



CamEd
Business School

BACHELOR OF ACCOUNTING AND FINANCE (HONOURS)

2020

PROGRAM SPECIFICATION AND CURRICULUM

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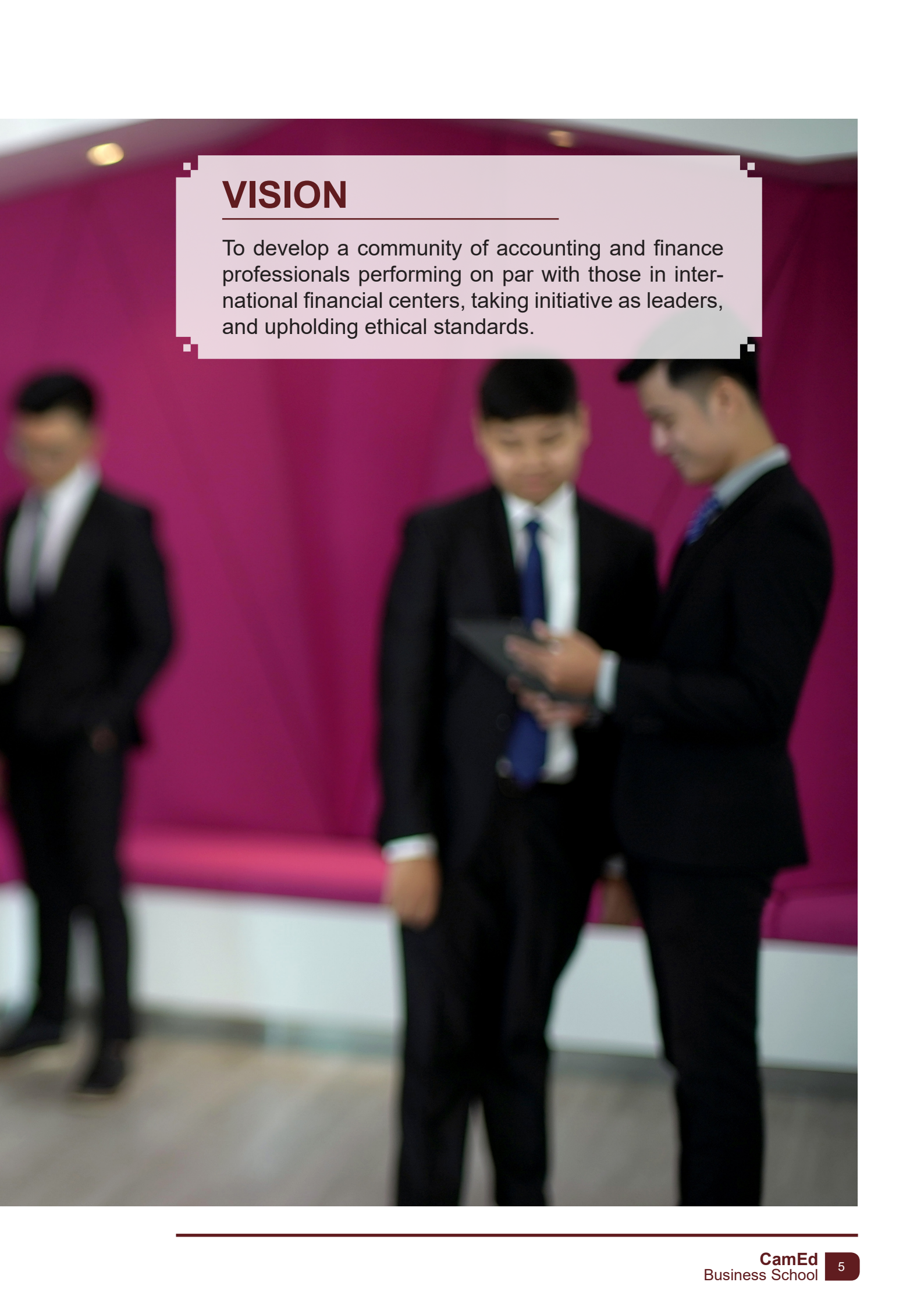




ABBREVIATION LIST

Abbreviation	Explanation
ACCA	Association of Chartered Certified Accountants
AICPA	American Institute Of Certified Public Accountants
CA	Chartered Accountant
CAT	Certified Accounting Technician
CFA	Chartered Financial Analyst
CMA	Certified Management Accountant
CPA	Certified Public Accountant
CRM	Customer Relationship Management
IES	International Education Standards
IFAC	International Federation of Accountants
KICPAA	Kampuchea Institute of Certified Accountants and Auditors
TOEFL	Test of English as a Foreign Language
IELTS	International English Language Testing System
MCQ	Multiple Choice Question



The background of the slide is a photograph of three men in business suits standing in front of a pink wall. The man on the right is holding a tablet and looking at it, while the other two men look on. The text is overlaid on a white box in the upper left corner.

VISION

To develop a community of accounting and finance professionals performing on par with those in international financial centers, taking initiative as leaders, and upholding ethical standards.



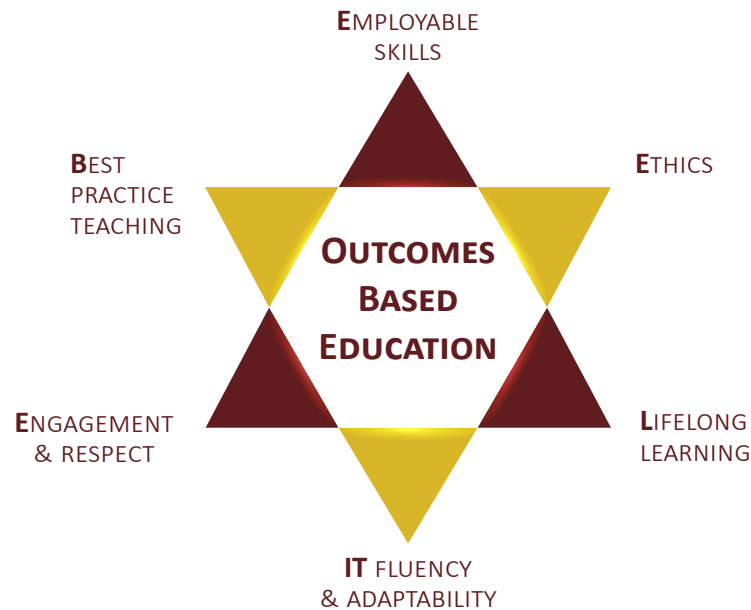


MISSION

To provide higher education with a focus on accounting and finance, leading to qualifications of international quality and recognition.



EDUCATIONAL PHILOSOPHY



Best Practice Teaching

CamEd believes high quality teaching is critical to students' education. CamEd strives to maintain high performing and diverse academic staff, disseminating best practice in their respective fields.

Employable Skills

CamEd follows the principles of outcomes based education to help students achieve learning outcomes that are aligned with the current and future needs of employers and the economy.

Ethics

CamEd believes that personal, financial, and economic successes arise by acting with integrity, behaving ethically and creating shared value. CamEd builds ethical standards and behavior in its students and employees through study, community activities, and School practices.

Lifelong Learning

CamEd develops students to be lifelong learners to support their personal development, active citizenship, and continued employability.

IT Fluency and Adaptability

CamEd aims to provide IT enriched approaches to teaching and learning in order to enhance learning and inculcate the ability to adapt to and exploit changes in technology.

Engagement and Respect

CamEd seeks the views and feedback of students, staff, and stakeholders, respecting their perspectives as valid and meaningful. CamEd works to cultivate a respectful, liberal, encouraging environment conducive to self-discovery, freedom of thought, innovation, and constructive debate. Team spirit is cultivated to achieve targeted outcomes.



1. SUMMARY

Program Title: Bachelor of Accounting and Finance (Honours)

Awarding Institution: CamEd Business School

Mode of Study: Full Time

Type of Study: Campus Based



This program specification describes the objective, learning outcomes, entrance, transfer, exit, and curriculum for the Bachelor of Accounting and Finance (Honours) degree. This qualification benchmarks international qualifications and complies with the requirements of the International Federation of Accountants (IFAC), the Ministry of Education, Youth and Sports, and the Cambodian National Qualification Framework. Additional reference points to this specification and curriculum include employer surveys, student feedback, alumni surveys, and review by subject matter experts.

The curriculum is the series of courses and academic activities required for students to be awarded the Bachelor of Accounting and Finance (Honours) degree. The curriculum is generally described in this program specification and further detailed in the individual course specifications which describe the learning outcomes, course content, and assessment of each curriculum course.

The development and approval of this program specification and curriculum are the responsibility of the Curriculum Committee of CamEd Business School.



2. PROGRAM OBJECTIVE, CAREER PROSPECTS

2.1 OBJECTIVE

The Bachelor of Accounting and Finance (Honours) program and curriculum aim to prepare graduates to work as accounting and finance professionals, performing on par with those in international financial centers, taking initiative as leaders, and upholding high ethical standards.



2.2 CAREER PROSPECTS

Positions held by graduates will include titles such as accountant, auditor, financial analyst, financial consultant, tax consultant, investment officer, loan officer, budget analyst, cost accountant, treasurer, risk management officer, and financial accountant. It is expected that graduates will begin with entry level positions, and, depending on aptitude and opportunity, gradually advancing to higher positions such as manager, finance manager, audit partner and chief financial officer. Graduates may also advance to entrepreneurship.



3. ENTRANCE, TRANSFER, EXIT

3.1 ENTRANCE

Students entering the program shall have a high school diploma approved by the Ministry of Education of Cambodia. International students without a Cambodian high school diploma will need to have their high school degree evaluated by the Ministry of Education and determined to be the equivalent of a Cambodian high school diploma.

Students entering the program shall also have completed the CamEd entrance exams and interviews, which consist of a variety of internationally benchmarked assessments of English language skills and intellectual capacity.

Entering students must have sufficient English as evidenced by one of the following criteria:

- IBT TOEFL 40 or higher
- PBT TOEFL 450 or higher
- IELTS 5.0 or higher
- CEFR B1 or higher
- CEFR A2 with commitment to intensive English studies



3.2 TRANSFER

Students are not allowed to transfer any credit from another institution or university for the first, second and fourth years. For these years, CamEd Business School requires all students to take all courses in the curriculum without exception.

For selected third year courses, CamEd may allow students to transfer credit from accredited UK or Hong Kong universities that have been reviewed and approved by CamEd.

3.3 EXIT

Students will earn the Bachelor of Accounting and Finance after earning all 128 credits and successfully passing all 35 courses of this program specification.

Upon exit from the bachelor of accounting and finance, program students may consider two paths of continuing education:

1. Professional certification such as ACCA, CPA, CMA, CFA, CRM.
2. Graduate degrees such as an MBA or an MSc in accounting, finance or management.



4. PROGRAM LEARNING OUTCOMES

To achieve the program objective above, the CamEd curriculum aims to develop students to achieve both general and technical competencies, which are written as learning outcomes and grouped into the following categories:

Categories	General Definition
Knowledge	What graduates will know and understand.
Cognitive Skills	What graduates will be able to do in terms of evaluation, advising and application of professional skills.
Communication, Information Technology, and Numerical Skills	What computational, IT, and communication skills graduates will possess.
Interpersonal Skills and Responsibilities	What management, self-management and interpersonal skills graduates will be able to carry out, and what attitudes and opinions graduates will hold.

The full definition of each category above is provided in the Cambodian Qualification Framework set out by government Sub-Decree in 2014. The competencies to be achieved by students are expressed below as learning outcomes. These are further broken down into course objectives in each course specification.

4.1 Knowledge

Upon completion of the program, CamEd Bachelor of Accounting and Finance (Honours) graduates will be able to perform the following:

Learning Outcome	Teaching and Learning Methods	Assessment
PK1 Explain the principles, concepts, and theories underlying accounting, finance, management, marketing, and economics.	Lecture, Discussion, Brainstorming	Questions and Answers, Presentation, Oral Questioning
PK2 Describe competitive business forces and explain how they influence the development of strategies.	Lecture, Discussion, Brainstorming, Didactic Questions, Explicit Teaching, Guided Practice, Problem Solving, Readings, Case Studies, Group Projects	Assignments, Presentation, MCQ Test, Short Answer Written Test, Questions and Answers, Oral Questioning, Group Project, Controlled Case Study
PK3 Interpret the legal and tax frameworks in Cambodia and Cambodian corporate and business law.	Lecture, Discussion, Readings, Group Project, Critiquing, Drawing Inferences from Data	MCQ Test, Short Answer Written Test, Group Presentation, Group Project, Controlled Case Study, Oral Presentation
PK4 Describe the national and international business environment, including its legal, financial, economic, and political components in the historical and geopolitical context.	Lecture, Discussion, Readings, Individual Research, Group Projects	Written Research Report, Assignments, Presentation, MCQ Test, Short Answer Written Test, Controlled Case Study

PK5 Discuss the requirements of national and international accounting and audit regulations and standards.	Lecture, Discussion, Readings, Individual Research, Group Projects, Case Studies, Didactic Questions, Cooperative Learning	Questions and Answers, Written Research Report, Group Assignments, Presentation, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study
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4.2 Cognitive Skills

Upon completion of the program, CamEd Bachelor of Accounting and Finance (Honours) graduates will be able to perform the following:

Learning Outcome	Teaching and Learning Methods	Assessment
PC1 Conduct financial appraisal of businesses, production and investments.	Lecture, Discussion, Readings, Exercises, Case Studies, Individual Research, Project-Based Learning, Problem Solving	Written Research Report, Written Financial Performance Report, Presentation, MCQ Test, Short Answer Written Test, Controlled Case Study, Oral Questioning
PC2 Evaluate financial and management controls, governance and risk management of an organization in order to advise and audit according to International Standards on Auditing.	Lecture, Discussion, Readings, Exercises, Case Studies, Group Projects, Inquiry-Based Teaching	Presentation, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study, Research Report
PC3 Advise on working capital management, investments, capital structure and sources of financing.	Lecture, Discussion, Readings, Exercises, Case Studies, Individual Research, Project-Based Learning, Problem Solving, Inquiry-Based Teaching	Written Research Report, Written Financial Performance Report, Presentation with Recommendations, MCQ Test, Short Answer Written Test, Controlled Case Study, Case Analysis
PC4 Calculate tax liabilities and necessary tax payments of commercial enterprises in Cambodia.	Lecture, Discussion, Readings, Exercises, Seminar, Project-Based Learning	Questions and Answers, Report Writing, Spreadsheet, Performance Tasks, MCQ Test, Short Answer Written Test, Controlled Case Study
PC5 Develop effectiveness business strategies that are based on empirical study of the market demands.	Lecture, Discussion, Project-Based Learning, Case Study	Presentation, Project Report, Case Analysis, Strategic Plan, Marketing Plan, Debate
PC6 Prepare budgets and forecasts to support management decisions.	Lecture, Discussion, Readings, Exercises, Deductive Teaching, Problem Solving, Situation Analysis	Presentation, Written Financial Performance Report, Spreadsheet, Written Recommendation, MCQ Test, Short Answer Written Test, Controlled Case Study
PC7 Prepare a set of financial statements in accordance with International Financial Reporting Standards (IFRS) and the IFRS for SMEs.	Lecture, Discussion, Readings, Project-Based Learning, Case Studies, Individual Research, Problem Solving	Written Research Report, Spreadsheet, Written Recommendation, , Written Financial Statements, Assignments, Presentation, MCQ Test, Short Answer Written Test, Controlled Case Study

4.3 Communication, Information Technology, and Numerical Skills

Upon completion of the program, CamEd Bachelor of Accounting and Finance (Honours) graduates will be able to perform the following:

Learning Outcome	Teaching and Learning Methods	Assessment
PCIT1 Analyze a broad range of quantitative data using statistical techniques in order to support business decisions.	Lecture, Discussion, Readings, Exercises, Individual Research, Group Projects, Project-Based Learning, Case Study, Drawing Inferences from Data, Question-Directed Learning	Presentation, MCQ Test, Research Report, Short Answer Written Test, Individual Research, Group Project, Controlled Case Study, Survey/Questionnaire
PCIT2 Operate IT applications and systems commonly used by accounting and finance professionals.	Lecture, Discussion, Computer Training, Exercises, Project-Based Learning, Discovery Learning, Problem Solving, Discovery Learning, Didactic Questions, Blended Learning	Process Analysis, Computer-Based Assessment, Demonstration, System Review, Project Report, Presentation, MCQ Test, Short Answer Written Test, Controlled Case Study
PCIT3 Advise on how to enhance organizational effectiveness and efficiency by utilizing appropriate IT solutions.	Lecture, Discussion, Readings, Case Studies, Project-Based Learning, Computer Aided Instruction, Problem Solving, Inquiry-Based Teaching	Presentation, Case Analysis, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study
PCIT4 Express their ideas in clear, professional English in a variety of settings.	Lecture, Discussion, Readings, Individual Research, Group Projects, Communicative Approach, Flipped Approach, Cooperative Learning, Problem Solving, Brainstorming, Role Play	Written Research Report, Case Study Assignments, Individual/Group Assignment, Presentation, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study, Debate



4.4 Interpersonal Skills and Responsibilities

Upon completion of the program, CamEd Bachelor of Accounting and Finance (Honours) graduates will be able to perform the following:

Learning Outcome	Teaching and Learning Methods	Assessment
PIP1 Analyze new complex-ideas, new situations, and unique problems objectively and independently.	Readings, Case Studies, Individual Research, Group Projects, Inquiry-Based Teaching, Project-Based Learning, Socratic Questioning, Reflective Discussion	Written Research Report, Case Study Assignments, Presentation, Group Project, Term Paper, Argumentative Essays
PIP2 Lead a productive and collaborative team to achieving the intended outcomes.	Lecture, Discussion, Readings, Case Studies, Group Projects, Project-Based Learning, Field Trip, Cooperative Learning, Communicative Learning	Group Assignments, Presentation, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study, Field Work, Self-Assessment
PIP3 Make ethical decisions in business and the workplace.	Lecture, Discussion, Readings, Case Studies, Group Projects, Project-Based Learning, Problem Solving, Inductive Teaching	Assignments, Presentation, MCQ Test, Short Answer Written Test, Group Project, Controlled Case Study, Case Analysis, Debate, Situation Analysis



5. CURRICULUM, CREDITS, ELECTIVES

This curriculum consists of 35 courses totaling 128 credits, which are designed to support achievement of the curriculum objective and learning outcomes described above. These 35 courses are listed in the table below. The content and objectives of each course is described in each individual course specification which, together with this program specification are subject to review and approval by the curriculum committee of CamEd Business School. Credits are awarded on the basis of one credit per 15 lecture hours.

There are no elective subjects. Because this curriculum seeks to fulfill the requirements of the Ministry of Education foundation year, the International Federation of Accountants (IFAC) and the Certified Accounting Technician program of the ACCA, there is limited scope for elective subjects. All subjects are compulsory and the curriculum does not distinguish between major, minor and elective subjects. However, certain subjects will have a preferred order of study as well as prerequisites, which are set in the relevant course specifications.

Courses Required for the Bachelor of Accounting and Finance (Honours)

Foundation Year Courses	C	Second Year Courses	C	Third Year Courses	C	Fourth Year Courses	C
English for Academic Purposes 1 (ENGL 111)	3	English for Accounting 1 (ENGL 221)	2.5	Management Accounting 2 (ACCT 321)	5	Finance 2 (FINC 401)	5
English for Academic Purposes 2 (ENGL 112)	3	English for Accounting 2 (ENGL 222)	2.5	Behavioral Economics (ECON 311)	1	International Financial Reporting (ACCT 411)	5
Statistics 1: Foundations in Statistics (STAT 111)	3	Microeconomics (ECON 201)	3	Business Ethics (MGMT 311)	3	Banking and Financial Institutions and Services (FINC 411)	3
Statistics 2: Quantitative Methods for Business (STAT 112)	3	Macroeconomics (ECON 202)	3	Accounting Information Systems (ACCT 331)	3	Cambodian Tax (ACCT 451)	5
Cambodian Studies (HIST 111)	3	Financial Accounting 1 (ACCT 211)	5	Accounting Software (ACCT 332)	3	Valuation and Investments (FINC 412)	5
Introduction to Computer Science (COSC 101)	3	Financial Accounting 2 (ACCT 212)	5	Cambodian Business Law (LAWS 311)	5	Business Strategy (MGMT 421)	5
History: Colonialism and Trade Empires in Asia (HIST 121)	3	Principles of Management (MGMT 201)	5	Audit Theory and Practice (ACCT 341)	5	Team Psychology (PSYC 411)	1
Leadership Philosophy (PHIL 111)	3	Management Accounting 1 (ACCT 221)	5	IFRS for SMEs (ACCT 311)	5		
Marketing (MKTG 101)	3			Finance 1 (FINC 301)	5		
Political Science: The Cold War and Asia (POLS 111)	3						
Psychology (PSYC 101)	3						
Total Credits	33	Total Credits	31	Total Credits	35	Total Credits	29



6. COURSE RELATIONAL STRUCTURE

The courses in the curriculum are designed and scheduled to enhance and build upon students' knowledges and skills. Earlier course work enables effective learning in later courses. The table below shows how foundation courses in the left column support learning in the intermediate and advanced courses in the right columns.

Key Course Themes	Basic Courses	C	Intermediate Courses	C	Advanced Courses	C
Reporting, Auditing, Tax, Compliance	Financial Accounting 1 (ACCT 211)	5	Financial Accounting 2 (ACCT 212)	5	International Financial Reporting (ACCT 411)	5
	Cambodian Business Law (LAWS 311)	5	Audit Theory and Practice (ACCT 341)	5	Cambodian Tax (ACCT 451)	5
			IFRS for SMEs (ACCT 311)	5		
Finance and Economics	Banking and Financial Institutions and Services (FINC 411)	5	Finance 1 (FINC 301)	5	Finance 2 (FINC 401)	5
	Microeconomics (ECON 201)	3			Valuation and Investments (FINC 412)	5
	Macroeconomics (ECON 202)	3				
Business Management	Leadership Philosophy (PHIL 111)	3	Management Accounting 2 (ACCT 321)	5	Business Strategy (MGMT 431)	5
	Psychology (PSYC 101)	3	Behavioral Economics (ECON 311)	1		
	Marketing (MKTG 101)	3	Team Psychology (PSYC 411)	1		
	Management Accounting 1 (ACCT 221)	5				
	Principles of Management (MGMT 201)	3				
Information Systems	Introduction to Computer Science (COSC 101)	3	Accounting Information Systems (ACCT 331)	3		
			Accounting Software (ACCT 332)	3		
Primary Abilities	English for Academic Purposes 1 (ENGL 111)	3	English for Accounting 1 (ENGL 221)	2.5	Business Ethics (MGMT 311)	3
	English for Academic Purpose 2 (ENGL 112)	3	English for Accounting 2 (ENGL 222)	2.5		
	Statistics 1: Foundations in Statistics (STAT 111)	3				
	Statistics 2: Quantitative Methods for Business (STAT 112)	3				
	Political Science: The Cold War and Asia (POLS 111)	3				
	History: Colonialism and Trade Empires in Asia (HIST 121)	3				
	Cambodian Studies (HIST 111)	3				
Total Credits		62		38		28



7. PROGRAM AND CURRICULUM DEVELOPMENT AND QUALITY CONTROL

- 7.1 Program and curriculum development is the responsibility of the Curriculum Committee. The Curriculum Committee operates according to the rules set out in the document Curriculum Committee and Policies, included in this program specification as Appendix 3.
- 7.2 The program and curriculum is developed and improved based on the knowledge, skills and attitudes required by employers. Formal and informal surveys of the needs of employers is conducted periodically.
- 7.3 Lecturers are the front-line quality control for the success of curriculum improvement. At least once a year, lecturers shall be invited to give feedback and propose changes to the overall curriculum as well as the course specifications for their courses.
- 7.4 Periodically, students and alumni shall be invited to provide feedback on the curriculum and course specifications.
- 7.5 Every 1-3 years, the Curriculum Committee benchmarks the CamEd curriculum with the requirements of IFAC. The Curriculum Committee will also consider the requirements of the ACCA, the CFA Institute, the US AICPA, and the curriculum of similar programs of leading UK and US universities.





