the same way;
- Be actively involved in the communities where we operate in with particular attention to the needs of the disadvantaged in those communities;
- Protect and preserve the environment for the benefit of current and future generations by employing environment friendly technologies in all aspects of business operations; and
- Deliver reasonable and just returns to and fair treatment of our controlling and non-controlling shareholders.

*Adapted from: Philippine Business Group's Covenant of Shared Prosperity (November 5, 2020)*

**PREPARED BY:**

**APPROVED BY:**



Editha O. Trinidad  
Coordinator

Dr. Jerwin B. Tubay  
Chair, Department of Accountancy

Dr. Emilina R. Sarreal  
Dean, RVR-College of Business