8. CURRICULUM MAP

Contribution of CLOs to PLOs by levels of learning according to Bloom's Taxonomy
 6 = Create (produce new or original work), 5 = Evaluate (justify a stand or decision), 4 = Analyze (draw connections among ideas), 3 = Apply (use information in new situations),
 2 = Understand (explain ideas or concepts), 1 = Remember (recall facts and basic concepts), PLO: Program Learning Outcome (described in detail in section 4 above)

Learning Outcomes

		Knowledge					Cognitive Skills							Communication, Information Technology, and Numerical Skills				Interpersonal Skills and Responsibilities		
Course Code and Title		PK1	PK2	PK3	PK4	PK5	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PCIT1	PCIT2	PCIT3	PCIT4	PIP1	PIP2	PIP3
First Year																				
ENGL 111 - English for Academic Purposes 1	Contribution	6	2				6	3	6					3	3			3	4	3
ENGL 112 - English for Academic Purposes 2	Contribution	6	2				4	3	3	3				3	3			3	4	6
STAT 111 - Statistics 1: Foundations in Statistics	Contribution	4	3				4							3				3		3
STAT 112 - Statistics 2: Quantitative Methods for Business	Contribution	4					3							3				3		
HIST 111 - Cambodian Studies	Contribution		2								2				3					3
COSC 101 - Introduction to Computer Science	Contribution	6	6								5				3	3				
HIST 121 - History: Colonialism and Trade Empires in Asia	Contribution				4						3					1		3		
PHIL 111 - Leadership Philosophy	Contribution	2	4				4				3						2			3
MKTG 101 - Marketing	Contribution	2					5										3	3		
POLS 111 - Political Science: The Cold War and Asia	Contribution	2			4						4						1	3		
PSYC 101 - Psychology	Contribution	2					3							3				2	3	

Course Code and Title	Knowledge					Cognitive Skills							Communication, Information Technology, and Numerical Skills				Interpersonal Skills and Responsibilities		
	PK1	PK2	PK3	PK4	PK5	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PCIT1	PCIT2	PCIT3	PCIT4	PIP1	PIP2	PIP3
Second Year Courses																			
ENGL 221 - English for Accounting 1	3	2				3	6	1	6				2	3			3		
ENGL 222 - English for Accounting 2	3	3				3	6	6	6				2	3			3		
ECON 201 - Microeconomics	1		1	1		4				4					4			3	
ECON 202 - Macroeconomics	3	1	1			4					4		3	4				3	
ACCT 211 - Financial Accounting 1	2											3		3			3		
ACCT 212 - Financial Accounting 2					2	4						3		3				3	
MGMT 201 - Principles of Management	2	5		2			4								5	3	3	5	2
ACCT 221 - Management Accounting 1	2	1				1					6		3				6		

Course Code and Title	Knowledge					Cognitive Skills							Communication, Information Technology, and Numerical Skills				Interpersonal Skills and Responsibilities		
	PK1	PK2	PK3	PK4	PK5	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PCIT1	PCIT2	PCIT3	PCIT4	PIP1	PIP2	PIP3
Third Year Courses																			
ACCT 321 - Management Accounting 2	2					4		2			3		3				4		
ECON 311 - Behavioral Economics	2					3										3	3		
MGMT 311 - Business Ethics	3	2		5		2				4			3			5	5	3	
ACCT 331 - Accounting Information Systems	3	3				4				5					5	3		6	
ACCT 332 - Accounting Software	2	2				3								3					
LAWS 311 - Cambodian Business Law			5					4									3		
ACCT 341 - Audit Theory and Practice	3	2	4	3		4	6							2				4	
ACCT 311 - IFRS for SMEs	1				1							6		3			3	3	5
FINC 301 - Finance 1	2					3	5	5			3		3				3	3	3

Course Code and Title	Knowledge					Cognitive Skills							Communication, Information Technology, and Numerical Skills				Interpersonal Skills and Responsibilities		
	PK1	PK2	PK3	PK4	PK5	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PCIT1	PCIT2	PCIT3	PCIT4	PIP1	PIP2	PIP3
Fourth Year Courses																			
FINC 401 - Finance 2		2		2		6	3							3				6	1
ACCT 411 - International Financial Reporting					2	5						6		3			5	3	
FINC 411 - Banking and Financial Institutions and Services	2			3			4							3					4
ACCT 451 - Cambodian Tax			2						4								2	3	
FINC 412 - Valuation and Investments	3			2		3		5					3					6	1
MGMT 421 - Business Strategy	1	3								3						3			3
PSYC 411 - Team Psychology	2					3									2			3	

ENGLISH FOR ACADEMIC PURPOSES 1

ENGL 111

COURSE SPECIFICATION



Ultra Sok, PhD

Cambodia

Vice President for IQA and Internal Audit



Robert Sydney Shrubsall, MA

UK

Assistant Professor



Chan Tola

Cambodia

IQA Manager



Niki Saunders, BA, CELTA

Australia

Lecturer



Patrick Bourke, BA, CELTA, TEFL

Ireland

Lecturer



Jason Kelly

Australia

Lecturer

1. AIM

This course has three main aims: (1) To enable the students to write standard academic paragraphs and essays; (2) To improve the students' reading, vocabulary and grammar; (3) To build the students' understanding of cultural pluralism through the classic literature that they will read throughout the course.

2. COURSE DESCRIPTION

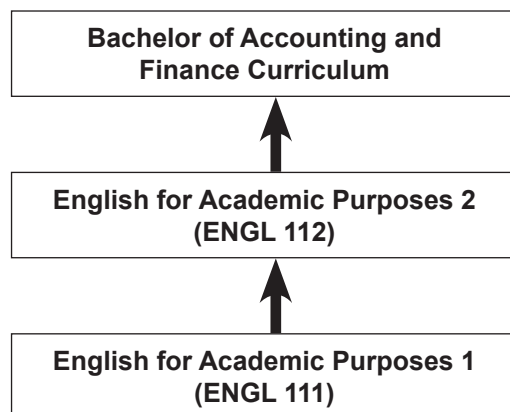
This foundation-year course focuses on development and strengthening of the students' reading skills using literary classics as the main sources and quality paragraph and essay writing skills. It also includes the paragraph and essay structures and writing processes, unity, coherence, grammar, and mechanics. A variety of teaching methods will be used to facilitate the learning process; therefore, various methods will be employed to assess the students' learning outcomes. However, more emphasis will be given to the formative assessment so that the lecturers will have sufficient opportunities to give effective feedback to the students for improvement, and the students will have enough time to make necessary corrections accordingly.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM

This course is prerequisite for English for Academic Purposes II (ENGL112). There is no prerequisite course for this course. However, the students must have a basic understanding of grammar rules and structures.



English for Academic Purposes 1 provides broad support to students' coursework in years 2, 3 and 4.

Prerequisites

There are no prerequisites for this course. However, students must have a basic understanding of grammar rules and structure.

4. LEARNING OUTCOMES

By the end of the course, the students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Create	PK1	CK1	Build English language, vocabulary, and cultural understanding through classic literature.
Understand	PK2	CK2	Describe the paragraph and essay structures and writing processes

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Create	PC1	CC1	Write summaries of the assigned reading texts
Apply	PC2	CC2	Use correct grammar, structures, and mechanics in writing good quality paragraphs and essays
Create	PC3	CC3	Write good quality paragraphs and essays of different types, including descriptive, process, opinion, comparison/contrast, and problem/solution).

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use a computer to type and print their papers following appropriate format.
Apply	PCIT2	CCIT2	Apply the Internet and databases to search for information on assigned reading and discussion topics

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Participate in group discussions and provide inputs that are constructive, critical, and effective.
Analyze and Apply	PIP2	CIP2	Analyze and solve problems systematically.
Apply	PIP3	CIP3	Be punctual and responsible for the tasks that they perform.

5. STUDY PLAN

The course includes 30 lessons, each of which is 1.5 class hours. The total number of class hours is 45. The study plan below describes the number of lessons, lesson themes, the main teaching and learning activities, corresponding course learning outcomes, and learning assessments. However, implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to course - Get to know each other - Express their expectations - Make adjustment to the course syllabus (CIP1, CIP3)	- Presentation - Whole class discussion - Diagnostic Test
2	Reviewing sentence structures (simple, compound, complex) - Use conjunctions correctly - Write three types of sentences correctly (CK2, CC2, CIP1)	- Presentation - Individually practice writing sentences
3	Literature Textbook 2 - Write correct sentences - Define contextual meanings - Use correct vocabulary and grammar (CK1, CC1, CC2, CC3)	Writing simple, compound, and complex sentences about the story Note: Test 1
4	Introduction: Process Writing - Explain 8 words clearly - Describe the writing process (CK1, CK2, CC2)	- Matching - Discussing the writing process - Completing the chart about the writing process
5	Literature Textbook 2 Explain the situation in the story (CK1, CC1, CIP1)	Group Discussion

6	Discussion Questions - Select an appropriate topic - Organize ideas - Edit ideas (CK2, CC3, CIP1)	- Brainstorming - Selecting a topic - Organizing ideas - Freewriting - Editing ideas - Freewriting a paragraph on a topic of the student's choice
7	Literature Textbook 2 Make an outline of the content (CK1, CC1, CC2, CC3)	- Recalling in pairs - Listing the main points in pairs
8	The Structure of a Paragraph - Explain the structure of a paragraph - Write a clear topic sentence (CC2, CC3, CIP1)	- Presentation - Recognizing parts of a paragraph - Recognizing and writing a topic sentence - Critiquing a paragraph - Writing a topic sentence
9	Literature Textbook 2 Write a paragraph about the story (CK1, CC1, CC2, CC3, CCIT1, CCIT2)	- Pair discussion - Writing a paragraph Note: Test 2
10	The Development of a Paragraph Write a good paragraph (CK2, CC2, CC3, CCIT1, CCIT2)	- Think-Pair-Share - Reviewing sample paragraphs - Peer Editing - Writing a paragraph
11	Literature Textbook 3 Orally describe a person, a place, or a thing in the story (CK1, CC1, CC2, CC3, CCIT1, CCIT2)	- Recalling in pairs - Asking and answering questions about the story
12	Descriptive and Process Paragraphs Write a descriptive and process paragraph using appropriate transitions and vocabulary (CC1, CC2, CC3, CIP2)	- Selecting appropriate vocabulary to describe a place, a person, a thing, and a process - Completion with appropriate transitions - Sequencing sentences to make a coherent paragraph - Describing a place, a person, or a thing in writing - Describing a process in writing
13	Literature Textbook 3 Express their opinion about the moral of the story (CK1, CC1, CC2, CC3, CCIT1, CCIT2, CIP1)	- Group Discussion - Personal reaction Note: Test 3
14	Opinion Paragraphs Write an opinion paragraph with clarity and coherence, using correct connectors and punctuation (CK2, CC1, CC2, CC3, CIP1)	- Group Discussion - Completion - Survey - Writing cause/effect sentences - Writing an opinion paragraph
15	Literature Textbook 3 Identify the similarities and differences of two characters (CK1, CC1, CIP1, CIP2, CIP3)	- In pairs, compare two characters in the story - Pair-Compare
16	Comparison/Contrast Paragraphs Write a comparison/contrast paragraph following the right structure and using correct comparative adjectives, adverbs, and transition signals. (CC1, CC2, CC3, CCIT1)	- Identifying comparative and contrastive structures - Completing sentences with appropriate comparative/contrastive words and phrases - Writing a comparison/contrast paragraph

17	Literature Textbook 3 Present a problem and give a reasonable solution (CK1, CC1, CIP1, CIP2, CIP3)	- Consulting an Expert - Consultation workshop
18	Problem/Solution Paragraphs - Provide reasonable solutions to certain problems - Write a good problem/solution paragraph (CK2, CC2, CC3, CCIT1, CCIT2, CCIT2)	- In pairs, ask and answer questions about common problems. - Complete conditionals sentences - Suggest solutions in speaking and writing - Pair discussion - Quiz - Writing a problem/solution paragraph
19	Literature Textbook 4 Write a sentence to express the main idea of the chapter in the story (CK1, CC1, CIP1, CIP2, CIP3)	Reading for the main idea.
20	Review before Mid-term Exam	
21	The Structure of an Essay - Recognize the three main parts of an essay - Write a clear thesis statement (CK2, CC2, CC3)	- Presentation of the essay structures, format, and how to write a thesis statement - In pairs, identifying the main parts of a sample essay - Writing a thesis statement on a suggested topic
22	Literature Textbook 4 Tell the story using the main points (CK1, CC1, CIP1, CIP2, CIP3)	- Reading for the main points - Identifying the main points
23	Outlining an Essay Make an essay outline on a chosen topic (CK2, CC2, CC3)	- Explaining the outline of an essay - Making an outline on a particular topic - Completion in pairs - Making an outline
24	Literature Textbook 4 Introduce the theme of the story (CK1, CC1, CIP1, CIP2, CIP3)	- Story Telling - Role Play
25	Introductions and Conclusions Write a strong introduction and concluding paragraph (CK2, CC2, CC3)	- Using parallel writing Reviewing and revising sample introductions and conclusions - Completion - Writing an introduction and a conclusion
26	Literature Textbook 4 Express a personal opinion about the story (CK1, CC1, CIP1, CIP2, CIP3)	- Summarizing in pairs - Self-reflection Note: Test 4
27	Unity and Coherence Improve an essay unity and coherence using logical transitions and cohesive devices (CK2, CC1, CC2, CC3)	- Reviewing a sample essay and compare comments with partners - Completion with appropriate cohesive devices - Presentation of reviewing results
28	Literature Textbook 4 Organize ideas and write a good essay within the time limit (CK1, CC1, CIP1, CIP2, CIP3)	- Asking and answering about the essay writing process and techniques - Practice writing an essay on a suggested topic

29	Review for exams	
30	Review for exams	
Total Hours : 45 hours		

6. TEACHING METHODS

Teaching methods may include:

- Individual work, pair, group work, whole class
- Homework, assignments
- Tests and examinations
- Presentation
- Discussion, reflection, and reaction
- Inquiry-based approaches (library and field work)
- Didactic questioning
- Technology support (computer and Internet)

7. ASSESSMENT AND GRADING

Grades will be determined based on the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CC1	PCIT4
In-class tests	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT4
Assignments	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT4
Midterm exam	25%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT2, PCIT4, PIP2
Final exam	25%	CK2, CK3, CK4, CC1	PCIT4
Total grading score	100%		

During the course there are several assignments:

- Work Group: Individual
- Output format: Writing
- Language: English
- Assignment: Assignments will include writing of sentences, paragraphs and essays.

8. TEXTBOOKS AND REFERENCES

Readings are graded readers of classic literature selected according to the English ability level of the students. Therefore, the literature reading levels may vary from class to class. Similarly, the number of readings is not restricted to three. There could be more than three based on the student's ability and the lecturer's expectations.

Textbooks

Zemach, D. E. and Rumisek, L. A. (2003). Academic Writing from Paragraph to Essay. Oxford: MacMillan.

Literary Texts

Upon individual lecturer's choices

Supplementary Materials and References

Keene, M. L. and Adams, K. H. (2006). Easy Access. New York: McGraw-Hill.

Dollahite, N. E. and Haun, J. (2012). Source Work: Academic Writing from Sources (2nd Ed.). Boston: Heinle, Cengage Learning.

ENGLISH FOR ACADEMIC PURPOSES 2

ENGL 112

COURSE SPECIFICATION



Uttra Sok, PhD

Cambodia

Vice President for IQA and Internal Audit



Robert Sydney Shrubsall, MA

UK

Assistant Professor



Chan Tola

Cambodia

IQA Manager



Niki Saunders, BA, CELTA

Australia

Lecturer



Patrick Bourke, BA, CELTA, TEFL

Ireland

Lecturer



Jason Kelly

Australia

Lecturer

1. AIM

This course builds on the foundations of English for Academic Purpose 1 in order to refine academic writing skills with accurate grammar and improve cultural knowledge and vocabulary via English literature. There are four main aims: (1) To equip the students with basic skills in information searching; (2) To teach the students how to write research papers using appropriate academic language; (3) To introduce the APA style (formatting and referencing) to research papers; (4) To expand the students' general knowledge of the world through reading of a higher level of internationally acclaimed literary classics.

2. COURSE DESCRIPTION

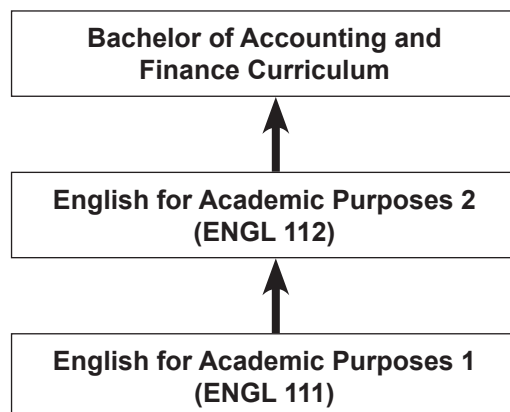
This course continues to develop and strengthen the students' ability to write English academic essays and research papers. Advanced academic English language including grammar, structures, styles, tones, and mechanics are further applied to the development of more complex academic essays, and the APA format and referencing are used to ensure standard English and avoid plagiarism. In addition, this course includes high-level literary texts to expand the students' vocabulary and general knowledge, and to develop their critical

thinking skills. A variety of teaching methods will be used to facilitate the learning process; therefore, various methods will be employed to assess the students' learning outcomes. However, more emphasis will be given to the formative assessment so that the lecturers will have sufficient opportunities to give effective feedback to the students for improvement, and the students will have enough time to make necessary corrections accordingly.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



English for Academic Purposes 2 provides broad support to students' coursework in years 2, 3 and 4.

Prerequisites

Successful completion of English for Academic Purposes I is a prerequisite for this course. It is required that students must have a good understanding of English grammar rules and structures. Students may be asked by the lecturer to bring a laptop to class. Student laptops must have Microsoft Word or other word processing software.

4. LEARNING OUTCOMES

The learning outcomes for this course cover three main areas: academic writing, English literature, and effective research. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Create	PK1	CK1	Develop and use vocabulary and cultural understanding based on classic literature.
Understand	PK2	CK2	Describe essay and research paper writing processes.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PC1	CC1	Research and analyze sources on selected topics.

Apply	PC2	CC2	Organize and write quality academic essays and research papers.
Apply	PC3	CC3	Use correct grammar, structures, mechanics, styles and tones in writing academic essays and research papers.
Apply	PC4	CC4	Utilize correct APA format and referencing.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use a computer to type and print their papers following appropriate format.
Apply	PCIT2	CCIT2	Apply the Internet and databases to search for information on assigned reading and discussion topics.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Participate in group discussions and provide inputs that are constructive, critical, and effective.
Analyze	PIP2	CIP2	Analyze and solve problems systematically.
Create	PIP3	CIP3	Be punctual and responsible for the tasks that they perform.

5. STUDY PLAN

The course includes 30 lessons, each of which is 1.5 class hours. The total number of class hours is 45. The study plan below describes the number of lessons, lesson themes, the main teaching and learning activities, corresponding course learning outcomes, and learning assessments. However, implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to the course • Get to know each other • Express their expectations • Make adjustment to the course syllabus (CIP1, CIP3)	• Presentation • Whole class discussion • Diagnostic Test
2	Review of the Essay • Explain the reasons for writing essays and writing processes. • Recognize the standard parts and format of an essay. • Use methods of support. (CK2, CC3)	• Presentation • Group discussions

3	Reading: Literature Text 4 - Give a title of the text - Write a summary essay of the text (CK1, CK2)	- Skimming - Identifying the main idea and main points - Writing a summary essay Note: Test 1
4	Choosing a Topic - Select an appropriate topic for an essay and a research paper. - Differentiate between a persuasive and an expository essay - Write a thesis statement - Develop an essay and a research paper outline (CC1, CC2, CC3)	- Brainstorming - Working in pairs - Categorizing - Completion
5	Reading: Literature Text 4 Make questions and give comments on the summary essay (CC1, CCIP1)	Ask and answer questions about the text
6	Peer review - Ask critical questions and give good comments on peers' papers. - Respond appropriately to peers' questions or comments. - Revise and write a final draft. (CC2, CC3, CCIP1, CCIP2)	- Peer review practices - Final draft of essay
7	Reading: Literature Text 4 Use the Internet and e-dictionary to search for target vocabulary (CK1, CC1, CCIT2)	Searching for new vocabulary using the Internet and e-dictionary
8	Researching - Identify various sources of information. - Effectively use online search techniques. - Evaluate the reliability of websites. - Document resources. (CC1, CCIT1, CCIT2)	Practice finding information online
9	Reading: Literature Text 4 - Outline the main points - Retell the story (CC1, CCIP1)	- Outlining - Story telling Note: Test 2
10	Outlining - Assess progress in research. - Improve vocabulary related to research papers. - Use different outlining techniques. (CK1, CC2)	- Working with a partner - Individual work: Making an outline on the approved topic
11	Reading: Literature Text 5 - Explain the main themes of the story - Persuade the audience to agree or disagree with the writer's opinion (CK1, CCIP1, CCIP2)	- Vocabulary practice (peer work) - Group discussion of the theme and moral of the story
12	Patterns of organization - Expository Prepare an outline of an expository essay - Persuasive Prepare an outline of a persuasive essay Acknowledge and then refute the counter arguments against your position (CC2, CC3, CC4)	In pairs, discussing the differences between an expository and persuasive essay and prepare an outline on a selected topic.

13	Reading: Literature Text 5 Use quotations to support own arguments (CK1, CC2, CC4)	In pairs, argue for or against a certain theme or behavior in the story Note: Test 3
14	Avoid Plagiarism - Understand the issues of plagiarism and academic expectations. - Explain the importance of crediting sources - Decide what to quote and what to paraphrase - Practice quotation techniques (CC3, CC4, CCIP2)	- Group discussion on issues of plagiarism and academic expectations - Practice quotation techniques
15	Reading: Literature Text 5 - Restate some statements selected from the story - Use signal phrases and transitions in their own sentences (CK1, CC2, CC3, CCIP1)	- Interpreting - Sentence transformation - Completion
16	The Language of the Research Paper - Apply and practice techniques for paraphrasing - Learn common grammatical structures in research paper - Review signal phrases, transitions, and punctuation (CC2, CC3)	In pairs, completion, labeling, and sentence transformation
17	Reading: Literature Text 5 - Identify the thesis statement of the story - Write a thesis statement to describe the main theme of a selected chapter - Guess the meaning from context (CK1, CCIP1, CCIP2)	- In groups of three, identify a thesis statement in the story and write a thesis statement - Match the meanings with the vocabulary in the text
18	Writing a Research Paper - Understand different thesis types - Write clear thesis statements on selected topics - Use source material to support writing - Write an introduction (CK2, CC1, CC2, CC3, CC4, CCIT1)	- Review the thesis statement - Individually write an introduction on the selected topic.
19	Reading: Literature Text 6 Write an introductory paragraph about the text (CK1, CCIP1, CCIP2)	- Review of the thesis statement and introductory paragraph - Individually write an introductory paragraph
20	Review before Mid-term Exam	
21	Writing a research paper (Cont.) Write body paragraphs (CK2, CC1, CC2, CC3, CC4, CCIT1)	- Presentation of sample body paragraphs - Practice writing body paragraphs on the approved topic.
22	Reading: Literature Text 6 Summarize the story (CK.1, CCIP1, CCIP2)	Identify the main points and write a summary based the main points
23	Writing a research paper (Cont.) Write a conclusion paragraph (CK2, CC1, CC2, CC3, CC4, CCIT1)	Individually write a conclusion paragraph.

24	Reading: Literature Text 6 React to the moral of the story (CK1, CCIP1, CCIP2)	In groups, express own opinion about the moral of the story Note: Test 4
25	In-text Citation - Use sources to enhance paper credibility. - Decide whether to summarize, paraphrase or quote materials. - Practice paraphrasing and quoting, using APA in-text citations. (CC4, CCIT1, CCIT2)	- In groups, compare in-text citations with reference list. - Practice paraphrasing and quoting
26	Academic Language - Select appropriate style and tone for academic work. - Refine your thesis statement - Make points stronger and more precise - Use hedging language to make claims and assertions more believable and accurate. - Avoid sexist and biased language (CC1, CK3)	- Completion, Matching and Classification of words and phrases - In pairs, revising a paragraph using appropriate academic language
27	Editing Your Paper - Write the final draft of your paper - Revise, proofread, and format the final draft (CK2, CK3, CK4)	In pairs, edit partner's paper focusing the APA style, correct grammar, structures, tone, and mechanics.
28	Oral Presentation of the Research Paper - Improve the presentation skills - Improve the quality of the paper - Use the APA-style: format and referencing (CC1, CC2, CC3, CC4, CCIT1)	- Class presentations - Questions, comments, and revisions
29	Oral Presentation of the Research Paper - Improve the presentation skills - Improve the quality of the paper - Use the APA-style: format and referencing (CC1, CC2, CC3, CC4, CCIT1)	- Class presentations - Questions, comments, and revisions
30	Oral Presentation of the Research Paper (Continue) - Improve the presentation skills - Improve the quality of the paper - Use the APA-style: format and referencing (CC1, CC2, CC3, CC4, CCIT1)	- Class presentations - Questions, comments, and revisions
Total Hours : 45 hours		

6. TEACHING METHODS

Teaching methods will include:

- Individual, pair, group work, whole class
- Homework/assignment
- Tests and examinations
- Presentation
- Discussion, reflection, and reaction
- Inquiry-based (library and field work)
- Didactic questioning
- Technology support (computer and Internet)

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CC1	PCIT4
In-class tests	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT4
Homework	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT4
Midterm exam	25%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PCIT2, PCIT4, PIP2
Final Assignment	25%	CK2, CK3, CK4, CC1	PCIT4
Total grading score	100%		

During the course there are several assignments:

Work Group:	Individual
Output format:	Writing
Language:	English
Assignment:	Assignments will include writing of sentences, paragraphs and essays.

8. TEXTBOOKS AND REFERENCES

Readings are graded readers of classic literature selected according to the English skill level of the students. Therefore, the literature readings will vary from class to class depending on the class' skill level. Similarly, the number of readings is not restricted to three depending on the student's ability and the lecturer's expectations.

Textbooks

Zemach, D. E., Broudy, D. and Valvona, C. (2011). Writing Research Papers: from Essay to Research Paper. Oxford: MacMillan Publishers.

Literary Texts

Upon the lecturer's choices

Supplementary Materials and References

Keene, M. L. and Adams, K. H. (2006). Easy Access. New York: McGraw-Hill.

Dollahite, N. E. and Haun, J. (2012). Source Work: Academic Writing from Sources (2nd ed.).

Lance, J. and Lange, E. (2012). Writing Clearly (6th ed.)

Manual of the American Psychological Association (6th ed.).

STATISTICS I: FOUNDATIONS IN BUSINESS STATISTICS

STAT 111

COURSE SPECIFICATION



Mara Mong, PhD
Cambodia
Professor

1. AIM

This course builds a solid foundation of statistics to students without prior experience, so they can progress to study financial statistics and advanced inferential methods later in the course '***Quantitative methods for business and finance***'. This course is meant to provide a first approach to the statistical method to support rational business decisions.

2. COURSE DESCRIPTION

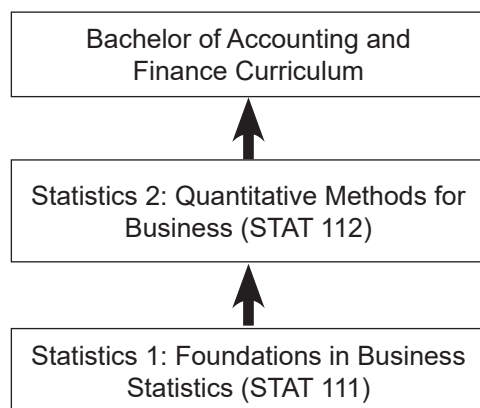
The course mainly focuses on descriptive statistics and probability, which includes what statistics is, variables and measurement levels of data, basic sampling techniques, presentation of data using frequency tables and statistical graphical tools, measures of central tendency, measures of variation, measures of position, probability, discrete probability distribution, and normal distribution.

In addition to mathematics-based explanation, the course teaches how to use Excel/Google spreadsheet to perform the analysis of data.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Statistics subject plays an important role in the students' BA program. It represents a foundation in statistical science and prepares the students to enhance their skills in "Quantitative methods for business", which will have an important impact on the comprehension of further subjects like Microeconomics, Macroeconomics, Finance and Management accounting.

Both Statistics and Quantitative Methods for Business are closely supported by the subject "Applied computer science" that provides the students with the familiarity of working with Excel.

Prerequisites

There are no specific prerequisites for this course as it provides the foundations on statistical science. However, the students should have a basic understanding of the mathematical concepts learned in high-school, including working with proportions, integrals, summations, factorials and simple algebra problem solving.

4. LEARNING OUTCOMES

The learning outcomes of this course is centered into four basic areas: The ability to rationally organize big amounts of data. The ability to extract basic characteristics from it together with diagrams that show its structure. A foundation on the probability theory and its basics and the study of the most commonly used frequency distributions, both discrete and continuous. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Remember	PK1	CK1	Describe the basic concepts of statistics and list the type of variables and measurement levels of data.
Analyse	PK1	CK2	Organize data using frequency distribution and use different types of appropriate graphs to represent the data.
Apply	PK2	CK3	Compute measures of central tendency, measures of variation, and measures of position to summarize the data

Remember	PK2	CK4	Define the experiment, outcome, event and probability and compute the probability by using appropriate formulas and probability laws and interpret the results.
Remember	PK2	CK5	Define discrete probability distributions, compute some common probability distributions such as binomial, multinomial, Poisson, Hypergeometric, and geometric distributions.
Remember	PK2	CK6	Define normal distribution, standard normal distribution and make use of standard normal distribution tables to solve normal distribution problems.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PC1	CC1	Apply a statistical approach, such as analysing data, interpreting results, and writing statistical reports, to business problems as well as the kinds of descriptive research and certain kinds of decision making.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use Excel/Google spreadsheet to perform statistical analysis of data.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Apply critical thinking to solve real statistical problems, understanding the limitations of science and sampling methods.
Apply	PIP3	CIP2	Interpret the importance of the reliability of the data's source when obtaining conclusions, being aware of possible bias and/or hidden interests

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction and branches of statistics - Explain the definition of statistics and the reasons why to study it. (CK1) - Demonstrate knowledge of statistical terms and differentiate between the two branches of statistics. (CK1)	- Lecture - Didactic questioning Reading: Chapter 1
2	Variables and types of Data - Identify types of data. (CK1) - Identify the measurement level for each variable. (CK1)	- Lecture - Didactic questioning - Group problem Reading: Chapter 1
3	Data collection and sampling techniques Identify the four basic sampling techniques. (CK1)	- Lecture - Didactic questioning - Chapter test Reading: Chapter 1
4	Organizing data Organize data into frequency distribution. (CK2)	- Lecture - Demonstration - Group problem Reading: Chapter 2
5	Graphic Presentation - Represent data in frequency distributions graphically using histograms, frequency polygons, and ogives. (CK2, CCIT1) - Describe the shapes of the distribution. (CK2)	- Lecture - Demonstration Reading: Chapter 2
6	Other Types of Graphs Represent data using bar graphs, Pareto charts, time series graphs, pie graphs, and stem-and-leaf plots. (CK2, CCIT1)	- Lecture - Demonstration Reading: Chapter 2
7	Frequency Distributions and Graphs Review Re-explain how data are organized and presented. (CK2, CCIT1)	- Lecture - Didactic questioning - Group problem - Chapter test Reading: Chapter 2
8	Measures of central tendency Explain the concepts and calculate the mean, median, mode and midrange of a dataset. (CK3 CCIT1)	- Lecture - Demonstration - Group problem Reading: Chapter 3
9	Measures of central tendency - Obtain an approximation to the mean from a frequency table. (CK3,CCIT1) - Compute and interpret the weighted mean and geometric mean. (CK3,CCIT1) - Explain the concept of skewness in a distribution. (CCK3)	- Lecture - Demonstration - Group problem Reading: Chapter 3

10	Measures of variation - Explain the concepts and calculate the range, the variance the standard deviation of a dataset. (CK3, CCIT1) - Compute the variance and standard deviation of grouped data. (CK3, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 3
11	The Use of Standard Deviation - Compute and interpret the coefficient of variation. (CK3, CCIT) - Apply Chebyshev's Theorem and Empirical (Normal) Rule. (CK3)	- Lecture - Demonstration - Group problem Reading: Chapter 3
12	Measures of position Identify the position of a data value in a data set using various measures of position such as percentiles, deciles, and quartiles. (CK3)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 3
13	Exploratory Data Analysis (EDA) - Explain the concept of EDA. (CK3) - Use boxplot and five-number summaries to discover various aspects of data. (CK3, CCIT1)	- Lecture - Demonstration - Chapter test Reading: Chapter 3
14	Sample Space and Probability - Define some terms such as probability, experiment, sample space, and event. (CK4) - Compute classical probability and empirical probability. (CK4, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 4
15	The Addition Rules for Probability - Explain the concept of mutually exclusive events. (CK4) - Compute the probability of compound events using the addition rules. (CK4, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 4
16	The Multiplication Rules and Conditional Probability - Explain the concept of dependent and independent events. (CK4) - Compute the probability of compound events using the multiplication rules. (CK4, CCIT1) - Calculate the conditional probability of an event. (CK4, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 4
17	Conditional Probability Compute revised probability using Bayes' theorem. (CK4, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 4
18	Counting Rules - Compute the total number of outcomes using fundamental counting rule, permutation rule, and combination rule. (CK4, CCIT1) - Calculate the probability of an event using the counting rules. (CK4, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Chapter test Reading: Chapter 4

19	Probability Distribution - Define “random variable”. (CK5) - Construct a probability distribution for a random variable. (CK5, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 5
20	Mean, Variance, Standard Deviation, and Expectation Compute the Mean, variance standard deviation, and expected value for a discrete random variable. (CK5, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 5
21	The Binomial Distribution - Explain binomial experiment (K5) - Find the probability for X successes in n trials of a binomial experiment. (CK5, CCIT1) - Compute the mean, variance, and standard deviation for the binomial distribution. (CK5, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 5
22	Multinomial Distribution and Poisson Distribution - Explain multinomial experiment and compute probability using the formula for multinomial distribution. (CK5, CCIT1) - Explain Poisson experiment and compute probability using the formula for Poisson distribution. (CK5, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 5
23	Hypergeometric and Geometric Distribution Explain hypergeometric and geometric experiment and compute probability using the formula for hypergeometric and geometric distribution. (CK5, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem - Chapter test Reading: Chapter 5
24	Normal distributions - Identify the properties of a normal distribution. (CK6) - Identify the distribution as symmetric or skewed. (CK6) - Find the area under the standard normal distribution given various z values, using z table. (CK6, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 6
25	Applications of Normal distributions Find probabilities for a normally distributed variable by transforming it into a standard normal variable. (CK6, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem Reading: Chapter 6
26	Applications of the Normal distribution - Find specific data values for given percentages, using the standard normal distribution. (CK6, CCIT1) - Determine the normality of a distribution. (CK6, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 6

27	Central limit theorem - Explain the central limit theorem. (CK6) - Use the central limit theorem to solve problems involving sample means for large samples. (CK6, CCIT1)	- Lecture - Demonstration - Didactic Questioning Reading: Chapter 6
28	Normal approximation to binomial distribution - Review the binomial experiment. (CK6) - Use the normal approximation to compute probabilities for a binomial variable.(CK6, CCIT1)	- Lecture - Demonstration - Didactic Questioning - Group problem - Chapter test Reading: Chapter 6
29	General Review (All CK, CC, CCIT, CIP)	- Lecture - Demonstration
30	General Review (All CK, CC, CCIT, CIP)	- Lecture - Demonstration
	Guest Lecture The importance of statistics in auditing, finance, or accounting (All CC, All CIP) (This session may vary due to the availability of the guest.)	Lecture
Total Hours : 45 hours		

6. TEACHING METHODS

This course is basically focused on the explanation of the statistical concepts as well as their mathematical origin. During the course the students will learn how to use mathematical skills to obtain the results and make an interpretation of the results. To perform the calculations, students use Excel/Google spreadsheet.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, CC1, CCIT1, CIP1, CIP2	PK1, PCIT1
In-class tests	20%	All CK, CC1, CCIT1, CIP1	PK1, PK2, PC1, PCIT1
Assignments	20%	CK1, CK2, CK3, CC1, CCIT1	PK1, PK2, PC1, PCIT1, PIP1, PIP2
Midterm exam	25%	CK1, CK2, CK3, CK4, CC1, CCIT1	PK1, PK2, PCIT1
Final exam	25%	All CK, CC1, CCIT1, CIP1, CIP2	PK1, PK2, PCIT1
Total grading score	100%		

During the course there are two assignments:

Assignment 1 - Descriptive Statistics Analysis

Work Group:	Individual
Output format:	APA Format Report
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	Students will analyse and present descriptive statistics related to set of data.

Assignment 2 - Descriptive Statistics Research

Work Group:	Group of Three
Output format:	APA Format Report
Language:	English
Assignment:	Each group chooses a topic related to service, product, price and the like. They collect primary data using a questionnaire, then apply their skill in descriptive statistics to organize and summarize the data. For example, they may collect data on mobile phone usage (the gender and age group of the users, the phone brand, mobile network, expense on mobile network service, etc.) or perhaps they choose a modern café to collect the data on waiting time to be served with meal, snack, or drink at different time (morning, afternoon, evening) during weekdays and weekend. Finally, they submit a summary report on their findings.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Bluman, A. G. (2018). Elementary Statistics: A Step by Step Approach. New York: McGraw-Hill Education.

References

1. Lind, D. A., Marchal, W. G., & Wathen, M. (2012). Statistical Techniques in Business and Economics. USA, McGraw-Hill/Irwin.
2. Triola, M. F. (2014). Elementary Statistics. USA: Pearson Education, Inc.

STATISTICS 2: QUANTITATIVE METHODS FOR BUSINESS

STAT 112

COURSE SPECIFICATION



Mara Mong, PhD
Cambodia
Professor

1. AIM

Continuing from Statistics 1, this course aims to provide methods in inferential statistics to the students. Via the course, the students will obtain the skills and knowledge in statistical data analysis in real-life business and finance.

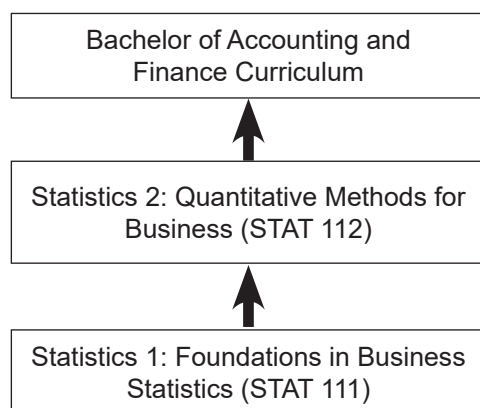
2. COURSE DESCRIPTION

The course covers the main topics in inferential statistics such as estimation, statistical hypothesis tests, correlation and simple linear regression analysis, and analysis of variance. In addition to mathematics-based explanation, the course teaches how to use Excel/Google spreadsheet to perform the analysis of data.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Statistics subject plays an important role in the students' BA program. It represents a foundation in statistical science and prepares the students to enhance their skills in "Quantitative methods for business", which will have an important impact on the comprehension of further subjects like Microeconomics, Macroeconomics, Finance and Management accounting.

Both Statistics and Quantitative Methods for Business are closely supported by the subject "Applied computer science" that provides the students with the familiarity of Excel.

Prerequisites

The students should have successfully finished Statistics 1 in order to achieve the goals projected for this course. It is also helpful for the students to be familiar with the use of Excel/Google spreadsheet.

4. LEARNING OUTCOMES

The learning outcomes of this course are centered into four basic areas: population parameter estimation, statistical hypothesis tests, correlation and linear regression, and analysis of variance (ANOVA). On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Apply	PK1	CK1	Construct confidence intervals for the mean, proportion, and variance and standard deviation and estimate sample size for the mean and proportion
Analyse	PK1	CK2	Perform several hypothesis tests by using the appropriate method depending on the information available.
Apply	PK1	CK3	Conduct a hypothesis test to compare two means, two proportions, and two variances.
Understand	PK1	CK4	Explain the concepts of correlation, simple linear regression, and multiple linear regression, build the equation of simple linear regression, and use the equation in prediction.
Analyse	PK1	CK5	Perform a chi-square test for goodness-of-fit, independence of two categorical variables and homogeneity of proportions.

Understand	PK1	CK6	Explain the concepts, conduct and interpret one-way and two-way ANOVA.
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4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC1	CC1	Apply statistical approaches to real-life business problems and any other kinds of decisions in which there is a significant amount of data and/or variables involved in an environment of uncertainty.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Apply statistical approaches to real-life business problems and any other kind of decisions in which there is a significant amount of data and/or variables involved in an environment of uncertainty.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Apply statistical critical thinking to common business events and transactions.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Confidence Intervals for the mean - Find the confidence Interval for the mean when σ is known. (CK1, CCIT1) - Determine the minimum sample size for finding a confidence interval for the mean. (CK1, CCIT1)	- Lecture - Demonstration Reading: Chapter 7
2	Confidence Intervals for the Mean - Describe the properties of t-distribution and use it. (CK1, CCIT1) - Find the confidence interval for the mean when σ is unknown. (CK1, CCIT1)	- Lecture - Demonstration - Group problem Reading: Chapter 7

3	Confidence Intervals and Sample Size for Proportions - Calculate the confidence interval for a proportion. (CK1, CCIT1) - Calculate the minimum sample size for estimating the proportion. (CK1, CCIT1)	- Lecture - Demonstration - Group problem Reading: Chapter 7
4	Confidence Interval for Variances and Standard deviations - Describe the properties of chi-distribution and use it. (CK1, CCIT1) - Calculate the confidence intervals for variances and standard deviations. (CK1, CCIT1)	- Lecture - Demonstration - Group problem Reading: Chapter 7
5	Review of Confidence interval and sample size - Summarize the estimation of the parameters by using confidence intervals. (CK1, CCIT1) - Write up the results about confidence interval in APA style. (CC1)	- Lecture - Group problem - Chapter test Reading: Chapter 7
6	Steps in Hypothesis Testing-Traditional Method - Explain the definitions used in hypothesis testing. (CK2) - Write the null and alternative hypotheses. (CK2) - Find critical values for the z test(CK2,CCIT1) - State the five steps used in hypothesis testing. (CK2)	- Lecture - Didactic questioning - Demonstration Reading: Chapter 8
7	z Test for a Mean - Conduct a test for the mean when σ is known. (CK2, CCIT1) - Use P-value method for hypothesis testing. (CK2,CCIT1)	- Lecture - Demonstration - Group problem Reading: Chapter 8
8	t Test for a Mean - Perform the test for the mean when σ is unknown using t-test (CK2, CCIT1). - Write up the results of the test in APA style (CC1)	- Lecture - Demonstration - Group problem Reading: Chapter 8
9	z Test for a Proportion - Perform the test for the proportion using z test (CK2, CCIT1) - Write up the results of the test in APA style (CC1).	- Lecture - Demonstration - Group problem Reading: Chapter 8
10	Chi-square Test for a Variance or Standard deviation - Perform a test for variances or standard deviations, using chi-square test (CK2, CCIT1) - Write up the results of the test in APA style (CC1).	- Lecture - Demonstration - Chapter test Reading: Chapter 8

11	Testing the Difference Between Two Means • Explain the concept of independent samples (CK3) • Perform the test for the difference between two means, using z test (CK3, CCIT1) • Write up the results of the test in APA style (CC1).	• Lecture • Demonstration • Group problem Reading: Chapter 9
12	Testing the Difference Between Two Means of independent Samples • Perform the test for the difference between two means for independent samples, using t test (CK3 , CCIT1). • Write up the results of the test in APA style (CC1).	• Lecture • Demonstration • Group problem Reading: Chapter 9
13	Testing the Difference Between Two Means: Dependent Samples • Explain the concept of dependent samples(CK3). • Perform a test for the difference between two means for dependent samples(CK3, CCIT1). • Write up the results of the test in APA style (CC1).	• Lecture • Demonstration • Group problem Reading: Chapter 9
14	Testing the Difference Between Proportions • Perform the z test for the difference between two proportions (CK3, CCIT1). • Write up the results of the test in APA style (CC1).	• Lecture • Demonstration • Group problem Reading: Chapter 9
15	Testing the Difference Between Two Variances • Describe the characteristics of F distribution (CK3) • Perform the F test for the difference between two variances of standard deviations (CK3,CCIT1). • Write up the results of the test in APA style (CC1).	• Lecture • Demonstration • Group problem • Chapter test Reading: Chapter 9
16	Scatter Plots and Correlation • Define “dependent variable” and “independent variable” (CK4). • Draw and interpret a scatter plot for a set of ordered pairs (CK4, CCIT1). • Compute and interpret the correlation coefficient (CK4, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 10
17	Regression • Test the significance of the correlation coefficient. (CK4, CCIT1). • Compute and interpret the equation of the regression line(CK4, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 10

18	Coefficient of Determination and Standard Error of Estimate • Compute and interpret the coefficient of determination (CK4, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 10
19	Standard Error of Estimate and Prediction interval • Compute and interpret the standard error of the estimate (CK4, CCIT1). • Compute and interpret the prediction interval (CK4, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 10
20	Multiple Regression • Perform simple and multiple linear regression using Excel/Google spreadsheet and interpret the results (CK4, CCIT1). • Write up the correlation and regression results in APA style (CC1).	• Lecture • Demonstration • Discussion • Chapter test Reading: Chapter 10
21	Test of Goodness of Fit • Recall the characteristic of the chi-square distribution (CK5). • Perform a chi-square goodness-of-fit test (CK5, CCIT).	• Lecture • Demonstration • Group problem Reading: Chapter 11
22	Tests Using Contingency Tables • Explain the concept of independence of two categorical variables (CK5) • Test two categorical variables for independence using chi-square (CK5, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 11
23	Tests Using Contingency Tables • Test the proportions for homogeneity using chi-square (CK5, CCIT1). • Write up the results of chi-square tests in APA style (CC1).	• Lecture • Demonstration • Group problem • Chapter test Reading: Chapter 11
24	One-Way Analysis of Variance • Explain the basic concept of ANOVA (CK6) • Re-explain the characteristics of F distribution (CK6)	• Lecture • Didactic questioning Reading: Chapter 12
25	One-Way Analysis of Variance • Discuss the assumptions for ANOVA (CK6) • Perform one-way ANOVA by hand and by using Excel/Google spreadsheet (CK5, CCIT1).	• Lecture • Demonstration • Group problem Reading: Chapter 12
26	The Scheffé Test and The Tukey Test for Multiple Comparison • Use Scheffé or Tukey test to determine which means differ (CK6, CCIT1). • Write up ANOVA results using APA style (CC1).	• Lecture • Demonstration • Group problem Reading: Chapter 12

27	Two-Way Analysis of Variance • Explain the concept of two-way ANOVA (CK6). • Discuss the assumptions of two-way ANOVA (CK6). • State the hypotheses in two-way ANOVA (CK6).	• Lecture • Didactic questioning Reading: Chapter 12
28	Two-Way Analysis of Variance • Perform two-way ANOVA using Excel/Google Spreadsheet and interpret the results (CK6, CCIT1). • Write up the results in APA style (CC1).	• Lecture • Demonstration • Group problem • Chapter test Reading: Chapter 12
29	Overall Review (All CK, CC, CCIT, and CIP)	• Lecture • Demonstration
30	Overall Review (All CK, CC, CCIT, and CIP)	• Lecture • Demonstration
	Guest Lecture The importance of statistics in auditing, finance, or accounting (All CC, All CIP) (This session may vary due to the availability of the guest.)	• Lecture
Total Hours : 45 hours		

6. TEACHING METHODS

This course is basically focused on the explanation of inferential concepts together with their mathematical foundation. During the course, the students must do the calculation to obtain the results and provide a clear interpretation of those. To do that, the students use Excel/Google spreadsheet.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, CC1, CCIT1, CIP1	PK1, PK2, PCIT1
In-class tests	20%	All CK, CC1, CCIT1, CIP1	PK1, PK2, PCIT1
Assignments	20%	CK1, CK2, CK3, CC1, CCIT1, CIP1	PK1, PK2, PCIT1, PC1, PIP1
Midterm exam	25%	CK1, CK2, CK3, CK4, CCIT1	PK1, PK2, PCIT1
Final exam	25%	All CK, CC1, CCIT1, CIP1	PK1, PK2, PCIT1
Total grading score	100%		

There will be two assignments; one for the first half and another for the second half of the course.

Assignment 1 - Analysis of real business-related data

Work Group:	Individual
Output format:	APA Format Report
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	For the first assignment, working in groups of five, students will apply their knowledge and skill on statistical estimation with real business-related data. They may collect data on the selling price of a particular type of vehicle from different dealerships or sellers and then estimate the true mean price with specific confidence level. They may collect the data on the interest rate of a particular type of loan from a sample of financial institution and estimate the true standard deviation using a specific confidence level.

Assignment 2 - Relationships between quantitative variables

Work Group:	Individual
Output format:	APA Format Report
Language:	English
Assignment:	Each student will individually choose a topic to study the relationship between two quantitative variables of real-world business and economic data. For example, they may choose to study the relationship between advertising expense and total sales of a particular company, the relationship between GDP and employment or unemployment rate and the like.

8. TEXTBOOK AND REFERENCES

Textbook

1. Bluman, A. G. (2018). Elementary Statistics: A Step by Step Approach. New York: McGraw-Hill Education.

References

1. Lind, D. A., Marchal, W. G., & Wathen, M. (2010). Statistical Techniques in Business and Economics. USA, McGraw-Hill/Irwin.
2. Triola, M. F. (2014). Elementary Statistics. USA: Pearson Education, Inc.

CAMBODIAN STUDIES HIST 111 COURSE SPECIFICATION



H.E. Chantrabot Ros, PhD

Cambodia
Professor

1. AIM

It is important that students understand their own history and culture. This will assist them in understanding themselves and the cultural and political environment in which they live and work. Also, knowledge of history of one's country has an inherent value in and of itself.

Cambodian Studies course in the foundation year at CamEd Business School aims: (1) to give the students a clear understanding about Culture, Civilization, History of Khmer and Khmer Empire. (2) To provide students with knowledge of other culture and civilization which are the western countries in order to understand the culture in Cambodia and the countries in the region. (3) To provide new updates on the world events affecting Cambodia, including economy, business and politics. (4) research methodology, analysis and essay writing are included in order to keep up with international standard.

This knowledge leads Cambodian students to identify themselves and to develop their own pride, strong mind, thought, conscience and intelligence in the context of ASEAN.

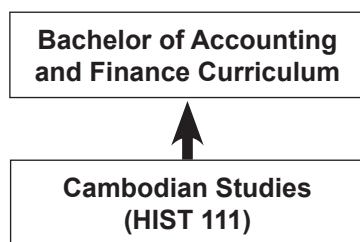
2. COURSE DESCRIPTION

The documents for study are both in a foreign language and in Khmer which are written by the professor himself as well as by the professor's own research. Each study topic is divided into sections so that the students can easily understand. During lectures, the professor always mentions the history in the past and links it to the present in order to draw it out as a lesson. As for the research methodology, it is also included with this study. Furthermore, before starting each lesson, the professor always elicits questions from the students; and then if there is any important information, the professor will bring it up to explain in order to share the knowledge to the students. And, the recall of the old lessons is also followingly done before going to a new lesson.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Cambodian studies is a course that provides general support to understanding further coursework in a local context.

Prerequisite

There are no prerequisites for this course. However, students should already have had a basic understanding of the culture, civilization and history from their high school.

4. LEARNING OUTCOMES

The learning outcomes for this Cambodian Studies course will provide the students with knowledge on the culture, civilization and history of Cambodia and the Khmer Empire as well as the culture, civilization and history of the countries in the west and in the region. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK2	CK1	Explain the past culture, civilization and history of Cambodia and the Khmer Empire well and relate it to how it is expressed in the present

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PC5	CC1	Conclude as to the acceptability of Cambodian cultural and traditional practices in everyday life.
Knowledge	PC5	CC2	Appreciate the Cambodian culture, civilization and history in the Khmer Empire era as well as in the post-Angkor period

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Utilize a basic Internet search skills and typing.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP3	CIP1	Work in groups to conduct research and produce a research report.
Apply	PIP3	CIP2	Apply an ethic of respecting and preserving culture.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	History Theories: Facts, Objectives - Distinguish between facts and opinion - Describe the factual approach to history (CC2)	- Lecture - Brainstorming Reading: History Du Cambodge
2	History Theories: General method: documents, practice in social science - Define of history - Explain the purpose of studying history - Explain history as a political tool (CC2)	- Lecture - Oral questioning - Discussion Reading:History Du Cambodge
3	Document Theories: Method for use of documents (written documents, raw files, objects) Describe documents that are used in the scientific basis of historical research. (CC2)	- Lecture - Discussion Reading:History Du Cambodge
4	Document Theories: Method for use of documents (written documents, raw files, objects) – continued Describe the method of using documents in scientific history research (CC2)	- Lecture - Discussion Reading:History Du Cambodge
5	Foundations in the Cambodian history: Chinese documents and the stone inscription Describe the living documents and exhibits used in Cambodian historical research (CK1)	- Lecture - Questions and answers - Showing pictures Reading:History Du Cambodge
6	Foundations in the Cambodian history: Royal Chronicles, legends Describe the foundations of Cambodian history according to: The Chinese document “Zu-Y”, the Royal Chronicles, tales in Khmer history (CK1)	- Lecture - Oral questioning - In-class test 1 Reading:History Du Cambodge
7	Foundations in the Cambodian history: Inscriptions of Cambodia Foreign documents (Spanish, Portuguese, Holland, English, Japan, French, Thai, Vietnamese) Describe the main observations made by foreign sources in regards to the foundations of Cambodian history. (CK1)	- Lecture - Discussion Reading:History Du Cambodge

8	The division of historical eras in a scientific way. 1. Outline Cambodian history among the following eras: • Prehistory • Pre-Angkorian Era • Angkorian Era • Post Angkorian Era • Modern times (CK1)	• Lecture • Question and answers • Discussion Reading:History Du Cambodge
9	The formation of Khmer territory: Preah Thong and Neang Neak • Explain the main interpretations of the Preah Thong and Neang Neak tales (CC2)	• Lecture • Oral questioning • Discussion Reading:History Du Cambodge
10	Preah Thong and Neang Neak: the impacts and legacies • Explain the impact and legacy in Cambodian society of the Preah Thong and Neang Neak tales (CK1)	• Lecture • Discussion Reading:History Du Cambodge
11	The building of Angkor: government • Describe the purpose and construction of Angkor Wat • Evaluate the role of the King and government during the construction of Angkor (CC1)	• Lecture • Discussion Reading:History Du Cambodge
12	King Ketumelea: the building of Angkor Wat in Khmer legends • Describe the National government structure under King Keto Mealea • Explain the four pillars of governance • Describe the system of royal succession (CC1)	• Lecture • Discussion • Critiquing • In-class test 2 Reading:History Du Cambodge
13	Khmer pagodas: Buddhist Philosophy • Interpret the symbolism of a pagoda structure • Outline the main religions beliefs of: - Indigenous Khmer animism - Brahmanism - Buddhism (CC1)	• Lecture • Brainstorming • Group discussion Reading:History Du Cambodge
14	Hinduism: theories, Gods, and mythology • Describe the main Brahman beliefs that influenced Cambodian culture: - Brahmanism fairy tales - Lords in Brahmanism - Brahman temple practices (CIP1)	• Lecture • Review question • Group discussion Reading:History Du Cambodge
15	The evolution of religions in Cambodia: Hinduism, Buddhism • Describe the evolution from Brahmanism to Mahayana Buddhism to Theravada Buddhism (CIP1)	• Lecture • Review question • Discussion Reading:History Du Cambodge

16	Khmer women in Khmer civilization and History - Describe the common roles of women in Cambodian history and literature - Contrast the historical role of women in Cambodia with women in contemporary Cambodia (CIP1)	- Lecture - Brainstorming - Discussion - Critiquing Reading:History Du Cambodge
17	King Trosok Paem: 14-century Revolution - Describe the history of changes in styles of government - Outline the dynasties of Khmer kings - Describe the key events of the 14 century revolution (CC1)	- Lecture - Review question - Discussion Reading:History Du Cambodge
18	Angkorian Era: Jayavarman II “Stone Inscription SDOK KOK THOM - Cambodia by end of century 8 - Stocochthom Inscription - Biography of Jayavarman II (CK1)	- Lecture - Questions and answers - In-class test 3 Reading:History Du Cambodge
19	King Jayavarman II: Selection of the current Siem Reap province as Angkor Empire Describe the administrative and economic scope of the Angkorian Empire (CK1)	Lecture Reading:History Du Cambodge
20	Suryavarman II = Angkor Wat, Legacies, the War with Cham - Describe the main sources of conflict in the 12th century between the Khmer and Cham empires. - Outline the main events of the Cambodian war against the Champa kingdom - Describe the administrative structure of King Suryavarman II (CK1)	- Lecture - Questions and answers - Reading:History Du Cambodge
21	Jayavarman VII: Biography, Stone Inscription Explain the effects of the outcome of the war between the Cambodian and Cham empires. (CC1)	Lecture Reading:History Du Cambodge
22	Jayavarman VII = The building of Nation: Political Theories Evaluate theories to explain the transition from Brahmanism to Mahayana Buddhism (CK1)	- Lecture - Discussion Reading:History Du Cambodge
23	Khmer arts in building temples Explain the reasons for the evolution of temple construction (CK1)	Lecture Reading:History Du Cambodge
24	Khmer New Year Explain the religious and historical origins of Khmer New Year (CK1)	- Lecture - Questions and answers - In-class test 4 Reading: Extracted readings

25	Preah Vihear Temple: History and Stone Inscription (video) Outline the history of Preah Vihear Temple to the current era (CIP1)	- Lecture - Showing videos Reading: Preah Vihear Temple
26	Extracted reading from Cambodia peace seeking journey (1) - Describe the treaties involving Preah Vihear Temple, including the 1907 treat - Describe the history of Siam occupying Preah Vihear Temple and the ICJ verdict. (CIP1)	- Lecture - Questions and answers Reading: Cambodia Peace Seeking Journey
27	Extracted reading from Cambodia peace seeking journey (2) - Describe the main pre-Khmer Rouge political movements: - Khmer Isarak movement - Khmer Vietminh movement - Outline the main provisions of the 1954 Geneva Agreement (CIP1)	- Lecture - Discussion Reading: Cambodia Peace Seeking Journey
28	Chinese Silk Road - Describe the old Chinese silk road from the perspective of Cambodian history - Outline key points of interaction between the Chinese and Cambodian political economies (CC1)	- Lecture - Questions and answers - In-class test Reading: Extracted reading
29	ASEAN - Outline the key events of ASEAN from its Creation of ASEAN 1967 - Outline the main provisions of the ASEAN Charter - Describe the trend of ASEAN economic integration (CC1)	- Lecture - Discussion Reading: Extracted reading
30	Review and Discussion	
Total Hours : 45 hours		

6. TEACHING METHODS

This course is primarily lecture and exam/test based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately most of the class will be devoted to lecture with some more time for questions and answers on case studies and problem sets and reviewing the solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CK1, CC1	PK2, PC5
In-class tests	25%	CK1, CC1, CIP1	PC5, PCIT2, PK2
Assignments/	25%	All CK, CC, CIP, CCIT	PC5, PCIT2, PK2
Homework	20%	All CK, CC, CIP, CCIT	PC5, PCIT2, PK2
Final exam	20%	All CK, CC, CIP, CCIT	PC5, PCIT2, PK2
Total grading score	100%		

During the course there is one assignment:

Historical Research Assignment

Work Group:	Group
Output format:	Bound Book Format
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	The assignment introduces students to understand the benefits of scientific research as applied to the study of local history. Each class is given a different topic which is selected by professor. The assignment requires students to observe, collect and classify data, establish an hypothesis, provide explanation and make conclusion on a specific event. The assignment papers are compiled into a book and used as reference for the future intakes.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. Ros Chantrabot, "Khmer History in stories, Chinese Document and the inscriptions", Part 1, Edition Paris, 1997.
2. Ros Chantrabot , "Preah Vihear Temples, the prosperous past". Phnom Penh 2002.
3. Ros Chantrabot, Preah Sdech Kan, Phnom Penh, 2007
4. រស់ ចន្ទ្រាបុត្រ, ដំណើរស្វែងរកសន្តិភាពនៅកម្ពុជា, ២០១៦ (Ros Chantrabot, Cambodia Peace Seeking Journey, 2016)

References

1. David Chandler, A History of Cambodia, First edition, Westview Press, Boulder, Colorado, 1983, 10 chapters, 237 pages. Second edition, Silkorm Books, 1993, 13 chapters, 287 pages.
2. John Tully, A Short History of Cambodia: from Empire to Survival, Chiang Mai, Silkorm Books, (2006),

INTRODUCTION TO COMPUTER SCIENCE

COSC 101

COURSE SPECIFICATION



Sethserey Sam, PhD
Cambodia
Professor

1. AIM

This course aims to give students a foundation in information technology systems and applications that are commonly used in business settings and have broad application in business. The professional roles of bachelor of accounting and finance graduates will require the use of information technology to optimize business processes, monitor business processes and output, and conduct analysis for decision making. This course aims to not to teach specific applications, but to introduce students to the elements of information technology and information technology management that are common to most businesses. These elements are management information systems, spreadsheets, BI (Business Intelligence).

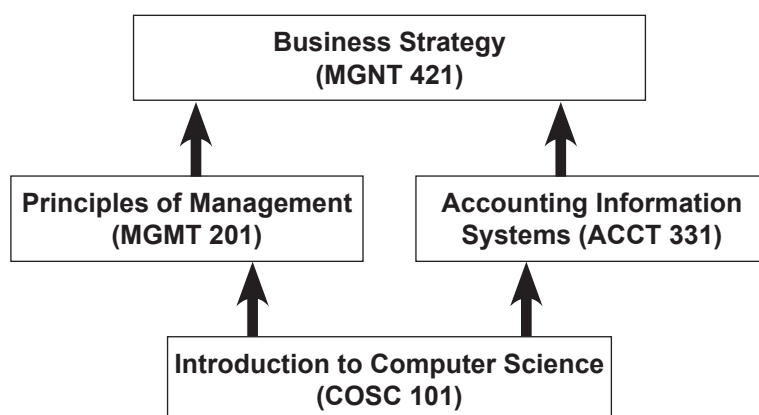
2. COURSE DESCRIPTION

First, students study the Fundamentals of Computer Science and Information Technology. Second, students will study a spreadsheet application which is a most effectiveness tool for solving numerical problem and creating business statements. Third, students will study database management and core software applications for SMEs and large enterprises. Fourth, students will study a new technology call BI (Business Intelligence) application which use for develop top management reports.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course. However, students should have a basic understanding of Excel, Windows and computer functions. Students must bring a laptop to each class. Student laptops must have Excel 2013 and Access 2013, or later versions.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main areas: quantitative problem solving with spreadsheets, management information systems, and enabling technologies. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Create	PK2	CK1	Outline Computer Architecture, IT and IS role in organizations.
Apply	PK1	CK2	Demonstrate the terminology, screen components and the most commonly used functions offered by Microsoft Excel.
Understand	PK1	CK3	Explain application models, database functions and database design.
Create	PK1	CK4	Outline the current trends in technology and emerging technologies.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Evaluate	PC5	CC1	Evaluate general business problems to identify assumptions and decision making constraints.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Use computers safer, smoothly and efficiently.

Apply	PCIT2	CCIT2	Use Excel to conduct statistical operations and analysis of data for purposes of forecasting, simulation and scenario analysis.
Apply	PCIT2	CCIT3	Use spreadsheets to model and solve for constrained optimization.
Apply	PCIT3	CCIT4	Use spreadsheets to model business or operational processes.
Understand	PCIT2	CCIT5	Present forecasts, spreadsheets and output thereof in a clearer and professional format.
Create	PCIT3	CCIT6	Develop top management reports and Dashboard using Microsoft Access.
Apply	PCIT2	CCIT7	Use Power BI to dynamically and interactively visualize the business content

4.4 Interpersonal Skills and Responsibilities

None

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Computer Architecture Highlight the components of computer system (CK1)	Lecture Reading: Selected Reading
2	Computer Architecture Outline the computer hardware, software and the concepts of computer safety (CK1, CCIT1)	Lecture Reading: Selected Reading
3	Excel: Getting Start Demonstrate and practice with the terminology, screen components of Microsoft Excel (CK2)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 3-44
4	Working with data and excel table Practice with the most commonly used functions offered by Microsoft Excel (CK2, CCIT2)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 45-75
5	Working with data and excel table Practice with the most commonly used functions offered by Microsoft Excel (CK2, CCIT2)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 45-75

6	Excel: Advanced Excel formulas Practice with the most commonly used functions offered by Microsoft Excel (CK2, CCIT2, CCIT3)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 76-94
7	Excel: Advanced Excel formulas Practice with the most commonly used functions offered by Microsoft Excel (CK2, CCIT2, CCIT3)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 76-94
8	Excel: Creating charts and graphs Present forecasts, spreadsheets and output thereof in a clearer and more professional format (CCIT4, CCIT5)	- Lecture - practice - Quiz Reading: Microsoft Excel 2013 Step by Step, pp 245 – 261
9	Excel: Filtering, data grouping, data validation Use spreadsheets to model business or operational processes more effectively (CK2, CCIT2, CCIT3)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 145-153
10	Excel: Data combination & Consolidation Techniques Use spreadsheets to model business or operational processes more effectively (CK2, CCIT2, CCIT3)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 195-209
11	Excel: Using PivotTables and Pivot Charts Present forecasts, spreadsheets and output thereof in a clearer and more professional format (CCIT4, CCIT5)	- Lecture - practice Reading: Microsoft Excel 2013 Step by Step, pp 298-326
12	Excel: VLOOKUP & HLOOKUP Use spreadsheets to model and solve for constrained optimization more effectively (CK2, CCIT2, CCIT3)	- Lecture - Quiz Reading: Selected Readings
13	Access: Introduction Database and MS Access Understand the concepts of database and the component of MS Access. (CK3, CCIT6)	- Lecture - practice Reading: Reading: MS Access 2016, Pp 1-3
14	Access: Creating Table Analyze and Create tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 4-17
15	Creating Relationship Analyze and Create relationship between tables in MS. Access (CK3, CCIT6)	- Lecture - Quiz Reading: MS Access 2016, Pp 17-20
16	Access: Creating Query Create queries to retrieve information from tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 23-48

17	Access: Creating Query Create queries to retrieve information from tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 23-48
18	Access: Creating Query Create queries to retrieve information from tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 23-48
19	Access: Creating Form Create form to retrieve/insert information from/to the tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 49-67
20	Access: Creating Form Create form to retrieve/insert information from/to the tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 49-67
21	Access: Creating Form Create form to retrieve/insert information from/to the tables in MS. Access (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 49-67
22	Access: Creating Report Create a design report by retrieving information from the tables in MS. Access. (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 68-83
23	Access: Creating Report Create a design report by retrieving information from the tables in MS. Access. (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 68-83
24	Access: Macro Create a Macro to access to form, report and query from a single interface. (CK3, CCIT6)	- Lecture - practice Reading: MS Access 2016, Pp 84-88
25	Access: Macro Create a Macro to access to form, report and query from a single interface. (CK3, CCIT6)	- Lecture - Quiz Reading: MS Access 2016, Pp 84-88
26	BI: Introduction and BI Architecture Understand the structure of Power BI and its concept. (CK4, CC1, CCIT7)	Lecture Reading: Selected Reading (https://docs.microsoft.com/en-us/power-bi/guided-learning/)
27	BI: Data Analysis with pivot table Building pivot table using Power BI. (CK4, CCIT7)	practice Reading: Selected Reading (https://docs.microsoft.com/en-us/power-bi/guided-learning/)
28	BI: Data Analysis with pivot table Building interactive and dynamic graphic charts from pivot tables using Power BI. (CK4, CCIT7)	practice Reading: Selected Reading (https://docs.microsoft.com/en-us/power-bi/guided-learning/)

29	BI: Power View and Creating Dash Board Generate online report and manage the content using Power BI (CK4, CCIT7)	practice Reading: Selected Reading (https://docs.microsoft.com/en-us/power-bi/guided-learning/)
30	BI: Power View and Creating Dash Board Generate online report and manage the content using Power BI (CK4, CCIT7)	practice Reading: Selected Reading (https://docs.microsoft.com/en-us/power-bi/guided-learning/)
Total Hours : 45 hours		

Time for the midterm and final examination is not included in the lecture hours above

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions.

Hands-on use of information technology occurs at three points: use of spreadsheets for problem solving, design of a simple database, and creation of a website.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CCIT3, CCIT4, CCIT5, CCIT6, CCIT7	PPCIT2, PPCIT3
In-class tests	30%	CCIT3, CCIT4, CCIT5, CCIT6, CCIT7	PPCIT2, PPCIT3
Midterm exam	20%	CCIT3, CCIT4, CCIT5	PPCIT2, PPCIT3
Final exam	30%	All CCIT, CC1	PPCIT2, PPCIT3, PC5
Total grading score	100%		

8. TEXTBOOKS AND REFERENCES

Textbooks

- Laurie Ulrich Fuller, Ken Cook , Access 2016 for Dummies, 2015
- Frye, Curtis, Microsoft Excel 2013 Step by Step, Microsoft Press, 2014
- Dan Clark, Beginning Power BI with Excel 2013, 2014

References

- June Jamrich Parsons,† David W. Beskeen,† Carol M. Cram,† Jennifer Duffy,† Lisa Friedrichsen, illustrated Computer Concepts and Microsoft Office 365 & Office 2016, 2016
- Alberto Ferrari, Analyzing Data with Power BI and Power Pivot for Excel (Business Skills), 2017

HISTORY: COLONIALISM AND TRADE EMPIRES IN ASIA

HIST 121

COURSE SPECIFICATION



Mitsy Anne Chanel Blot, PhD

USA

Lecturer

1. AIM

The aim of this course is to understand how political and economic systems in Cambodia and Southeast Asia were shaped by European colonisation.

Students will have an in-depth meaningful understanding of their political system, government, regional position, and international relations.

This will enable students to make informed judgments and evaluation of legal, cultural and political developments in their country, assisting them as business people and citizens.

2. COURSE DESCRIPTION

Southeast Asia is one of the most diverse regions in the world with vast differences in political and economic systems, military capabilities and aspirations, ethnicity, religions, and languages. This course will examine the historical development of this region, with a focus on trade, colonialism, and geopolitics.

Credits: 3

Lecture Hour: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course.

4. LEARNING OUTCOMES

On successful completion of this course, students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK4	CK1	Identify the causes and events leading to the European discovery, exploration, and colonization of areas outside of Europe
Understand	PK4	CK2	Describe the historical basis for political and economic systems in South-east Asia
Analyze	PK4	CK3	Determine the causes, effects and policy implication of economic crisis

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PC5	CC1	Explore the many ways in which Southeast Asia was formed and engage its history beyond a list of dates and facts but as a critical and creative tool to understand today's issues.
Apply	PC5	CC2	Use inventions of the past and present as a window into cultural exchange.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PCIT3	CCIT1	Learn different ways to present information that keeps an audience interested and informed

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Use self-starting skills and become an autonomous learner.
Apply	PIP2	CIP2	Use interpersonal skills to work well together in teams.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Homework is given. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction - Describe the purpose of studying History - Explain what is expected from the course assignments (CIP1)	- Lecture - Hand out
2	The Invention of Difference - Discuss the concept of the Universal World Order, the three ways in which the world has organized itself globally. - Class discussion of “us” vs. “them” (CK1,CK2)	- Lecture - Hand out - Video - Discussion
3	Mapping History - Explain compass directions - Make sure they understand the continents and oceans “Globe vs. Maps” (CK1,CK2)	- Lecture - Hand out - Video - Discussion
4	What is Civilization? - Define civilization and its eight characteristics. - Important of cities (CK1,CK2)	- Lecture - Hand out - Video - Discussion
5	More Money, More Problems Reflect on the origins of money and its importance to the growth of civilizations (CK1, CK2)	- Lecture - Hand out - Video - Discussion
6	Empires and the Silk Road - Discussion around the importance of networks of exchange - Types of exchange along the silk road and by water - Show how trade has become so important in today's time (CK1, CK2)	- Lecture - Hand out - Video - Discussion
7	Plagues, Profits, and Presentations - Review the origins and spread of diseases, and the Black Death - Understand the impact of the Black Death on Asian and European demographics - Be able to explain why Europe was economically transformed - Introduce class project - Give examples of what makes a good presentation of information (CK1, CK2)	- Lecture - Hand out - Video - Discussion

8	God, Gold, and Glory Evolution of Economic Systems (CK1, CK2)	- Lecture - Hand out - Video - Discussion
9	The Age of European Exploration: The Portuguese and the Spanish - Spices worth more than gold - Key figures, facts, and motivation in Portuguese exploration a. Bartholomeu Dias b. Vasco da Gama (CK1, CK2)	- Lecture - Hand out - Video - Discussion
10	Christopher Columbus and the Colombian Exchange Discover what Europeans introduced to the New World, and what the New World introduced to Eurasia (CK1, CK2)	- Lecture - Hand out - Video - Discussion
11	The First Corporations Understand the power of the world's first stock market (CK1, CC2)	- Lecture - Hand out - Video - Discussion
12	Maritime Empires in Asia: The Dutch vs. The British - Dutch trading posts on the route to the East - Banda Island - Decline (CC2, CIP1)	- Lecture - Hand out - Video - Discussion
13	The Industrial Revolution Importance of the many advancements in technology in the 18th Century (CK2, CCIT1)	- Lecture - Hand out - Video - Discussion
14	Student Presentations on Inventions	- Lecture - Hand out - Video - Discussion
15	Styles of Presentation (Preparation for next assignment)	- Lecture - Hand out - Video - Discussion
16	Midterm Review	- Lecture - Hand out - Video - Discussion

17	Midterm Review • Old vs. New Imperialism • Spheres of Influence • Industrial Revolution • Civilizing Mission	• Students presentation • Lecture • Discussion
18	Founding of Singapore (CC1, CC2, CCIT1)	• Lecture • Hand out • Video • Discussion
19	The Opium Wars (CK1, CK2)	• Lecture • Hand out • Video • Discussion
20	The Birth of French Indochina The French return to Indochina in 19th Century • Discuss what makes Southeast Asia a region and evaluate whether it is fair • Share France's evolving attitude towards the Southeast Asian region long-term plan • Detail the administrative, economic, and military methods used by the French to position themselves in Indochina. (CK2, CK3, CCIT1, CIP1, CIP2)	• Students presentation • Lecture • Discussion
21	The French Protectorate of Cambodia is established • Explain the political and economic basis for the French to establish the protectorate of Cambodia • Detail the circumstances behind King Ang Duong wanting to get France's protection (CK2, CCIT1)	• Lecture • Hand out • Video • Discussion
22	The early stages of the French Protectorate in Cambodia • Evaluate the challenges and disputes facing Cambodias and the French administrators. • Assess the impact of problems in 1916m the Bardez affair and the cost of the Bokor Mountain resort on Khmers to French rule (CC2, CCIT1)	• Lecture • Hand out • Video • Discussion
23	Conflict between Thailand and Indochina • Contrast the presence of Westerners in Thailand versus Indochina • How Thailand was able to remain independent • Assess the purpose of taking King Sisowath to Marseilles and explain the unexpected request for the provinces of Battambang and Siem Riep be returned to Cambodia • Identify how the French successfully achieved the transfer of these provinces into Cambodia (CK2, CK3, CCIT1, CIP1, CIP2)	• Students presentation • Lecture • Discussion Reading: Selected article

24	French Protectorate Infrastructure and Institutions in Cambodia • Compare the amount of Investment in physical infrastructure(roads, railways, town planning and compare them to the low capacity building efforts (eg education) • Estimate the effect of newspapers such as Nagarravatta and Khmer Krok appear (The Pali schools increase the readership of such papers) on rising Nationalism • Assess the situation at the end of his reign as the second world breaks out (CLO 4.2.2 & 4.3.1)	• Lecture • Hand out • Video • Discussion
25	The beginnings of nationalism in Cambodia in the 1930s and 1940s (CIP1, CCIT1)	• Lecture • Hand out • Video • Discussion
26	Circumstances of WWII and Impact on the World (CC1, CIP2, CCIT1)	• Students presentation • Lecture • Discussion
27	The rule of Cambodia by the Hitler supported Vichy Regime • Summarise the reasons for a complete change in French bureaucracy with Jean Decoux as the new Vichy French (pro-Hitler) governor general • Explain why the death of King Monivong in 1941 and why King Sihanouk was chosen by Decoux as his successor • Assess the impact of the "Revolt of the para-sols" (CK2, CK3, CCIT1)	• Lecture • Hand out • Video • Discussion
28	Japan's 6 -month Rule of Cambodia at the End of the Second World War (CC2, CCIT1)	• Lecture • Hand out • Video • Discussion
29	Towards Independence : Cambodia 1945 to 1953 • Understand why the Protectorate was abolished and the country was re-named "The kingdom of Cambodia within French Indochina " • Describe the economic effects of ending the French Protectorate (CK2, CIP1, CCIT1)	• Students presentation • Lecture • Discussion
30	Review for final exam	• Lecture • Hand out
Total Hours : 45 hours		

6. TEACHING METHODS

This course is primarily lecture, homework and assignment based. Thinking skills are developed by “why do you think that ...” questions in class and in homework and tests. This develops the process of opinion forming, support ideas with facts and considering the alternatives. Students will improve their English skills by learning history in English.. The history course adds about 850 new words to student’s vocabulary. Homework is given after every lesson this helps develop independent learning. Short debates and competitive discussions in written and class work is designed to improve critical thinking skills and stimulate involvement with the issues being discussed - which are always related to current and similar topics. This focuses students on a whole range of human behaviour manifestations still relevant today.

Quizzes—Students will be given brief quizzes through Google Classroom to ensure material comprehension and overall learning. The quizzes will test on political and geographical knowledge of the Southeast Asian region, vocabulary in the reading, and attention in class.

Midterm and Final Exam—Exams will generally be divided into four parts: multiple choice, fill in the blank, short answer, and one longer answer essay.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	All CC	PIP2
In-class tests	15%	CK1, CK2	PK4, PC5, PCIT3
Assignments	30%	CC1, CC2, CCIT1, CIP1, CIP2	PK4, PC5, PCIT3, PIP2
Midterm exam	15%	All CK & CC	PK4, PC5, PCIT3
Final exam	20%	All CK & CC	PK4, PC5, PCIT3
Total grading score	100%		

There are two assignments for the course:

Assignment 1 - Marketing Inventions

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Student groups will be asked to select an invention from a list. Together, the group will research the invention and learn about its history, why it was needed, its uses, and (in some cases) how it has evolved today. Students have a choice of presenting what they learned as an infomercial (a video advertisement/commercial) or as a brochure. Examples will be provided in class. The presentations cannot be longer than 90 seconds and must inform students.

Assignment 2 - the Who, What, Where

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Student groups will be asked to select a person (“who”), a concept (“what”), or a place (“where”) from a list. Together, students must put together a 10-15-minute presentation on what they learn and submit an essay summarizing the information.

The paper must be in student’s own words, focusing on what they learned, but must also include a list of references (sources). Students must have at least 3 sources, and one of those sources must be a book. Students who copy and paste the information in your paper, the assignment grade will be cut in half. You must submit your paper as a Google Doc in Google Classroom.

The presentation will be graded on content and style. Students will be required to create slides using PowerPoint (or Google Slides or Keynote). Each slide should feature a mix of text and images, or all images. All slides using text and images should include a link to the source (web page or text) where you found the information. All students in the group must speak for at least 2 minutes. Students will be graded on the quality of their oral presentation and slides.

At the end of the presentation, the group has a choice of either asking the class a comprehension question to check to see what the other students learned from your presentation (they must get the class to respond and it cannot be a “yes” or “no” question) OR coming up with a quiz question (to be submitted directly to me).

8. TEXTBOOKS AND REFERENCES

Textbooks

1. David Chandler, *A History of Cambodia*, First edition, Westview Press, Boulder, Colorado, 1983, 10 chapters, 237 pages. Second edition, Silkworm Books, 1993, 13 chapters, 287 pages.

References

1. Robert C. Allen (2011). *Global Economic History: A Very Short Introduction*. New York: Oxford University Press.
2. John Tully, *A Short History of Cambodia: from Empire to Survival*, Chiang Mai, Silkworm Books, (2006),
3. Alfons Van Der Kraan, *Murder & Mayhem in 17th Century Cambodia*,
4. *A History of Early Modern Southeast Asia*, Barbara and Leonard Andaya, Cambridge University Press (2015)
5. *Merchant Kings*, Stephen Brown
6. *Columbus. My Journal 1492 to 1493*, Peter & Connie Roop, 1990
7. *A History of S.E. Asia*, Anthony Reid, 2015
8. *The French Presence in Cochinchina and Cambodia*

POLITICAL SCIENCE: THE COLD WAR AND ASIA

POLS 111

COURSE SPECIFICATION



Martin Sviatko, PhD

Slovakia

Associate Professor

1. AIM

The aim of the course is to equip students with the profound understanding of the Cold War and its implications on both international relations as well as internal political system of particular countries. The students will become familiar with the underlying principles of this conflict. Apart from political and historical analysis, the course will also focus on the economic implications of the Cold War.

To understand the forces that laid the foundation of the modern political system of the country is essential. Equally important is to understand the socio-economic factors that paved the way to the World War II and sustained the Cold War conflict alive for more than four decades. Therefore, the course will incorporate the findings of economics, sociology, social psychology, comparative politics, constitutional and international law as well as geopolitics and geo-economics.

2. COURSE DESCRIPTION

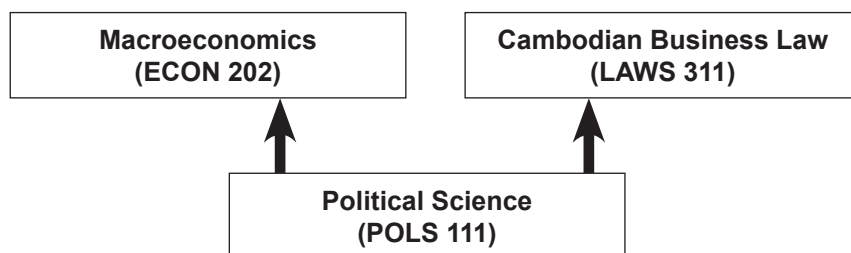
The course starts with the overview of World War I and World War II, and the analysis of subsequent events that paved the way to Cold War. The core of the course covers the conflict between superpowers from the Asian perspective. The special attention will be dedicated to the foundation of modern political system of Cambodia and the impact of the Cold War on this system.

The teaching methodology will aim to promote critical thinking among students and the active participation of the students during the class. The students will have to show the understanding of the basic fact. The students' knowledge will be periodically reviewed by the tests and quizzes. This course aims to introduce the elements of political analysis, which is commonly utilized in the political science.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course. However, students should have a basic understanding of history, political science, economics and law. Students are encouraged to bring a laptop to each class.

4. LEARNING OUTCOMES

The learning outcomes for this course cover the area of political science, history and international relations.

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the origins of the Cold War.
Analyze	PK4	CK2	Identify key Cold War participants and their political and economic strategies.
Analyze	PK4	CK3	Contrast the ideological differences between the two superpowers.
Understand	PK1	CK4	Describe how the Cold War has shaped modern day Cambodia, Vietnam and China.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PC5	CC1	Analyze events through empirical and comparative studies.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PCIT4	CCIT1	Report analysis clearly and logically

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Work effectively in a team.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students..

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Political Science : Introduction Interpret the origins of the Cold War. (CK1)	Lecture Reading: Introduction to Political science – CamEd Political Science Lecture Notes.
2	Group Assignment topics; Grading and Assessment Criteria - Interpret the origins of the Cold War. (CK1) - Identify key Cold War participants and its political and economic strategies (CK2). - Describe how Cold War has shaped modern day Cambodia, Vietnam and China. (CK4)	- Lecture - Pre-Cold War World. Reading: Chapter 1:World War I. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 1- 3
3	Pre-Cold War World - Interpret the origins of the Cold War. (CK1). - Contrast the ideological differences between the two superpowers (CK3).	Lecture Reading: Chapter 1: World War I. CamEd Political Science Lecture Notes.
4	World War I - Interpret the origins of the Cold War. (CK1) - Identify key Cold War participants and its political and economic strategies(CK2).	- Lecture - Discussion - Quiz 1 Reading: History: 20th Century World, The Cold War, pp 4-10.
5	Root causes of World War I Analyze the historical development through empirical and comparative studies (CC1)	Lecture Reading: Chapter 1: World War I. CamEd Political Science Lecture Notes.
6	Nationalism, Imperialism, Alliances, Militarism Analyze the historical development through empirical and comparative studies (CC1)	- Lecture - Discussion Reading: Chapter 1: World War I. CamEd Political Science Lecture Notes.
7	Great Depression Analyze the historical development through empirical and comparative studies (CC1)	- Lecture - Group brainstorming: The Great Depression. Reading: History: 20th Century World, The Cold War, pp 11-15.
8	Root causes of World War II; Rise of Ideologies - Interpret the origins of the Cold War. (CK1). - Identify key Cold War participants and its political and economic strategies (CK2).	- Lecture - Discussion Reading: Chapter 2: World War II. CamEd Political Science Lecture Notes.

9	World War II in Europe and Africa Analyze the historical development through empirical and comparative studies (CC1)	- Lecture - Group brainstorming: World War II. Reading: History: 20th Century World, The Cold War, pp 16-25.
10	Post-war order in Europe Identify key Cold War participants and its political and economic strategies (CK2).	- Lecture - Discussion - Quiz 2. Reading: Chapter 2: World War II. CamEd Political Science Lecture Notes.
11	World War II in Asia-Pacific Identify key Cold War participants and its political and economic strategies (CK2)..	- Lecture - Discussion Reading: Reading: Chapter 2: World War II. CamEd Political Science Lecture Notes.
12	World War II conferences ; - Interpret the origins of the Cold War. (CK1). - Contrast the ideological differences between the two superpowers (CK3)..	- Lecture - Discussion Reading: Chapter 3: Political power. CamEd Political Science Lecture Notes.
13	Cold War in Europe Contrast the ideological differences between the two superpowers (CK3)..	- Lecture - Group brainstorming: Cold War begins. Reading: Chapter 3: Political power. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 26-40.
14	Containment Theory Explore the means through which the nation-states organize their efforts during the Cold War (CC1)	- Lecture - Midterm Exam Review - Discussion Reading: Chapter 4: Stalinism. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 41-55.
15	Cold War in Asia - Explore the means through which the nation-states organize their efforts during the Cold War (CC1) - Analyze the historical development through empirical and comparative studies. (CC1).	- Lecture - Midterm Exam Review - Discussion Reading: Chapter 5-6: Geopolitical games, Crimes & Punishment. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 56-70.

16	Korean War; Domino theory • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	• Lecture • Group brainstorming: Korean War. Reading: Chapter 7-8: From Kennan to Korean War, Korean War. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 71-85.
17	Communism in China • Analyze the historical development through empirical and comparative studies (CC1).	• Lecture • Discussion • Group Assignment Presentation Reading: Chapter 9: China – The Red Dragon I. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 86-100.
18	People's Republic of China • Identify key Cold War participants and its political and economic strategies (CK2).	• Lecture • Group brainstorming: People's Republic of China • Discussion • Group Assignment Presentation Reading: Chapter 9: China – The Red Dragon I. CamEd Political Science Lecture Notes.
19	China and Cold War • Analyze the historical development through empirical and comparative studies (CC1).	Reading: Chapter 10: China – The Red Dragon II. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 101-120.
20	International relations between China, Cambodia, Vietnam • Identify key Cold War participants and its political and economic strategies (CK2). • Explore the means through which the nation-states organize their efforts during the Cold War (CC1)	• Lecture • Discussion • Quiz 3 Reading: Chapter 11-12: Arms Race, Vietnam War 1. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 121-135.
21	Arms Race and Mutual Assured Destruction • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	• Lecture • Group Assignment Presentation Reading: Chapter 11: The Arms Race. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 136-150.
22	Weapons of Mass destructions • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	• Lecture • Group Assignment Presentation • Discussion Reading: Chapter 11: The Arms Race. CamEd Political Science Lecture Notes.

23	First Indochina War - Identify key Cold War participants and its political and economic strategies (CK2). - Explore the means through which the nation-states organize their efforts during the Cold War (CC1)	- Lecture - Group Assignment Presentation Reading: Chapter 12-13: Vietnam War I - Vietnam War II. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 151-170.
24	Impact of the First Indochina War on Cambodia; Kingdom of Cambodia - Explore the means through which the nation-states organize their efforts during the Cold War (CC1). - Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	- Lecture - Group Assignment Presentation - Quiz 4 Reading: Chapter 12-13: Vietnam War I - Vietnam War II. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 171-185.
25	Second Indochina war Kingdom of Cambodia; Democratic Kampuchea; People's Republic of Kampuchea Analyze the historical development through empirical and comparative studies.(CC1).	- Lecture - Group Assignment Presentation - Discussion Reading: Chapter 13: Vietnam War II. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 186-200.
26	Second Indochina war Kingdom of Cambodia; Democratic Kampuchea; People's Republic of Kampuchea) Communicate effectively among team members (CIP1).	- Lecture - Group Assignment Presentation Reading: Chapter 14: Cambodia and The Cold War. CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 201-215.
27	The fall of Democratic Kampuchea Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	- Lecture - Group Assignment Presentation - Final Exam Review - Discussion Reading: Chapter 14: Cambodia and the Cold War. CamEd Political Science Lecture Notes.
28	The fall of Khmer Rouge movement; People's Republic of Kampuchea Communicate effectively among team members (CIP1).	- Lecture - Group Assignment Presentation - Final Exam Review - Discussion Reading: Chapter 14: Cambodia and the Cold War. CamEd Political Science Lecture Notes.

29	The end of the Cold War Post-Cold War order. • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	• Lecture • Final Exam Review • Discussion Reading: Chapter 15: The End of Cold War CamEd Political Science Lecture Notes. Reading: History: 20th Century World, The Cold War, pp 216-230.
30	Asia and the Post-Cold War order. • Communicate effectively among team members. (CIP1). • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students. (CCIT1).	• Lecture • Final Exam Review • Discussion Reading: Chapter 15: The End of Cold War CamEd Political Science Lecture Notes.
Total Hours : 45 Hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to material covered in class. An additional emphasis will be laid on class discussions that will promote critical thinking of the students. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions. The accumulated knowledge will be reviewed by quizzes, midterm and final examinations.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CC1	PIP1
In-class tests	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PC5
Assignments	20%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PC5; PCIT4
Midterm exam	25%	CK1, CK2, CK3, CK4, CC1, CCIT1, CIP1	PK1; PK4
Final exam	25%	CK2, CK3, CK4, CC1	PK1; PK4
Total grading score	100%		

During the course there is one assignment:

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Students will research a course topic in depth. The purpose is to enhance students' abilities to defend judgments based on the evidence. Commonly used methods of the examination of evidence will include historical analysis and comparative assessment. The assignment should have minimum of 2500 words. The findings of the group assignment will be presented by the students during the class. The duration of the presentation is approximately 20-30 minutes.

8. TEXTBOOKS AND REFERENCES**Textbook**

1. Roger, Kelly & Thomas, Jo, History: 20th Century World, The Cold War, Pearson, 2008.

References

1. Westad, Odd Arne, The Global Cold War: Third World Interventions and Making of Our Times, Cambridge University Press, 2007.
2. Westad, Odd Arne, et al, The Third Indochina War: Conflict between China, Vietnam and Cambodia 1972-1979, Routledge, 2006.
3. Becker, Elizabeth, When the War was Over: Cambodia and the Khmer Rouge Revolution, Public Affairs, 1998.
4. Hayton, Bill, The South China Sea: The Struggle for Power in Asia, Yale University Press, The first Edition. 2014.
5. Ros, Chantrabot, Khmer Republic, CamEd Business School, 2017.
6. Studwell, Joe, How Asia Works: Success and Failure in the World's Most Dynamic Region, Profile Books, Main Edition, 2014.

LEADERSHIP PHILOSOPHY

PHIL 111

COURSE SPECIFICATION



Martin Sviatko, PhD

Slovakia

Associate Professor

1. AIM

The aim of the course is to equip the students with a profound understanding of the leadership, its main functions and roles, and its implications on both public as well as private, profit-oriented organizations. The students will familiarize themselves with the underlying principles of leadership in the context of the organizational life. Conventional wisdom suggests that leadership is all around us. Apart from examining leadership in the informal groups, the main focus of the course will be directed on leadership in the context of the organizational life, where organizations are defined as the socially coordinated units, characterized by the ongoing activity which focuses on achieving certain goals.

2. COURSE DESCRIPTION

Leadership philosophy starts with a brief overview of Leadership functions within the nation-states. The course gradually shifts its attention to leadership within private and mostly profit-oriented organizations. And although leadership within organizations has been extensively analyzed only as of 19th century, the leadership ideas and practices have actually been used since 6000 BC. Here, the work of the ancient philosophers (Socrates, Plato, Aristotle) will be revisited.

The course starts with the following narrative: Leadership is the process of influencing others to achieve group or organizational goals. The course will examine approaches of various authors, such as R. Cialdini, who offers six basic laws of influencing people – ranging from liking and reciprocity to authority and scarcity. F. Fiedler perceives leadership as the use of influence to accomplish a task. In order to analyze leadership and influencing, D. Goleman suggests that apart from the technical skills, leaders must be equipped with the emotional skills. In addition, S. Covey also includes spiritual intelligence as the indispensable part of this art – the art of persuasion.

The second narrative of the course is this: Although leadership often emerges in the shape of management function, and leadership may virtually overlap with the management at some points, leaders are different from managers. The difference lies in the fact that leaders are concerned with doing the right thing, while managers are concerned with doing things

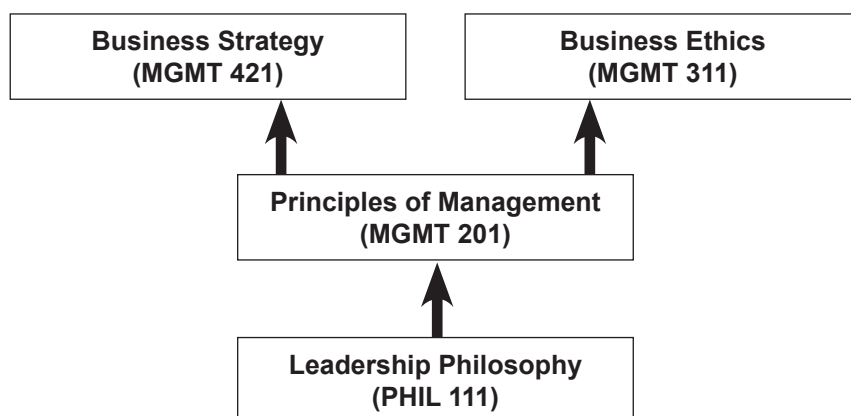
right. Furthermore, managers have a short-term focus and are concerned with the status quo.

Inevitably, the course will analyze how successful internal change of the organization can be designed and executed by the persistent effort of the leaders.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover the area of public administration and organizational change in the age of globalization. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the trait theory of leadership.
Understand	PK1	CK2	Explain the behavioral theory of leadership.
Understand	PK2	CK3	Outline how visionary leadership (that is, charismatic and transformational leadership) helps leaders achieve effective leadership.
Analyze	PK2	CK4	Extend the ethical aspects of the decision-making process and analyze the principles of ethical leadership.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PC1	CC1	Analyze and discuss the means through which leaders organize their efforts across a broad range of business contexts.
Apply	PC5	CC2	Apply leadership skills of students in an organization.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PCIT4	CCIT1	Discuss and present ideas logically and persuasively.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP3	CIP1	Work effectively in a team.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Leadership Philosophy: Introduction - Describe the course learning outcomes and assessment - Outline Leadership Theories. (CK3).	Lecture Reading: Introduction to Leadership Philosophy – CamEd Leadership Philosophy Lecture Notes.
2	Leadership as Art Group Assignment topics & Leadership Philosophy Project outline; Grading and Assessment Criteria Analyze the principles of ethical leadership (CK4).	- Lecture - Group brainstorming: Leadership Philosophy Project. Reading: Manning, George – Curtis, Kent, The Art of Leadership, pp: 1-6.
3	The Importance of Leadership Interpret the Trait theory of leadership (CK1).	- Lecture - Discussion - Quiz 1 Reading: Chapter 1: Leadership: How it works. CamEd Leadership Philosophy Lecture Notes.
4	Three types of Leaders. The Trait and Behavioral theories of leadership. - Interpret the Behavioral theory of leadership (CK2). Individual and Environmental factors of the leadership process. Caring Leadership - Apply the leadership skills of students in the organizational life. (CC2).	Reading: Manning, George – Curtis, Kent, The Art of Leadership, pp: 7-13. - Lecture - Group brainstorming: The concept of caring leadership. Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 1-11.
5	Leadership in the political systems of Southeast Asia. Interpret the Trait theory of leadership (CK1).	- Lecture - Discussion Reading: Chapter 2: Leadership in Politics. CamEd Leadership Philosophy Lecture Notes.

6	Nation-state building process The power or Vision. Leadership styles: Autocratic, Democratic, Laissez-Faire, Bureaucratic Leadership. The principles of Charismatic Leadership. • Outline charismatic and transformational leadership (CK3). • Interpret role of the vision in effective leadership (CK3).	• Lecture • Group brainstorming: What is vision? Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 12-24. Manning, George – Curtis, Kent, The Art of Leadership, pp: 15-29.
7	Organizations and Leadership • Analyze and discuss the means through which leaders organize their efforts across a broad range of business contexts (CC1).	• Lecture • Discussion Reading: Chapter 3: Leadership in Business. CamEd Leadership Philosophy Lecture Notes.
8	Organizations, Strategy, Structure, Process. The Power of Vision • Extend the ethical aspects of the decision-making process and analyze the principles of ethical leadership (CK4).	• Lecture • Group brainstorming: How Organizations work. Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 25-50.
9	Organizations and Leadership. Leadership & Management • Apply the leadership skills of students in the organizational life. (CC2).	• Lecture • Group brainstorming: Differences between Leaders and Managers. • Discussion • Quiz 2 Reading: Chapter 3: Leadership in Business. CamEd Leadership Philosophy Lecture Notes.
10	CSR, Triple Bottom Line, Empowerment, Employee engagement. • Analyze and discuss the means through which leaders organize their efforts across a broad range of business contexts. (CC1).	• Lecture • Discussion Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 51-63.
11	Leadership qualities • Outline how visionary leadership (that is, charismatic and transformational leadership) helps leaders achieve effective leadership.	• Lecture • Group brainstorming: Leadership qualities. Reading: Chapter 4: Leadership Qualities. CamEd Leadership Philosophy Lecture Notes.
12	Vision, Ability, Stability, Persistence, Self-Confidence, Enthusiasm, Vitality, Charisma, Integrity, Concern for others. • Apply the leadership skills of students in the organizational life. (CC2).	• Lecture • Leadership qualities test: Individual assessment. Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 64-80.

13	Leadership qualities. • Apply the leadership skills of students in the organizational life. (CC2).	• Lecture • Discussion • Leadership qualities test: Self-confidence test. Reading: Chapter 4: Leadership Qualities. CamEd Leadership Philosophy Lecture Notes.
14	Emotional Intelligence and emotional competencies. • Originate analysis, spreadsheets and output in a clear and professional Format and advance the communication skills of students (CCIT1).	• Lecture • Midterm Exam Review • Discussion Reading: Manning, George – Curtis, Kent, The Art of Leadership, pp: 30-41
15	Ethics. • Apply the leadership skills of students in the organizational life. (CC2).	• Lecture • Midterm Exam Review • Discussion • Leadership qualities test: Integrity test. Reading: Chapter 5: Leadership Ethics. CamEd Leadership Philosophy Lecture Notes.
16	Values, Ethics at Workplace. • Apply the leadership skills of students in the organizational life (CC2). • Originate analysis, spreadsheets and output in a clear and professional format and advance the communication skills of students (CCIT1).	• Lecture • Group brainstorming: Differences between Personality Character. Reading: Manning, George – Curtis, Kent, The Art of Leadership, pp: 92-138. Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 81-93.
17	Empowerment of People Effective Leadership • Apply the leadership skills of students in the organizational life (CC2). • Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	• Lecture • Group Assignment Presentation Reading: Chapter 6: Leadership and Empowerment. CamEd Leadership Philosophy Lecture Notes.
18	Leadership Authority, Workplace diversity, Empowerment in the Workplace, Delegation of Authority. • Originate analysis, spreadsheets and output in a clear and professional Format and advance the communication skills of students (CCIT1).	• Lecture • Group Assignment Presentation • Discussion Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 97-123.
19	Leading Organizational Change. • Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments.(CIP1).	• Lecture • Quiz 3 • Discussion Reading: Chapter 7: Leading Organizational Change 1. CamEd Leadership Philosophy Lecture Notes.

20	Planning the Change. - Analyze and discuss the means through which leaders organize their efforts across a broad range of business contexts. (CC1). - Apply the leadership skills of students in the organizational life (CC2).	- Lecture - Group Assignment Presentation - Discussion Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 126-145.
21	Implementing the Change. - Apply the leadership skills of students in the organizational life (CC2). - Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments.(CIP1).	- Lecture - Group Assignment Presentation - Discussion Reading: Chapter 8: Leading Organizational Change 2. CamEd Leadership Philosophy Lecture Notes.
22	Change modeling. - Apply the leadership skills of students in the organizational life (CC2). - Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	- Lecture - Quiz 4 - Discussion Reading: Cialdini, Robert, B, Harnessing the Science of Persuasion, Harvard Business Review, October 2001. pp: 72-75. Manning, George – Curtis, Kent, The Art of Leadership, pp: 227-243.
23	Diversity Challenge Understanding People Developing Others. - Originate analysis, spreadsheets and output in a clear and professional Format and advance the communication skills of students (CCIT1). - Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments.(CIP1).	- Lecture - Group Assignment Presentation - Discussion Reading: Chapter 9: Understanding People. CamEd Leadership Philosophy Lecture Notes.
24	Human Behavior, The Art of Persuasion. - Outline how visionary leadership (that is, charismatic and transformational leadership) helps leaders achieve effective leadership (CK3). - Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	- Lecture - Group Assignment Presentation - Discussion Reading: Cialdini, Robert, B, Harnessing the Science of Persuasion, Harvard Business Review, October 2001. pp: 76-79. Manning, George – Curtis, Kent, The Art of Leadership, pp: 244-256.
25	Leader as Teacher. - Extend the ethical aspects of the decision-making process and analyze the principles of ethical leadership (CK4). - Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments.(CIP1).	- Lecture - Group Assignment Presentation - Discussion Reading: Chapter 10: Developing Others. CamEd Leadership Philosophy Lecture Notes.

26	Help people through Change. • Apply the leadership skills of students in the organizational life (CC2). • Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	• Lecture • Group Assignment Presentation • Discussion • Leadership Project Assessment Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 146-160. Manning, George – Curtis, Kent, The Art of Leadership, pp: 316-339.
27	Ancient Philosophy. • Outline how visionary leadership (that is, charismatic and transformational leadership) helps leaders achieve effective leadership (CK3). • Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	• Lecture • Group Assignment Presentation • Final Exam Review • Discussion Reading: Chapter 11: Ancient Philosophy 1. CamEd Leadership Philosophy Lecture Notes.
28	Ethics, Morals and Ancient Philosophy in Europe • Extend the ethical aspects of the decision-making process and analyze the principles of ethical leadership (CK4). • Maximize the students' teamwork skill-set through performance, analysis and evaluations of the group assignments. (CIP1).	• Lecture • Group Assignment Presentation • Final Exam Review • Discussion • Leadership Project Assessment Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 161 – 185.
29	Ancient Philosophy. • Outline how visionary leadership (that is, charismatic and transformational leadership) helps leaders achieve effective leadership (CK3). • Extend the ethical aspects of the decision-making process and analyze the principles of ethical leadership (CK4).	• Lecture • Final Exam Review • Discussion • Leadership Project Assessment Reading: Chapter 12: Ancient Philosophy 2. CamEd Leadership Philosophy Lecture Notes.
30	Role of Values and Ancient Philosophy in Asia. • Apply the leadership skills of students in the organizational life (CC2).	• Lecture • Final Exam Review • Discussion Reading: Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, pp: 186-214.
Total Hours : 45		

Time for midterm and final examinations is not included in the lecture hours above.

6. TEACHING METHODS

The teaching methodology will aim to promote critical thinking among students and the active participation of the students during the class. The students will have to show the understanding of the basic facts. The students' knowledge will be periodically reviewed by the tests and the quizzes. This course aims to introduce the elements of comparative and historical analysis, deductive reasoning, analyzing the cause-effect relation – elements that are commonly utilized in the leadership styles.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CC1, CC2, CC4, CIP1	PIP3
In-class tests	20%	CK1, CK2, CK3, CK4, CC1, CC2	PC1
Assignments	20%	CCIT1, CIP1	PC1; PCIT4
Midterm exam	25%	CK1, CK2, CK3, CK4	PK1; PK2
Final exam	25%	CK2, CK3, CK4, CC1	PK1; PK2
Total grading score	100%		

The teaching methodology will aim to promote critical thinking among students and the active participation of the students during the class. The students will have to show the understanding of the basic facts. The students' knowledge will be periodically reviewed by the tests and the quizzes. This course aims to introduce the elements of comparative and historical analysis, deductive reasoning, analyzing the cause-effect relation – elements that are commonly utilized in the leadership styles.

There are two assignments:

Assignment 1 - Leadership Style Analysis

- Work Group: Individual
- Output format: APA Format Report
- Language: English
- Assignment: This is an assignment on leadership style analysis. Students choose a well known leader to analyze in line with the course.

Assignment 2 - Charity

- Work Group: Group
- Output format: Charity Activity, Presentation
- Language: English
- Assignment: Each group will identify a community need which they will address by using their leadership skills. They may address the need by conducting their own charity activity, or they may address the need by supporting an existing charity or organization. Examples include picking up litter in a designated area, painting a school, teaching poor children to read, delivering school/study supplies to poor schools, raising money to support zoo animal care, etc. After conducting the activity, the group will give a 1-20 minute presentation of their activity to the class.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Covey, Stephen, The 8th Habit: From Effectiveness to Greatness, Simon & Schuster, 2004.

References

1. Manning, George – Curtis, Kent, The Art of Leadership, McGraw-Hill International Edition, 2009.
2. Covey, Stephen, The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, Free Press, 2004.
3. Gerber, James, International Economics, Pearson Education, 2005.
4. Kotter, John, P, Leading Change, Harvard Business School Press, 1996.
5. Kotter, John, P – Cohen, Dan, S, The Heart of Change: Real Life Stories of how people change their organizations, Harvard Business School Press, 2002.
6. Cialdini, Robert, B, Harnessing the Science of Persuasion, Harvard Business Review, October 2001.
7. Cummings, Thomas, G – Worley, Christopher, G, Organization Development and Change, South-Western College, 2014.
8. Goleman, Daniel, Working with Emotional Intelligence, Bantam, 2000.
9. Studwell, Joe, How Asia Works: Success and Failure in the World's Most Dynamic Region, Profile Books, Main Edition, 2014.
10. Kuan, Lee, Y, The Singapore Story: Memoirs of Lee Kuan Yew, Prentice Hall, 1998.

MARKETING

MKTG 101

COURSE SPECIFICATION



Kanora Chhan, MBA

Cambodia / Australia

Assistant Professor

1. AIM

This course introduces marketing as a disciplined and rigorous managerial process. It provides students with a framework they can use to analyse business opportunities and to develop the appropriate marketing strategies to exploit those opportunities or to grow existing businesses.

2. COURSE DESCRIPTION

This course teaches what marketing is, how marketing strategy is integrated into the overall strategy on an organisation, how consumers and businesses make buying decisions and how the elements of the marketing mix are pulled together to deliver value to the customer.

The key overarching objective, however, is to help students develop the analytical, critical thinking, communication and teamwork skills that are critical for corporate as well as entrepreneurial careers.

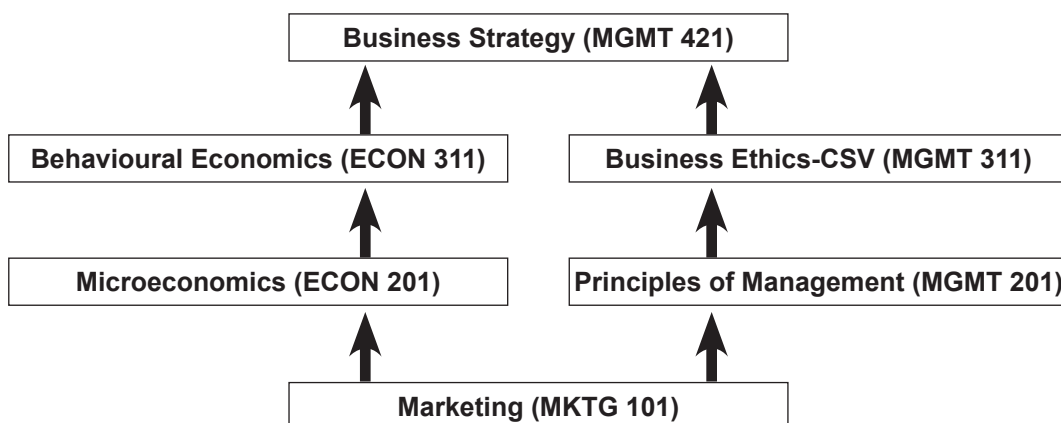
Working in teams, students will gain hands-on experience in evaluating new business ideas and relatively new business ventures by analysing pitches made by entrepreneurs to potential investors.

The business pitches are analysed from a marketing/financial/ business standpoint (the matter) and in terms of the manner and method in which the ideas are pitched.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course.

4. LEARNING OUTCOMES

On successful completion of this course, students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Identify relevant design (product and process), sustainability, and ethical concerns associated with marketing planning, implementation, control, and evaluation.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PIP1	CC1	Analyse and discuss the means through which firms organise their marketing efforts across a broad range of business contexts;
Apply	PIP1	CC2	Use qualitative and quantitative techniques to help marketing managers understand value from the perspectives of target markets whose perceptions and preferences vary;
Evaluate	PIP1	CC3	Assess the marketing, sales, delivery, and customer service and their integration with other business functions (e.g. accounting, finance, operations) to create, capture, deliver, and sustain value across markets their organization serves.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PICT4	CCIT1	Present ideas logically and persuasively.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Work effectively in a team. Work in a team to analyse and report on a business pitch.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to Marketing - Describe the course learning outcomes and assessment - Define marketing, appreciate its critical role in an organisation and identify all the steps in the marketing process. (CC1) - Discover the importance of understanding customers and the marketplace, and identify the five core marketplace concepts. (CC1)	- Lecture - Discussion Reading: Chapter 1 - Managing Profitable Customer Relationships
2	Argument Mapping Business Pitch Analysis Implement argument mapping as a conceptual tool to analyse/structure arguments found in business situations. (CC2)	- Group Analysis of a business pitch - Group work on argument mapping Reading: Argument Mapping Business Pitch Analysis (refer to lecture notes)
3	Model of Marketing Process Identify and develop the key elements of a customer-driven marketing strategy and discuss the marketing management orientations that guide marketing strategy. (CC1)	- Lecture - Discussion - Group work on how the marketing process applies to a local live case study Reading: Chapter 1 - Managing Profitable Customer Relationships Kotler, Kartajaya & Setiawan, Ch. 4 Scott, Ch. 1 & 2
4	The Marketing Process and the new Marketing Landscape - Discuss customer relationship management, and identify strategies for creating value for customers and capturing value from customers in return. (CC3) - Identify the major trends and forces that are changing the marketing landscape in this age of relationships. (CK1)	- Lecture - Discussion - Group work on how the marketing process applies to a local live case study Reading: Chapter 1 - Managing Profitable Customer Relationships Kotler, Kartajaya & Setiawan, Ch. 4 Scott, Ch. 1 & 2

5	Company & Marketing Strategy - Explain companywide strategic planning and its four steps. (CC3) - Discuss how to design business portfolios and develop growth strategies. (CC3)	- Lecture - Discussion - Group work on how the strategic planning is practiced in a local live case study Reading: Chapter 2 – Strategic and Marketing Planning, pp. 39- 57 The Marketing Plan, by Chernev, Ch. 2 & Appendix A
6	Company & Marketing Strategy - Explain marketing's role under strategic planning and how marketing works with its partners to create and deliver customer value. (CC3) - Identify and develop the elements of a customer-driven marketing strategy and mix, and the forces that influence it. (CC3)	- Lecture - Discussion - Group work on how the strategic planning is practiced in a local live case study Reading: Chapter 2 – Managing the Marketing Effort and Return on Marketing, pp. 59-63 Chernev, Ch. 3
7	Company & Marketing Strategy Identify the marketing management functions, including the elements of a marketing plan, and discuss the importance of measuring and managing return on marketing investment. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 1 Reading: Chapter 2 – Managing the Marketing Effort and Return on Marketing, pp. 59-63 Chernev, Ch. 3
8	In-class test review	In-class test review
9	In-Class Test no. 1	Business Pitch Analysis Presentation no. 2
10	Marketing Research - Discover the importance of information in gaining insights about the marketplace and customers. (CC1) - Define the marketing information system and discuss its components. (CC1) - Identify the steps in the marketing research process. (CC2)	- Lecture - Discussion - Group work on how the Marketing Research process is practiced in a local live case study Reading: Chapter 4 – Marketing Information & Customer Insights pp. 105- 125
11	Marketing Research Explain how companies analyze and use marketing information. (CC2)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 3 Reading: Chapter 4 - Managing Marketing Information, pp. 125-131
12	Connecting with Consumers Define the consumer market and construct a simple model of consumer buyer behavior. (CC1)	- Lecture - Discussion - Group work on how the simple model of consumer buyer behavior is used in a local live case study Reading: Chapter 5 – Consumer Buyer Behaviour

13	Connecting with Consumers - Identify the four major factors that influence consumer buyer behavior. (CC1) - Recognise the major types of buying decision behavior and stages in the buyer decision process. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 4 Reading: Chapter 5 – Consumer Buyer Behaviour
14	Review	Review for Mid-Term exam
15	Connecting with Customers - Define the business market and explain how business markets differ from consumer markets. (CC1) - Identify the major factors that influence business buyer behavior. (CC1) - Follow the steps in the business buying decision process. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 5 Reading: Chapter 6 – Business Buyer Behaviour
16	Marketing Strategy - Develop the four major steps in designing a customer-driven marketing strategy: market segmentation, market targeting, differentiation, and positioning. (CC3) - List and discuss the major bases for segmenting consumer and business markets. (CC1)	- Lecture - Discussion - Group work on how a customer-driven Marketing strategy is developed in a local live case study Reading: Chapter 7 - Creating Customer Value, Satisfaction and Loyalty, pp. 209-229
17	Marketing Strategy - Explain how companies identify attractive market segments and choose a market targeting strategy. (CC3) - Discuss how companies differentiate and position their products for maximum competitive advantage. (CC3)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 6 Reading: Chapter 7 - Creating Customer Value, Satisfaction and loyalty, pp. 229- 236
18	Products, Services & Branding - Define product and the three levels of product. (CC1) - Recognise the four characteristics that affect the marketing of a service and the additional marketing considerations that services require. (CC1)	- Lecture - Discussion - Group work on how the three levels of product are applied in a local live case study Reading: Chapter 8 - Products, Product Decisions, Services Marketing, pp. 247- 272
19	Products, Services & Branding Describe the decisions companies make regarding their individual products and services, product lines, and product mixes. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 7 Reading: Chapter 8 - Products, Product Decisions, Services Marketing, pp. 247- 272

20	Products, Services & Branding Discuss branding strategy—the decisions companies make in building and managing their brands. (CC2)	- Lecture - Discussion - Group work on how branding strategy is developed in a local live case study Reading: Chapter 8 - Products, Product Decisions, Services Marketing, pp. 247- 272
21	Pricing Answer the question “what is price?” and discuss the importance of pricing in today’s fast changing environment. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 8 & 9 Reading: Chapter 10 – Understanding & Capturing Customer Value, pp 320 - 335
22	Pricing Identify the three major pricing strategies and discuss the importance of understanding customer-value perceptions, company costs, and competitor strategies when setting prices. (CC2)	- Lecture - Discussion - Group work on how pricing strategy is developed in a local live case study. Reading: Chapter 10 – Understanding & Capturing Customer Value, pp 320 - 335
23	Pricing Identify and define the other important external and internal factors affecting a firm’s pricing decisions. (CC2)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 10 - In-class test Review Reading: Chapter 10 – Understanding & Capturing Customer Value, pp 320 - 335
24	Pricing Apply break-even and contribution margin analyses to set prices and assess financial viability of pricing decisions. (CC2)	Group work on several Marketing Arithmetic problems in the Pricing area. Reading: Chapter 10 – Understanding & Capturing Customer Value, pp 320 – 335 In- class test no. 2
25	Distribution - Explain why companies use marketing channels and discuss the functions these channels perform. (CC1) - Discuss how channel members interact and how they organize to perform the work of the channel. (CC1) - Identify the major channel alternatives open to a company. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 11 Reading: Chapter 12 – Marketing Channels, pp 375-384

26	Communicating Customer Value Identify the five promotion mix tools for communicating customer value. (CC1)	- Lecture - Discussion - Group work on how IMC is practiced in a local live case study. Reading: Chapter 14 – Integrated Marketing Communications (IMC), pp 450- 469
27	Communicating Customer Value Discuss the changing communications landscape and the need for integrated marketing communications. (CC1)	- Lecture - Discussion - Business Pitch Analysis - Presentation no. 12 Reading: Chapter 14 – Integrated Marketing Communications (IMC), pp 450- 469 Scott, Ch. 4 & 8
28	Business Pitch Analysis Presentations (CCIT1, CIP1)	Business Pitch Analysis Presentations no. 13, 14 &15
29	Communicating Customer Value Follow the communication process and the steps in developing effective marketing communications. (CC1)	- Lecture - Discussion In-Class Test no. 3 Reading: Chapter 14 – Integrated Marketing Communications (IMC), pp 450- 469
30	Review	Review
Total Hours: 45 Hours		

6. TEACHING METHODS

This course uses lecture/discussion and assignments; assigned readings will support learning and serve as a reference to material covered in class. During class, a varying (but at least 50%) percentage of the class will be devoted to the lecture/discussion with the balance of the class devoted to students' team presentations followed by Q&A. Throughout the semester, some class time will be used for in-class tests.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	15%	CCIT2	PICT4, PIP1, PIP2
In-class tests	24%	CK1, CIP1	PK1, PIP1
Assignments	25%	CC2, CCIT2, CCIT1	PICT4, PIP1, PIP2
Midterm exam	18%	CK1, CC2	PK1, PICT4, PIP1
Final exam	18%	CK1, CC2	PK1, PICT4, PIP1
Total grading score	100%		

During the course, there is at least one assignment.

Besides the business pitch analysis described below, students are required to undertake tasks that are related to real-life marketing, e.g. analysing organisations or industries, using conceptual and analytical frameworks taught during the course. These additional tasks could be assigned as group or individual assignments.

Business Pitch Analysis

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	There will be one assignment done in groups although students are individually graded. Teams of 4 choose one successful (or unsuccessful) pitch from one of the episodes of Dragons Den UK (seasons 1 to 16) which are watchable and downloadable from youtube. They analyse the pitch, the performance of the entrepreneur(s) and the investors using the framework shown in the Lecture Notes, research the company, assess the demand for the product and draw conclusions about the viability, sustainability and profitability of the business. Each team presents its analysis in an oral presentation of around 20 minutes.

8. TEXTBOOK AND REFERENCES

Textbook

1. Kotler, P. et al. Principles of Marketing: An Asian Perspective. 4th ed. Pearson. 2017.

References

1. Kotler, P. Kartajaya, H. Setawan, I. Marketing 4.0, Wiley, 2017
2. Chernev, A. The Marketing Plan Handbook, 4th ed., Cerebellum Press, 2014
3. Scott, David M., The New Rules of Marketing and P.R., 6th ed, Wiley, 2017

PSYCHOLOGY

PSYC 101

COURSE SPECIFICATION



Adriann (Daan) Cornet, MSc

Netherlands

Assistant Professor

1. AIM

Bachelor of Accounting and Finance graduates will be working closely with other people. The role of interaction may be as a colleague, a subordinate, a manager, or a service provider. Thus, it is essential for bachelor of accountancy to be able to understand the way people are motivated, learn, express emotions, perceive and make decisions. Thus, this course will help them in interacting with others as well as helping them manage themselves.

Moreover, self-understanding is equally important for students in their personal and professional lives. The graduates will regularly be planning, setting goals, achieving success, failing and encountering great deals of stress. Students will be better equipped to deal with these events if they understand the origin and causes of cognition, emotion and behavior.

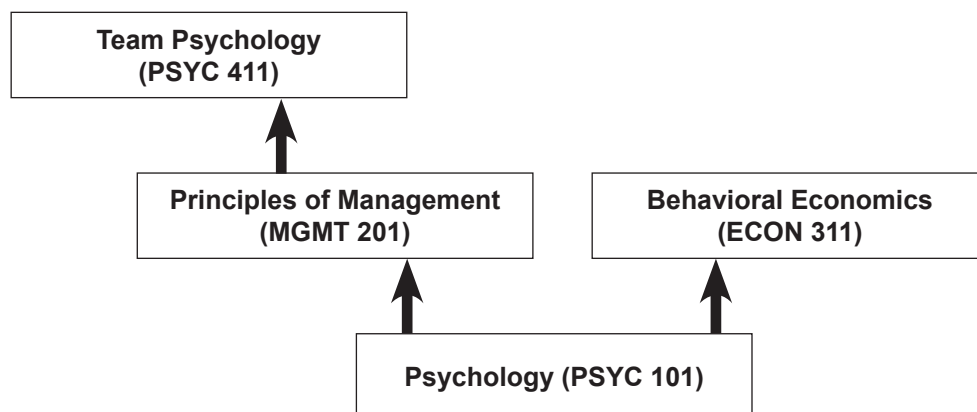
2. COURSE DESCRIPTION

This course provides a strong foundation in psychology, with an emphasis on learning, cognition and behavior. While the course reviews the genetic and biological basis of behaviour (already studied in grade 12 biology), we also look at mental processes of concern to the professional, such as learning, memory, social behaviour, and decision making. Students will develop their understanding of humans and human emotions as part of a complex animal.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

There are no requisites for this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main subject areas: The genetic and biological basis of behaviour, memory, learning and decision making, and mental disorders. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Discuss how genetics and evolution is influencing human psychology.
Remember	PK1	CK2	Define the different areas of the human brain, their functions and how they communicate.
Understand	PK1	CK3	Explain different types of conditioning and it's effects on human behaviour.
Understand	PK1	CK4	Describe different memory types and the process of memorizing & forgetting.
Understand	PK1	CK5	Explain decision making processes and heuristics.
Understand	PK1	CK6	Recognize human emotions as a result of biological, social and psychological influences.
Remember	PK1	CK7	Show basic understanding of mental health disorders as a disease and professional mental health treatment.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC3	CC1	Apply psychological theories about learning, thinking and social influence in the workplace.

Apply	PC3	CC2	Choose means of decision making that reduces biases and the negative effects of common decision making heuristics.
Apply	PC3	CC3	Implement techniques to improve memorization

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use basic APA research format to demonstrate psychological research.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Understand	PIP1	CIP1	Identify own emotions as a result of biological, social and psychological influences.
Understand	PIP2	CIP2	Identify basic social influences in team settings
Apply	PIP2	CIP3	Implement knowledge about conditioning and social influences in a team setting.
Apply	PIP2	CIP4	Make use of active listening skills in order to promote good teamwork

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction Course	
2	Genetics & Evolution: Genes - Describe basics of DNA and Genetics (CK1) - Illustrate the effect of genes on Phenotype (CK1)	- Lecture - Demonstration of Gene expression - Group problem Reading Psychology pp: 51 - 58
3	Genetics & Evolution: Natural Selection Describe Natural Selection and its effect on Evolution (CK1)	- Lecture - Demonstration of "Natural Selection" - Group problem "Natural Selection" Reading Psychology pp: 58 - 66

4	Genetics & Evolution: Mating Explain the idea of taking an Evolutionary perspective on human traits (CK1, CK6, CIP1)	- Lecture - Video based discussion - Group problem - Class Discussion on effect of evolution on human mating behaviour Reading Psychology pp: 75 - 81
5	Genetics & Evolution: Intelligence Explain the influence of DNA and Evolution on Human behaviour (CK1, CIP1, CK6)	- Lecture - Class Brainstorm on what is intelligence - Group problem "Genetic relatedness" - Class Discussion effect of Evolution on human intelligence Reading Psychology pp: 67 - 79
6	Brain & Neurons: Nervous system and Neurons - Illustrate the different parts and functions of the nervous system (CK2) - Describe types of neurons and their most important parts (CK2)	- Lecture - Group problem "parts of a neuron" - Review test Reading Psychology pp: 85 - 103, 114-121
7	Brain & Neurons: Cerebrum & brainstem - Illustrate the different parts and functions of the brain (CK1) - Describe the difference between the two brain hemispheres (CK2)	- Lecture - Group problem "parts of a brain" - Video Demonstration of lateralization Reading Psychology pp: 85 - 103, 114-121
8	Brain & Neurons: Neuronal communication - Explain communication inside a neuron (CK2) - Explain synaptic communication (CK2) - Describe the effect of different types of medicine/drugs on neurotransmitters (CK2, CK6, CK7)	- Lecture - Group problem "Synaptic Communication" - Video Demonstration of Neuronal communication - Group discussion on effect of drugs/medicine Reading Psychology pp: 85 - 105
9	Learning: Classical Conditioning Describe Habituation and Classical Conditioning (CK3)	- Lecture - Group problem "Classical conditioning terms" - Review test Reading Psychology pp: 261 - 268
10	Learning: Classical Conditioning II - Analyse the use of classical conditioning in advertising (CC1) - Apply theories of classical conditioning for creating meaning (CC1, CIP1)	- Lecture - Video problem "Ceasar" - Group problem "Creating meaning to a brand" Reading Psychology pp 268 – 271, 273 - 275
11	Learning: Instrumental Conditioning Explain Instrumental conditioning (CK3)	- Lecture - Group problem "Types of reinforcement and punishers" Reading Psychology pp 278 – 281, 283 - 286

12	Learning: Instrumental Conditioning II • Apply different types of instrumental conditioning to create specific behavioral changes (CC1, CIP3)	• Lecture • Group problem “applying Instrumental conditioning” Reading Psychology pp 278 – 281, 283 - 286
13	Learning: Observational Learning • Apply different types of instrumental conditioning to create specific behavioral changes (CK3, CC1, CIP4) • Describe Observational learning (CK3)	• Lecture • Group problem “applying Instrumental conditioning part II” • Video demonstration “Observational Learning” Reading Psychology pp 289 - 293
14	Memory: Memory Processes, Types and limits • Illustrate the different memory types and the limits of the working memory (CK4)	• Lecture • Review test • Demonstration working memory • Video discussion “Dory” Reading Psychology pp 302 - 307
15	Memory: Working memory processes • Describe the working memory and the importance of active engagement (CK4)	• Lecture • Demonstration active engagement • Demonstration working memory Reading Psychology pp 308 - 317
16	Memory: Long term Memory & Encoding • Describe Long term memory and encoding (CK4, CC3)	• Lecture • Demonstration encoding • Group problem “encoding” • Didactic questioning • Test review • Group discussion Reading Psychology pp 308 - 317
17	Memory: Remembering & Forgetting • Illustrate the influences on forgetting (CK4, CC3)	• Lecture • Demonstration context reinstatement Reading Psychology pp 317 - 325
18	Mid term review • Discuss the topics covered in the first half of the term.	• Lecture • Didactic questioning • Test review • Group discussion
19	Thinking: Dual Processing and Heuristics • Describe the dual processing theory and the term heuristics (CK5)	• Lecture • Demonstration “Stroop task” • Demonstration “availability heuristic” Reading Psychology pp 348 - 356
20	Thinking: Heuristics • Explain the Availability and Representativeness heuristic (CK5)	• Lecture • Demonstration “Representativeness heuristic” • Group problem “Heuristics” Reading Psychology pp 348 - 356

21	Thinking: Heuristics and Confirmation Bias • Apply knowledge of system 1 decision making into the field of marketing (CK5, CC2)	• Lecture • Demonstration “Framing” • Group problem “Paradox of choice” Reading Psychology pp 358 – 364
22	Thinking: Decision Making • Illustrate the different effects on the decision making process (CK5, CC2)	• Lecture • Demonstration “Framing” • Group problem “Paradox of choice” Reading Psychology pp 358 – 364
23	Social Influence: Conformity & Obedience • Explain Conformity and Obedience (CK6)	• Lecture • Review test • Video demonstration: “Asch studies” • Video demonstration: “Milgram studies” Reading Psychology pp 519 - 531
24	Social Influence & Group Dynamics • Explain the ways that group members can influence thinking and behaviour (CK6) • Apply knowledge of different social influences in marketing and management (CK6, CC1, CIP3)	• Lecture • Group Problem “applying group dynamics” • Video demonstration: “Bystander effect” Reading Psychology pp 519 - 531
25	Applying Social influence • Apply knowledge of different social influences in marketing and management (CK6, CC1, CIP3)	• Lecture • Group problem “social influence” Reading Psychology pp 519 - 531
26	Mental Health • Describe mental health and mental stigma (CK7, CIP1)	• Lecture • Review test • Group Problem “shades of abnormality” Reading Psychology pp 639 – 640, 644 - 651
27	Mental Health: Anxiety Disorders • Classify and Illustrate anxiety disorders (CK7)	• Lecture • Video demonstration and discussion: “OCD” • Video Demonstration: “specific phobia” • 4 case studies Reading Psychology pp 652 - 658
28	Mental Health Disorders • Classify and Illustrate mood disorders, ADHD and schizophrenic disorders (CK7)	• Lecture • Video Demonstration: “Schizophrenia” • Case study “depression” Reading Psychology pp 658 - 674

29	Mental Health: Professional & non-professional help • Apply Active listening techniques • Discuss the role of mental health professionals (CIP4)	• Lecture • Video Demonstration: “Active listening” • Roleplay “Active listening” Reading Psychology pp 680 – 682, 687 - 692
30	Mental Health – Biomedical Treatments & Closing Lecture • Compare the types of medication per mental health disorder (CK7) • Summarize the topics of course (all course outcomes)	• Lecture • Didactic questioning • Review test Reading Psychology pp 694 - 703
Total Hours : 45 hours		

6. TEACHING METHODS

This course is primarily reading and lecture based; assigned readings will serve as a reference to material covered in class. Students will be regularly tested in order to enforce and encourage reading. During class, approximately half of the class will be devoted to lecture with another half of the class for quizzing and discussion.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CK1, CK2, CK3, CK4, CK5, CK7, CC1, CC3, CCIT1	All PIP
In-class tests	20%	CK1, CK2, CK3, CK4, CK5, CK6, CK7, CC1, CC2, CC3, CCIT1	PK1, All PIP
Assignments	20%	CK1, CK2, CK3, CK4, CK5, CK6, CK7, CC1, CC2, CC3, CCIT1, CIP1	PK1, All PIP
Midterm exam	20%	CK1, CK2, CK3, CK5, CK6, CC1, CCIT1	PK1, All PIP
Final exam	20%	CK1, CK2, CK3, CK4, CK5, CK6, CK7, CC1, CC2, CC3, CCIT1	PK1, All PIP
Total grading score	100%		

During the course there is one assignment:

Recreation of Experiment Assignment

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	During the term, there will be one research assignment in which students are required to work in groups and recreate an experiment as covered in this course. According to their own interests students can choose between three different experiments covering theories about Memory, Dual Processing or Conformity. Students will write a research paper based on their experiment in which they will describe their findings and compare these with the according theories.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Gleitman, Henry, et al, Psychology, 8th Edition, W.W. Norton & Company, New York, 2011.

References

2. Kahneman, Thinking, fast and slow, Penguin, London, 2015.
3. Department of Psychology Royal University of Phnom Penh (2012). Cambodian Mental Health Survey 2012.
4. Leitner Centre (2012). Special Report: Mental Health and Human Rights in Cambodia

ENGLISH FOR ACCOUNTING 1

ENGL 221

COURSE SPECIFICATION



Patrick Bourke, BA, CELTA, TEFL
Ireland
Lecturer



Douglas Froggatt
UK
Lecturer



Ediri O. Anderson, MA
Nigeria
Assistant Professor

1. AIM

This course aims to improve students' English for accounting and business, becoming more confident, fluent and accurate. It also aims to enhance students' English skills in taking part in meetings, communicating for processing transactions, and international trade. The course also raises students' awareness of cross-cultural issues to prepare students to communicate in global situations.

The English for Accounting 1 also supports CamEd's students in their study. Starting from 2nd year onwards, all classes are conducted in English with internationally prepared exam. This course strengthen students' ability in reading, writing, listening and communicating in English, providing them more confident in participating in class activities, be able to catch up with lessons and making them ready for the exams.

2. COURSE DESCRIPTION

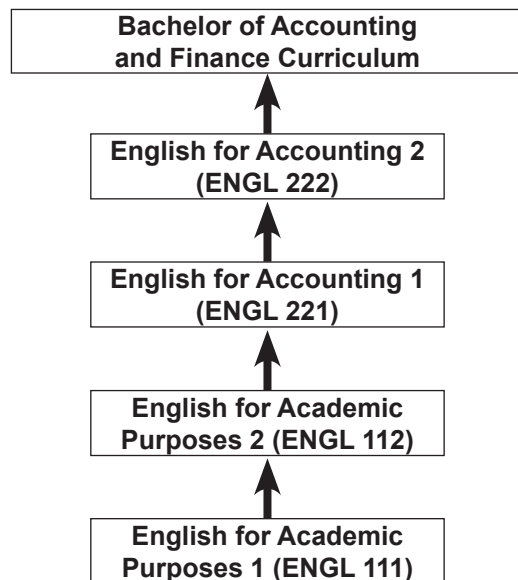
The course teaches and practices English for professional business purposes including verbal communication as well as written English in the form of properly formatted letters, reports and memos commonly used in their day-to-day work. It also provides students with international business terminology, making them ready for communicating in international working environment and be able to interact with investors for potential business opportunities. This course also supports students with numerous opportunities for discussion and cover a wide range of subjects, including:

- Face to face business skills and techniques
- Letters, faxes, memos
- Telephone skills
- Summaries, notes, short reports
- International trade
- Payments, taxes, financial issues

Credits: 2.5

Lecture Hours: 37.5

3. ROLE IN CURRICULUM



Prerequisites

It is required that the students must have completed English for Academic Purposes 1.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Apply	PK1, PK4	CK1	Demonstrate English language and vocabulary specific to business.
Understand	PK1, PK2, PK4	CK2	Illustrate informal and formal format of reports, letters and memos.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC1, PC3	CC1	Communicate in English in business situations both face-to-face and over the Phone.
Create	PC1, PC5, PC6	CC2	Construct professional and effective business correspondence in English.
Remember	PC2	CC3	Describe business organizational structures and activities in English.
Create	PC1, PC7	CC4	Develop ability in dealing with international trade activities such as ordering and supplying goods or services; answering and making enquiries, making offers, placing and acknowledging orders.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PCIT3, PCIT4,	CCIT1	Utilize Microsoft Word to prepare properly formatted business correspondence.
Apply	PCIT2, PCIT3, PCIT4	CCIT2	Participate in group discussions, pair-work and teamwork with confidence.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1, PIP2, PIP3	CI1	Work and solve problems in a team.

5. STUDY PLAN

The course targets the 25 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 37.5 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Basic Business Principles and Vocabulary - Understand the main industry groups and sectors; Summarize common types of business models and management structures, Business cycle and the investment cycle. - Apply useful vocabulary for describing these cycles. (CK1, CK2)	- Course introduction - Lecture - Discussions: introductions - Reading: Subject background. - Lead-in Activities
2	The education business - Create resume, CV, job interview and cover letters. - Apply vocabulary related to careers and education, in particular lexis which would be useful for interviews or for writing a job application. (CCIT1)	- Reading activity: internet research - Listening and discussion - Reading: What price a degree? - Vocabulary Chapter 1: Building a career
3	Grammar: Tense review - Use grammar point (verb tenses). - Produce accomplishment statements. - Create a list of key points to remember when describing your accomplishments in a resume or interview. (CK1, CCIT1)	- Review activities - Discussion and internet research - Listening activity: - Role-play: - Balloon debate. Chapter 1: Building a career

4	Interviewing: giving reasons • Demonstrate expansion on points when speaking, by giving good reasons in an interview. • Produce an effective cover letters to accompany a CV, when applying for a new job or placement and present oneself positively, using appropriate verb (CK2, CC2)	• Discussion • Listening: • Speaking: Interviewing • Writing: Cover letters • Case study Chapter 1: Building a career (Quiz 1)
5	IT Solutions • Evaluate the pros and cons of IT in the workplace. Compare and contrast sides of an argument and give own views. Use appropriate vocabulary in relation to the world of IT (CC2)	• Reading activity: • Group discussion • Listening activity: • Reading: Chapter 2: Information
6	Grammar: Comparing solutions and getting help • Use grammar points (comparatives and superlatives). • Demonstrate the use useful expressions in telephoning. • Analyze and write memos. (CK2, CC2)	• Lecture • Discussion • Speaking: Telephoning • Role-play: • Writing; memos Chapter 2: Information
7	Writing: Memos • Develop techniques on formal phone conversation in business; develop confidence in making and answering telephone calls. • Compose effective memos, with particular attention to formatting and style. (CC1)	• Lecture • Discussion • Listening and note-taking • Reading • Case study: Meteor Bank Chapter 2 : Information (Quiz 2)
8	What quality means • Understand the concept of quality; the Japanese approach to quality in manufacturing. • Use key expressions to talk about quality and standards. (CC1, CK1)	• Lecture • Discussion • Reading: Two kinds of quality • Listening • Speaking Chapter 3: Quality
9	Grammar: Passive structures and have something done • Use grammar points (passive structures; affirmatives, negatives, modals and have something done) to talk primarily about machines and their functioning. • Develop techniques for delivering presentations (CC1)	• Lecture • Practice activities • Speaking: Delivering presentations. • Listening • Case study: Zaluski Strawberry Chapter 3: Quality
10	Writing: Emailing and letter writing • Develop levels of formality in writing letters and emails. Utilize formal and informal expressions in writing emails. • Organize and deliver an effective presentation, so that it is involving and clear for the audience. • Understand specific phrases used to structure talk and guide listeners. (CK2, CCIT1, CCIT2)	• Lecture • Discussion • Reading • Listening activity: • Internet research activity: email phrase bank Chapter 3: Quality (QUIZ 3)

11	The project team • Build an effective team of any kind. Develop project management skills and the use of Gantt charts in project planning. • Apply vocabulary for describing character (managing people and projects). • Use collocations relating to project management. (CK2, CC3)	• Discussion • Reading: Smells like team spirit • Listening activity: • Group work: Chapter 4: Feedback
12	Grammar: Regrets, speculation and habits • Use grammar points (past modals, third conditional and used to; be/get used to). • Understand procedures for coaching team members. Understand the importance of giving clear and constructive criticism and of recognizing merit when in a managerial position. • Apply language used in verbal feedback. (CK2, CI1, CCIT2)	• Lecture • Discussion • Reading • Listening activity • Speaking • Role-play: an interview Chapter 4: Feedback
13	Writing reports • Develop abilities to write effective reports. • Apply useful linking phrases and style/format. • Examine problems between staff members and management (case-study) in an oil company. • Understand decision making processes. (CC3, CI1, CCIT2)	• Lecture • Discussion • Writing • Reading • Case-study: Trident Oversea Chapter 4: Feedback (Quiz 4)
14	Social media marketing • Learn about the relatively new but growing phenomenon of social media marketing and how this trend is changing the face of marketing. • Understand the different aspects of marketing. • Apply the vocabulary in sales promotion, advertising and other related field. (CC3; CCIT2)	• Lecture • Group Discussion • Reading: Social marketing doesn't have to suck • Listening activity: Chapter 5: Selling more
15	Grammar: Questions for persuading • Use question tags to make conversations more interactive and more specifically, to either check information or to persuade. • Use of negative questions, for suggesting and persuading. Develop confidence on how to deal effectively with objections when trying to sell a product to a customer. (CI1, CCIT2)	• Lecture • Listening activity: • Practice exercise • Internet research • Speaking Chapter 5: Selling more

16	Writing: Mailshots and sales letters • Compose an effective attention-grabbing mailshot with a particular focus on organization and stylistic devices. • Prepare for negotiation, and in so doing draws together elements from the earlier grammar and speaking modules in this chapter. (C11)	• Discussion • Lecture • Writing • Listening activity: • Case-study: Backchat Communication Chapter 5: Selling more (Quiz 5)
17	Developing a business • Understand how to set up a new business, with a particular focus on the difficulties of getting funding. • Apply a variety of vocabulary related to funding a start-up and the use of the language in context. (CC1, CC2, CC4)	• Lecture • Reading activity: Five simple rules for building a blockbuster brand. • Listening: • Discussion and presentation Chapter 6: New Business
18	Grammar: Future continuous and future perfect • Use future perfects (simple and continuous) within contexts relating to schedules, plans, predictions and forecasts. Develop skills on delivering very good presentation, and more particularly how to deal confidently with questions from the audience. (CC4, CCIT2)	• Lecture • Practice exercise: • Listening: • Discussion and presentation Chapter 6: New Business
19	Writing a company profile • Compose a convincing and organized company profile for a website, customer proposal, social media site, business plan, brochure or magazine article. • Understand how to make a pitch for a new business idea. (CCIT1, CCIT2, C11)	• Lecture • Discussion • Reading • Listening. • Presentation • Case-study: Angels or demons? Chapter 6: New Business (QUIZ 6)
20	Accountants • Understanding both the traditional and current views of accountancy and accountants. • Analyze the types of financial documents and their contents, with the associated terminology. • Use verbs to do with enabling and preventing, in the context of these financial documents. (CCIT2, CC2)	• Lecture • Discussion • Reading • Listening activity: Chapter 7: Financial Control
21	Grammar: Cause and effect, ability, articles • Use verbs and phrases for talking about cause and effect, and verbs for describing ability, and the use of articles a/an, the and no article. • Apply strategic language to help them understand and participate in meetings more effectively. • Understand how to write minutes for meetings (CK1, CK2, CC1)	• Lecture • Discussion • Reading • Listening. • Speaking • Writing • Case-study: Car-Glazer Chapter 7: Financial Control(Quiz 7)

22	Fair trade or free trade? - Understand the topic of fair trade versus free trade. Understand the pros and cons of fair trade through reading and discussion. - Produce contracts using the correct vocabulary. Understand unethical behavior, and the language of corporate crime. (CC2; CC4)	- Lecture - Discussion - Listening activity: - Reading: Why fair trade is a bad deal Chapter 8: Fair Trade
23	Grammar: Obligation and permission, inversion - Use can, can't, must, mustn't, have to, don't have to, (not) be allowed to talk about obligation and permission in legal documents. - Identify factors for successful negotiations. (CK1, CC1, CCIT2)	- Lecture - Discussion - Reading activity: - Speaking - Listening Chapter 8: Fair Trade (Quiz 8)
24	Writing a letter of complaint - Understand expressions for negotiating a compromise and negotiating a deal diplomatically. - Understand assertive writing in terms of tone of complaints. Produce formal letters and emails of complaint in an appropriately formal yet assertive style. (CK1, CK2, CC2, CC4)	- Lecture - Discussion - Writing: Writing a letter of complain - Reading: - Case-study: Green Hill Coffee Chapter 8: Fair Trade
25	FINAL EXAM REVIEW	- Lecture and review of chapters 1 to 8. - Group discussion on course and exam questions
Total Hours : 37.5 hours		

6. TEACHING METHODS

There is no assignment during the course.

- Individual work, pair, group work, whole class
- Homework, assignments
- Tests and examinations
- Presentation
- Discussion, reflection, and reaction
- Inquiry-based approaches (library and field work)
- Didactic questioning
- Technology support (computer and Internet)

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CK1, CK2, CC1, CC2, CC3, CC4, CCIT1, CCIT2, CI1	PK1, PK2, PK4, PC1, PC2, PC3, PC5, PC6, PC7, PCIT2, PCIT3, PCIT4, PIP1, PIP2, PIP3
In-class tests	20%	CK1, CK2, CC1, CC2, CC3, CC4, CCIT1, CCIT2, CI1	PK1, PK2, PK4, PC1, PC2, PC3, PC5, PC6, PC7, PCIT2, PCIT3, PCIT4, PIP1, PIP2, PIP3
Assignments	20%	CK1, CK2, CC1, CC2, CC3, CC4, CCIT1, CCIT2, CI1	PK1, PK2, PK4, PC1, PC2, PC3, PC5, PC6, PC7, PCIT2, PCIT3, PCIT4, PIP1, PIP2, PIP3
Midterm exam	25%	CK1, CK2, CCIT1	PK1, PK2, PC1, PC5, PC6, PCIT3, PCIT4
Final exam	25%	CK1, CK2	PK1, PK2, PC1, PC5, PC6, PCIT3, PCIT4
Total grading score	100%		

During the course, there are several assignments:

Assignment: Individual and Group

Output Format: Writing and Presentation

Language: English

Assignments: reports, memos, and writing business conversation, field work data collection and analysis, and role play.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Macmillan Education 2013, The Business B2 Upper Intermediate, Frances Watkins and Paul Emmerson with Mike Sayer, First edition published 2008.
2. Pearson Education Limited 2010, Accounting and Finance Market Leader, Sara Helm, First published in 2010

References

1. Language Success Press 2010, Speak Business English like an American, Amy Gillett, First published in 2006
2. Cambridge University Press, English for Business Studies, Ian Mackenzie, 3rd Edition
3. Cambridge University Press, English for the Financial Sector, Ian Mackenzie
4. Financial Times magazines

ENGLISH FOR ACCOUNTING 2

ENGL 222

COURSE SPECIFICATION



Patrick Bourke, BA, CELTA, TEFL
Ireland
Lecturer



Douglas Froggatt
UK
Lecturer



Ediri O. Anderson, MA
Nigeria
Assistant Professor

1. AIM

This course aims to improve students' English for accounting and business. Helping them become more confident, fluent and accurate. It also aims to enhance students' English skills in negotiating, communicating to solve problems, explain operations, and communicating with auditors and audit clients. The course also raises students' awareness of cross-cultural issues to prepare students to communicate in global situations.

The English for Accounting II also provides further support to CamEd's students in their study. Starting from 2nd year onwards, all classes are conducted in English with internationally prepared exam. This course strengthen students' ability in reading, writing, listening and communicating in English, providing them greater confidence in participating in class activities, providing them greater ability to catch up with other accounting and finance related lessons and making them ready for their exams.

2. COURSE DESCRIPTION

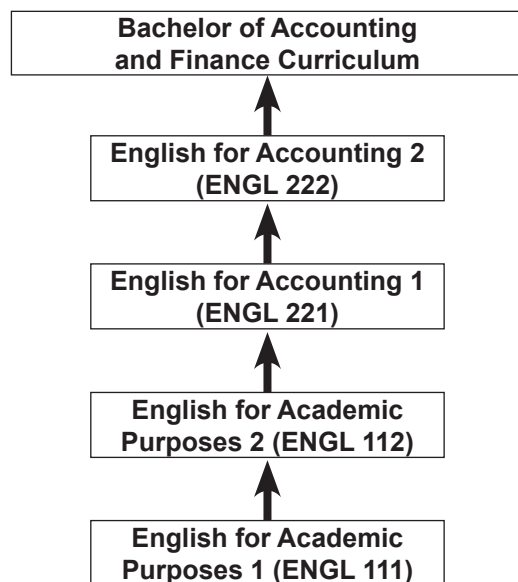
Continuing from English for Accounting 1, this course further enhances students' ability in using English for professional business purposes including verbal communication as well as written English. It also provides students with international business terminology, making them ready for communicating in internationally working environment and being able to interact with investors for potential business opportunities. This course also supports students with numerous opportunities for discussions and it covers a wide range of subjects, including:

- Personal development and career in accounting and finance
- Explaining business fundamentals, processes and operations
- Sales, marketing and negotiations
- Corporate image and investment
- Managing conflict and risk management
- Auditors-client communication and meetings

Credits: 2.5

Lecture Hours: 37.5

3. ROLE IN CURRICULUM



Prerequisites

It is required that the students must have completed English for Accounting 1.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Apply	PK1, PK4	CK1	Demonstrate English language and vocabulary specific to business.
Understand	PK1, PK2, PK4	CK2	Understand business fundamentals, operations and processes.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC1, PC3	CC1	Communicate in English for purposes of accounting, audit and finance.
Create	PC1, PC5, PC6	CC2	Build ability to lead and participate in meetings in English.
Create	PC2	CC3	Present and explain business organizational structures and activities in English.
Create	PC1, PC7	CC4	Develop the ability to sell and negotiate in English, solving customer problems such as complaining and apologizing formally in English..

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT3, PCIT4,	CCIT1	Utilize Microsoft Word to prepare properly formatted business correspondence.
Apply	PCIT2, PCIT3, PCIT4	CCIT2	Participate in group discussions, pair work and teamwork with confidence. Presentation skills and holding meetings.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1, PIP2, PIP3	CCI1	Work and solve problems in a team and to negotiate business deals

5. STUDY PLAN

The course targets the 25 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 37.5 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Business Fundamentals - Review the main industry groups, company types and structure, business and investment cycles. Review financial statements and recruitment processes. - Apply useful vocabulary for describing these business fundamentals. (CK1, CK2)	- Course introduction - Lecture - Discussions: introductions - Reading: Course background. - Lead-in Activities
2	Personal Development - Understand top tips for getting on in the workplace. - Build skills and qualities that will lead to behavioral competencies and setting goals. - Apply vocabulary related to behavioral competencies and setting goals. (CCI1)	- Reading activity: internet research - Listening and discussion - Reading: Top tips for getting on in the workplace - Vocabulary Chapter 1: Personal development
3	Grammar and writing: Tense, aspect and voice - Review of aspect. Study many different verb forms with examples and use the passive voice. - Write a professional biography (CK1, CCIT1)	- Review activities - Discussion and internet research - Listening activity: - Exercises and writing - Speaking. Chapter 1: Personal development

4	Management Skills: Self awareness and Communication. • Demonstrate knowledge of self-awareness. • Write down words that describes you or how you are perceived at the workplace and: • Present oneself positively, using the appropriate adjectives. (CK2, CC2)	• Discussion • Listening: the Johari window • Game: truth game • Internet research Chapter 1: Personal development (Quiz 1)
5	Corporate image • Describe corporate image. • Understand strategies for building corporate image. Use appropriate vocabulary in relation to corporate social responsibility. (CC2)	• Reading activity: The Big Mc-Makeover. • Group discussion and listening activity: • Presentation: Chapter 2: Corporate image
6	Grammar and writing: The future, tentative and speculative language • Review of future forms. • Demonstrate the use of tentative language in speaking and writing. • Compose newsletter articles.(CK2, CC1 & 2)	• Lecture • Discussion • Speaking: • Analysis • Writing; newsletter articles Chapter 2: Corporate image
7	Management skills: Time management • Develop skills for prioritizing and delegating tasks (CC1)	• Discussion • Listening • Analysis • Case study: Pixkel Inc Chapter 2 : Corporate image (Quiz 2)
8	Supply chain Understand the concept of outsourcing. Apply vocabulary related to logistics: supply chain, strategic decision stages and reverse logistics (CC1, CK1)	• Lecture • Discussion • Reading: The Indian Machine • Listening • Speaking Chapter 3: Supply chain
9	Grammar: Noun phrases • Build noun phrases: using relative clauses with the correct relative pronoun or adverb (that, which, who, whom, when where, why and how). • Define relative clauses in describing products and systems. • Write business emails: greetings and salutations, expressions with as, levels of formality (CC1)	• Lecture • Practice activities • Speaking: • Listening • Writing • Group work/pair work Chapter 3: Supply chain
10	Management skills: Managing change • Utilize JM Fisher's Process of Transition to analyze your own experience of change. (CK2, CCIT1, CCIT2)	• Lecture • Discussion • Listening activity • Group work/pair work • Internet research activity • Case study: WEF Audio: Chapter 3: Supply chain (QUIZ 3)

11	Managing conflict • Build an effective management style. Develop skills for managing conflict. • Apply vocabulary related to office conflict and conflict management strategies (managing people and conflicts). • Use collocations relating to conflict management. (CK2, CC3)	• Discussion • Reading: Managers from hell • Listening activity: • Internet research • Group work: role-play Chapter 4: Managing conflict
12	Grammar: Conjunctions • Use subordinators and coordinators. Give practices in using “linkers” in gapped sentences. • Understand how to express meanings through subordinators. • Write letters: tone, sounding diplomatic, forceful or aggressive. (CK2, CCI1, CCIT2)	• Discussion • Reading • Listening activity • Speaking • Writing • Group work Chapter 4: Managing conflict
13	Management skills: Assertiveness • Develop strategies for improving one's assertiveness in the workplace and provides opportunities to practice expressing one's self assertively in English. (CC3, CCI1, CCIT2)	• Lecture • Discussion • Writing • Reading • Case-study: Olvea Brasil Chapter 4: Managing conflict (Quiz 4)
14	Marketing and sales • Learn about strategic marketing and partnering and how this trend is changing the face of marketing. Understand strategic marketing planning. Apply the vocabulary in marketing, marketing collocations and brand strategy. (CC3; CCIT2)	• Lecture • Group Discussion • Reading: A recipe for success (how to develop a strategic marketing plan) • Listening activity: Chapter 5: Marketing and sales
15	Grammar: Prepositions • Use the grammar of prepositions and its accuracy of use. • Understand idiomatic prepositional phrases. • Write business proposals, its structure, reason, purpose and concessive clauses. (CCI1, CCIT2)	• Lecture • Listening activity: • Practice exercise • Writing • Internet research Chapter 5: Marketing and sales
16	Management skills: Active listening • Develop active listening techniques, skills for asking questions. • Prepare discussions and role-play active listening. (CCI1)	• Discussion • Lecture • Writing • Listening activity: • Group work: Role-play • Case-study: Presnya Taxi Chapter 5: Selling more (Quiz 5)
17	Risk management • Understand crises situation and crises management in the workplace. • Apply a variety of key vocabulary related to risk management, digital risk and litigation. (CC1, CC2, CC4)	• Lecture • Reading activity: Damage control & Enterprise Risk Management • Discussion • Internet research • Listening: Chapter 6: Risk management

18	Grammar: Perspective and stance - Identify the use of grammar of expressing perspectives and stance. - Write reports: structuring a corporate report, learning key expressions for corporate reports and making recommendations in a report. (CC4, CCIT2)	- Lecture - Practice language focus: - Listening: - Speaking - Discussion in pairs. Chapter 6: Risk management
19	Management skills: Communicating in a crisis - Develop crisis communication strategies. - Make alliterations and analogies when speaking (CCIT1, CCIT2, CC11)	- Discussion - Reading - Listening. - Internet research - Case-study: Perigord Gourmet Chapter 6: Risk management (QUIZ 6)
20	Investment banks - Understand investment banking. - Analyze types of investment. - Use investment jargons or vocabulary related to the field of investment. (CCIT2, CC2)	- Lecture - Discussion - Reading: Investment banks heroes or zeroes? - Listening activity:. Chapter 7: Investment
21	Grammar: Inversion and emphasis - Understand how stressing different words in the sentence inverted conditionals and emphatic structures to reformulating emphasis. - Analyze financial reports. - Management skills: Decision-making - Use grid analysis as a useful decision-making tool. (CC3, CC4, CCIT1, CC11)	- Internet research - Discussion - Reading - Listening. - Speaking - Writing - Case-study: Lesage Automobile Chapter 7: Investment (Quiz 7)
22	Free trade - Understand the topic of free trade. - Understand the arguments for and against free trade through reading and discussion. - Apply new methods for forming new words using acronyms and affixes. (CC2, CC4)	- Lecture - Discussion - Listening activity: - Reading: The price of being a fortress Chapter 8: Free trade
23	Grammar: Phrasal and prepositional verbs - Identify most common phrasal verbs. - Management skills: Leading the team - Understand team roles and team function. (CK1, CC1, CCIT2)	- Lecture - Discussion - Reading activity: - Speaking - Listening Chapter 8: Free trade
24	Writing: Style Write with appropriate style. Adverb and adjective collocations. (CC2, CC4)	- Lecture - Discussion - Writing: Writing an email in appropriate style - Reading: - Case-study: The cartel Chapter 8: Fair Trade (Quiz 8)

25	FINAL EXAM REVIEW	• Lecture and review of chapters 1 to 8. • Group discussion on course and exam questions
Total Hours : 37.5 hours		

6. TEACHING METHODS

There is one research assignment during the course.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, CC, CIP, CCIT	PK1, PK2, PK4, PC1, PC3, PC5, PC6, PCIT3, PCIT4, PIP1, PIP2, PIP3
In-class tests	20%	All CK, CC, CIP, CCIT	PK1, PK2, PK4, PC1, PC3, PC5, PC6, PCIT3, PCIT4, PIP1, PIP2, PIP3
Assignments	20%	All CK, CC, CIP, CCIT	PK1, PK2, PK4, PC1, PC3, PC5, PC6, PCIT3, PCIT4, PIP1, PIP2, PIP3
Midterm exam	25%	CK1, CK2, CCIT1	PK1, PK2, PC1, PC5, PC6, PCIT3, PCIT4
Final exam	25%	CK1, CK2	PK1, PK2, PC1, PC5, PC6, PCIT3, PCIT4
Total grading score	100%		

During the course, there is one Research Assignment:

8. TEXTBOOKS AND REFERENCES

Textbook

1. Macmillan Education 2013, The Business C1 Advanced, John Allison, Rachel Appleby and Edward de Chazal, First edition published 2013.
2. Pearson Education Limited 2010, Accounting and Finance Market Leader, Sara Helm, First published in 2010

References

1. Language Success Press 2010, Speak Business English like an American, Amy Gillett, First published in 2006
2. Cambridge University Press, English for Business Studies, Ian Mackenzie, 3rd Edition
3. Cambridge University Press, English for the Financial Sector, Ian Mackenzie
4. Financial Times magazines

MICROECONOMICS ECON 201 COURSE SPECIFICATION



Ky Sereyvath, PhD

Cambodia
Professor



Siphath Lim, PhD

Cambodia
Professor

1. AIM

This course will give students a foundation in the core principles of microeconomics. By understanding and applying these principles, students will gain the ability to think like an economist. Primarily, students will gain a deeper understanding of how and why individuals and organizations make the economic choices they do.

Graduates from the bachelor of accounting and finance program are expected to take a wide range of roles in business, government, and nonprofit organizations. In each of these roles, a general understanding of economic principles is important in order to understand why individuals and firms act the way they do.

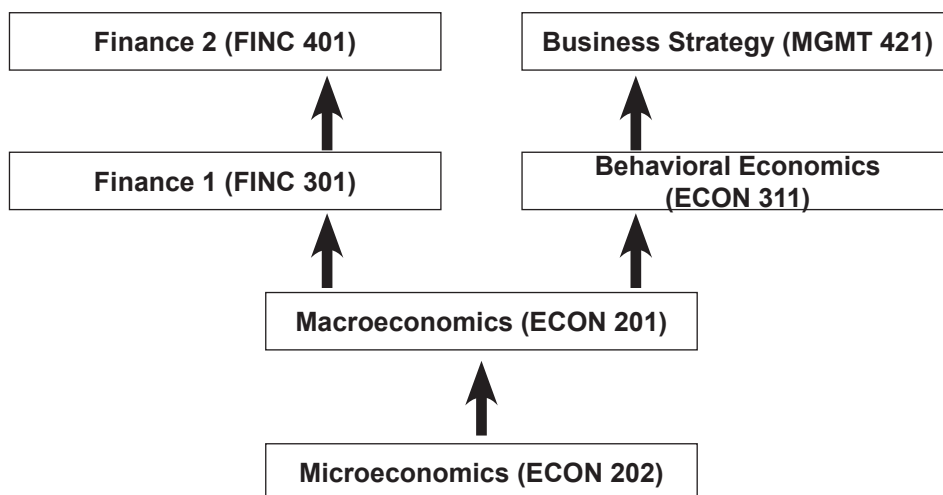
2. COURSE DESCRIPTION

This course will focus on seven core economic principles: scarcity, cost-benefit principle, incentive principle, comparative advantage, opportunity cost, efficiency, and equilibrium. By focusing on these core principles, students will leave the course with a mastery of the foundations of microeconomics.

Credits: 3

Lecture Hours: 55.5

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course. This course will complement the Macroeconomics course.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Describe explain and apply the core principles of economics.
Understand	PK1	CK2	Explain individual choices given the limited resources of the world and how that affects the behavior of people, prices, and markets.
Understand	PK4	CK3	Discuss what markets are, how they function, and the role of supply and demand in determining prices and output.
Understand	PK3	CK4	Discuss how economics applies to certain public policy issues, such as labor markets, taxes, and environmental regulation.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PC1	CC1	Analyze all microeconomic variables
Analyze	PC5	CC2	Analyze graph, and interpret production, behavior of market, and strategies.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PCIT3	CCIT1	Utilize Excel to draw graph and calculate all microeconomic variables

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Work in groups to solve the problem and assignment

5. STUDY PLAN

The course targets the 37 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 55.5 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to Microeconomics - Describe the concept of economics (CK1, CK2) - Explain the meaning of wealth (CK1, CK2) - Discuss the difference between Macroeconomics and Microeconomics (CK1, CK2, CK3)	- Lecture - Discussion Reading: Chapter 1
2	Thinking like an Economist - Describe the principle of scarcity and cost-benefit analysis (CK1, CK2, CC1) - Describe the concept of margin on the 3 pitfalls (CK1, CK2, CC1) - Discuss on Incentive principle (CK1, CK2)	- Lecture - Practice Reading: Chapter 1
3	Comparative Advantage - Discuss on opportunity Cost (CK1, CK2) - Illustrate Comparative Advantage (CK1, CK2)	- Lecture - Practice - Quiz Reading: Chapter 2
4	Comparative Advantage - Discuss the tradeoff model in production (CK1, CK2) - Construction Production Possibility (CK1, CK2)	- Lecture - Practice Reading: Chapter 2
5	Comparative Advantage Describe the concept of international trade and the gain from trade (CK1, CK2)	- Lecture - Practice - Quiz Reading: Chapter 2

6	Supply and Demand - Describe the difference between economic systems (CK4) - Describe the concept of demand and supply (CK3, CC2) - Discuss factor changing in demand and supply (CK3, CC2)	- Lecture - Practice - Quiz Reading: Chapter 3
7	Supply and Demand - Illustrate the Market equilibrium (CK3, CC2) - Describe the determinants of Demand and Supply on market equilibrium (CK3, CC2)	- Lecture - Practice Reading: Chapter 3
8	Supply and Demand - Describe the total economic surplus consumer surplus, and producer surplus (CK3, CC2) - Principle of cash-left on the table (CK3)	- Lecture - Discussion - Quiz Reading: Chapter 3
9	Elasticity - Demonstrate the behavior of demand respond to the price changes (CK3) - Demonstrate the factors changes in price elasticity of demand (CK3, CC1) - Analyze the total expenditure (CK3, CC1, CCIT1)	- Lecture - Discussion Reading: Chapter 4
10	Elasticity - Demonstrate the behavior of demand respond to the income and price of related goods changes income elasticity of demand (CK3, CC1) - Illustrate the cross-price elasticity of demand (CK3, CC1, CCIT1)	- Lecture - Discussion - Quiz Reading: Chapter 4
11	Elasticity - Demonstrate the behavior of supply respond to the price changes (CK3, CC1) - Discuss on Determinants of supply elasticity (CK3, CC1) Demand - Describe the concept formulation of demand (CK3) - Compare Want, need, and Demand (CK3)	- Lecture - Discussion - Quiz Reading: Chapter 4 & 5
12	Demand - Discuss on Rational spending rule (CK3, CC1) - Demonstrate of maximize utility and translation of utility to demand (CK3, CC1) - Describe the concept of demand and consumer surplus (CK3, CC1, CC2)	- Lecture - Practice Reading: Chapter 5
13	Elasticity Describe the relationship between opportunity cost and supply (CK3)	- Lecture - Practice - Quiz Reading: Chapter 6

14	Perfectly Competitive Supply • Illustrate profit maximizing firm (CK3) • Describe graph of production cost and its demonstration in short run (CK3, CC1, CC2, CCIT1)	• Lecture • Practice Reading: Chapter 6
15	Perfectly Competitive Supply • Analyze the shutdown and maximize profit condition (CK3, CC1, CC2) • Describe the central role of economic profit (CK3, CC1)	• Lecture • Practice • Quiz Reading: Chapter 6
16	Efficiency, Exchange, and the Invisible Hand • Describe how to allocate the resource and Invisible hand theory (CK3, CC1, CC2) • Analyze the economic rent (CK3)	• Lecture • Practice Reading: Chapter 7
17	Efficiency, Exchange, and the Invisible Hand • Describe the market equilibrium and social efficiency (CK3, CC1, CC2) • Discuss the constraint of price adjustment (CLO, CK3)	• Lecture • Practice • Quiz Reading: Chapter 7
18	Monopoly, Oligopoly, and Monopolistic Competition • Describe the difference of perfect and imperfect competition (CK3)	• Lecture • Discussion • Quiz Reading: Chapter 8
19	Monopoly, Oligopoly, and Monopolistic Competition • Describe the concept of market power and economies of scale (CK3, CC1) • Demonstrate the cost of monopolist (CK3, CC1, CC2)	• Lecture • Discussion Reading: Chapter 8
20	Monopoly, Oligopoly, and Monopolistic Competition • Analyze the invisible hand breaks down in monopolist (CK3, CC1, CC2) • Describe and demonstrate price discrimination and profit (CK3, CC1, CC2)	• Lecture • Practice • Quiz Reading: Chapter 8
21	Games and Strategic Behavior • Discuss the effects of dominants strategy (CK3) • Apply Prisoner's Dilemma game theory (CK3, CC1, CC2)	• Lecture • Practice Reading: Chapter 9
22	Games and Strategic Behavior • Analyze the game in timing matter (CK3, CC1, CC2)	• Lecture • Practice • Quiz Reading: Chapter 9
23	Externalities and Property Rights • Discuss on Private MC and Social Cost (CK2, CK3, CC1, CC2) • Discuss on Private Demand and Social Benefit (CK2, CK3, CC1, CC2)	• Lecture • Practice • Quiz Reading: Chapter 11

24	Externalities and Property Rights • Demonstrate Total Social Benefit and Remedies for externalities which is known as Coase Theorem (CK2, CC1) • Discuss on policy for the optimal amount of negative externalities (CK2, CC1, CC2)	• Lecture • Practice Reading: Chapter 11
25	Externalities and Property Rights • Analyze tax and subsidies on externalities (CK2, CC1, CC2) • Demonstrate the optimal amount of externalities in the role of Property Rights (CK4, CC2) • Discuss tendency of tragedy of common (CK4, CC2)	• Lecture • Practice • Quiz Reading: Chapter 11
26	Economics of Information • Explain how middleman adds value (CK3, CC1) • Use of rational concept to find optimal amount of information (CK3, CC1)	• Lecture • Practice Reading: Chapter 12
27	Economics of Information • Describe the asymmetric information (CK3, CC1) • Discuss how to response to the asymmetric information (CK3, CC1)	• Lecture • Practice • Quiz Reading: Chapter 12
28	Labor Markets, Poverty, and Income Distribution • Describe the relationship between wage and marginal productivity (CK2, CK3, CC1, CC2, CCIT1) • Illustrate the determinants of wage and employment (CK2, CK3, CC1, CC2, CCIT1)	• Lecture • Practice • Quiz Reading: Chapter 13
29	Labor Markets, Poverty, and Income Distribution • Discuss on the value of work and different earning (CK2, CK3, CC1)	• Lecture • Practice Reading: Chapter 13
30	• Labor Markets, Poverty, and Income Distribution • Discuss on income inequality and income distribution (CK4, CC1) • Discuss on methods of Income Redistribution (CLO, CK4, CC1, CC2)	• Lecture • Discussion • Quiz Reading: Chapter 13
31	Public Goods and Tax Policy • Discuss on Public Goods and Private Goods (CK4) • Analyze paying for Public Goods (CK4)	• Lecture • Discussion Reading: Chapter 14
32	Public Goods and Tax Policy • Demonstrate demand curve for Public Goods (CK4) • Discuss on Private Provision of Public Goods (CK4)	• Lecture • Discussion Reading: Chapter 14

33	International Trade and Trade Policy Demonstrate comparative advantage as basic of trade (CK1, CK2)	- Lecture - Discussion - Quiz Reading: Chapter 15
34	International Trade and Trade Policy Demonstrate production and consumption possibility (CK1, CK2)	- Lecture - Discussion - Quiz Reading: Chapter 15
35	Final Exam Review Review Chapter 1-7 (all CK, CC, CCIT, CIP)	Review Reading: Chapter 1-7
36	Final Exam Review Review Chapter 8-15 (all CK, CC, CCIT, CIP)	Review Reading: Chapters 8-15
Total Hours : 55.5 hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately two-thirds of the class will be devoted to lecture, with the rest of the class reserved for working on problem sets and reviewing solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All	PK1, PK3, PK4, PC1, PC5, PCIT3, PIP2
Homework	10%	All CK, All CC, CCIT1	PK1, PK3, PK4
Research Paper Assignments	20%	All CK, All CC, CCIT1, CIP1	PK1, PK3, PK4, PC1, PC5, PCIT3, PIP2
In-class tests	20%	All	PK1, PK3, PK4, PC1, PC5, PCIT3, PIP2
Midterm exam	20%	CK1-CK3, all CC, CCIT1	PK1, PK3, PK4, PC1, PC5, PIP2
Final exam	20%	All	PK1, PK3, PK4, PC1, PC5, PCIT3, PIP2
Total grading score	100%		

During the term, there will be two assignments:

Assignment 1 - Productivity and Comparative Advantage

Work Group:	Individual
Output format:	APA Format Report
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	The first assignment requires each student to research individually on productivity and comparative advantage model. This research is desk research.

Assignment 2 - Cost Analysis of Perfect Competition/Imperfect Competition

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	The second assignment requires the student to do group research on cost analysis of perfect competition / imperfect competition. To do this, the students are required to choose a specific firm for data collection and analysis. This research require both desk research and in-person interviews with practitioners.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Robert Frank, Ben Bernanke, Kate Antonovics, and Ori Heffetz. Principles of Microeconomics, 7th Edition. McGraw-Hill, 2018

References

1. Paul Krugman, and Robin Well, Economics, 5th edition, MacMillan Learning, 2018.
2. Selected articles from The Phnom Penh Post and The Cambodia Daily newspapers.

MACROECONOMICS

ECON 202

COURSE SPECIFICATION



Ky Sereyvath, PhD

Cambodia
Professor



Siphath Lim, PhD

Cambodia
Professor

1. AIM

This course aims to give students a wider range of macroeconomic issues by using theory or model which can be applied to the real world, society, and business. There are three main goals. First, students will be able to calculate the basic measurement of national account in both close and open economy, inflation, unemployment, and economic performance. Second, students will be able to understand and analyze the concepts of developing economy and growth, Macroeconomic policies, and Labor market. Third, students will be able to apply the theory and understanding to real world issues.

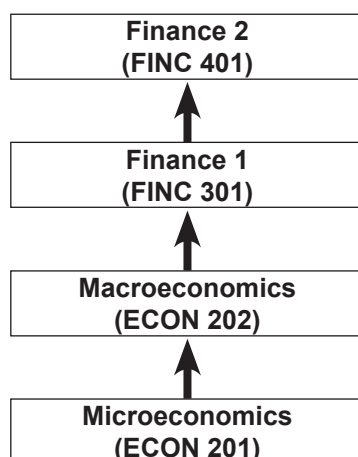
2. COURSE DESCRIPTION

Macroeconomics is a foundation subject of Business Administration, Accounting, Economics, Banking, Finance, Marketing which deals with the performance, structure, behavior, and decision-making of an economy as a whole, rather than individual markets. This includes national, regional, and global economies. This course aims to introduce the students the concepts of economic structure, long-run macroeconomic performance, business cycles and environment and institutions of macroeconomic policy that influence the business performance and activities.

Credits: 3

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course. However, students should have a basic understanding of Statistics and Microeconomics. Students should bring calculator for computing exercises in class.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main points: economic structure, long-run macroeconomic performance, business cycles and environment and institutions of macroeconomic policy. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Describe and explain GDP by income, value added, and expenditure approach and the basic concept of budget deficit and source of financing.
Apply	PK1	CK2	Demonstrate the approach of production include impacts of changing in labor market, and productivity in production.
Understand	PK1	CK3	Discuss the basic concepts of consumption, saving, investment in closed and open economy which affects to the international finance and balance of payment.
Understand	PK2	CK4	Explain the sources of economic growth in long-run including government policies to raise living standard.
Understand	PK3	CK5	Describe the role of financial market in economy.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PC1	CC1	Analyze the effects of policies and economic issues on domestic and foreign economy to make decision; and the use of economic policies on business cycle.
Analyze	PC1	CC2	Analyze GDP, inflation, and unemployment, unemployment rate, consumer price index, inflation rate using basic methods
Analyze	PC6	CC3	Analyze the structure and functioning of the government spending base on The Keynesian multiplier, fiscal policy, and monetary policy.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Calculate economic variables used in economic context
Analyze	PCIT2	CCIT2	Utilize excel and others software to analyze the economic data
Understand	PCIT1	CCIT3	Communicate the results data collection and synthesis.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Work in a team to conduct and report research.

5. STUDY PLAN

The course targets the 38 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 57 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction - Describe the Issues in Macroeconomics - Activities in Macroeconomics (All CC)	- Lecture - Demonstration of graph Reading: Chapter 1
2	Measuring Economy: GDP - Explain the concepts of the three approaches of National income account (CK1) - Demonstrate on production, income, and expenditure approach (CC2, CCIT1)	- Lecture - Calculation and Practice - Quiz Reading: Chapter 2

3	Savings and Wealth - Discuss the concept and formula of Aggregate Saving (CK3) - Illustrate the use of private saving (CK3)	- Lecture - Demonstration equations - Practice - Quiz Reading: Chapter 2
4	Nominal GDP & Real GDP - Apply of Nominal GDP with calculation (CC2, and CCIT1) - Apply of Real GDP with calculation (CC2, and CCIT1) - Solve for GDP deflator (CC2, CCIT1)	- Lecture - Calculation - Practice - Quiz Reading: Chapter 2
5	GDP deflator and Price index - Extend the use of GDP deflator (CC2) - Summarize the Price Index (CC2) - Demonstrate on Cost of Basket and CPI Calculation (CC2, CCIT1)	- Lecture - Calculation - Practice - Quiz Reading: Chapter 2
6	Inflation and interest rate - Apply CPI Data analysis for Cambodia (CC2) - Define Nominal and Real Interest rate (CC2) - Illustrate and Utilize expected real interest rate (CC2)	- Lecture - Practice - Quiz Reading: Chapter 2
7	Productivity, Supply Shock and Marginal Products - Demonstrate on Production function properties (CK2 and CC1) - Discuss on Factors used for production (CK2) - Demonstrate on the production function relating output and labor (CK2 and CC1) - Demonstrate on derivative function of MPN from Production function (CK2 and CC1)	- Lecture - Discussion - Demonstration of equation and function - Quiz Reading: Chapter 3
8	Demand and Supply for Labor and Equilibrium - Compare Labor demand and Real wage and determinants (CK2 and CC1) - Explain the trade-off between income and leisure trade-off (CK2) - Discuss the labor supply and real wage and determinants (CK2 and CC1) - Illustrate labor market equilibrium (CK2)	- Lecture - Graphing - Practice - Quiz Reading: Chapter 3
9	Full-employment and Unemployment - Illustrate market equilibrium, employment and potential output (CC2) - Demonstrate on Unemployment and relationship between unemployment and inflation - Discuss the types of unemployment (CC2) - Calculate an unemployment rate (CC2) - Apply Okun's Law (CC2)	- Lecture - Discussion - Practice - Quiz Reading: Chapter 3

10	Consumption, Savings, and Investment • Demonstrate on the 7 factors affecting the desired consumption and saving; and its effect (CK3) • Demonstrate on the three factors affecting desired Investment (CK3)	• Lecture • Discussion • Quiz Reading: Chapter 4
11	Good Market Equilibrium (Closed Economy) • Demonstrate on saving and investment affecting the equilibrium real interest rate in closed economy (CK3) • Demonstrate on the three factors affecting desired Investment (CK3)	• Lecture • Practice • Quiz Reading: Chapter 4
12	Balance of Payments • Demonstrate on how to calculate Current Account, Capital Account, and Financial Account (CK3) • Demonstrate on the change in Current Account due to the world real interest rate (CK3)	• Lecture • Discussion • Practice • Quiz Reading: Chapter 5
13	Savings and Investment (Open Large Economy) • Illustrate the determination of domestic real interest rate (CK3) • Demonstrate on Government spending on National Saving and Current Account (CK3)	• Lecture • Discussion • Practice • Quiz Reading: Chapter 5
14	Long-Run Economic Growth and The Solow Model • Demonstrate on the three sources of GDP growth (CK4) • Discuss of saving rate, population growth affecting long-run living standard (CK4)	• Lecture • Discussion • Quiz Reading: Chapter 6
15	Long-Run Living Standard and Gov. Policies • Discuss of saving rate, population growth affecting long-run living standard (CK4) • Discuss of government policy affecting saving rate in Endogenous Growth Theory (CK3)	• Lecture • Practice • Quiz Reading: Chapter 6
16	Money, Demand for Assets • Discuss on types and role of money in the market (CK5) • Applying function of money in Cambodia situation (CK5)	• Lecture. • Practice • Quiz Reading: Chapter 6
17	Demand for Money • Discuss the factors that affect how people choose which assets they own (CK5) • Apply Money Demand function (CK5) • Illustrate the Velocity and Quantity Theory of Money (CK5)	• Lecture • Discussion • Quiz Reading: Chapter 7

18	Asset Market Equilibrium - Discuss the fundamental of market equilibrium (CK5) - Demonstrate on inflation and money supply (CK5)	- Lecture - Team discussion - Quiz Reading: Chapter 7
19	Business Cycle Variables - Describe the business cycle on Aggregate Economic Activities (CC2, CC3) - Explain an expansion and contraction in the economic activities (CC2, CC3)	- Lecture - Discussion Reading: Chapter 8
20	Aggregate Demand, Supply and Equilibrium - Discuss on Aggregate demand based on classic and Neo-classic model (CC2, CC3) - Discuss on aggregate supply shock (CC2, CC3)	- Lecture - Practice - Quiz Reading: Chapter 8
21	IS-LM Model (FE & IS curve) Demonstrate of factors affecting full-employment output and good market clearing (CC2, CC3)	- Lecture - Practice - Quiz Reading: Chapter 9
22	IS Curve Demonstrate of factors affecting saving and investment in good market clearing (CK3, CC2)	- Lecture - Discussion - Quiz Reading: Chapter 9
23	LM Curve Demonstrate of factors affecting money supply and money demand in asset market clearing (CK3, CC2)	- Lecture - Practice - Quiz Reading: Chapter 9
24	General Equilibrium IS-LM Model Demonstrate on conditions necessary for general equilibrium using IS-LM Model (CK3, CC2)	- Lecture - Discussion Reading: Chapter 9
25	AD-AS Model Demonstration of implication of AD-AS model in general equilibrium (CK4, CC1, CC3)	- Lecture - Practice - Quiz Reading: Chapter 10
26	Classical Business Cycle Demonstration of fiscal policy in classical model (CK4, CC3)	- Lecture - Discussion - Quiz Reading: Chapter 10
27	Wage and Price Rigidity - Illustrate Keynesian real wage rigidity and Price stickiness (CC2, CC3) - Discuss on wage efficiency model (CC2, CC3)	- Lecture - Discussion - Quiz Reading: Chapter 11
28	Monetary and Fiscal Policy in Keynesian Model Demonstrate on Monetary and Fiscal Policy as Macroeconomic stabilization theory (CC3)	- Lecture - Practice - Quiz Reading: Chapter 11

29	Unemployment and Inflation • Discussion on Phillips curve relationship between unemployment and inflation (CC2) • Summarize an Expectation-Augmented Phillips Curve (CC3)	• Lecture • Discussion Reading: Chapter 12
30	Problem of unemployment and inflation • Identify Long-term behavior of the unemployment rate (CC2) • Conclude the Cost of inflation (CC2)	• Lecture • Practice • Quiz Reading: Chapter 12
31	Nominal and Real Exchange Rates • Demonstrate on how to determine exchange rate (CK5, CCIT1) • Apply Nominal and real exchange rates in framework of demand and supply (CK5, CCIT1)	• Lecture • Practice • Quiz Reading: Chapter 13
32	Determination of Exchange Rates and Net Exports • Discuss on the relationship between exchange rates and international trade (CK5, CC1)	• Lecture • Discussion • Quiz Reading: Chapter 13
33	Economic Policy and Exchange Rates • Discuss on the relationship between exchange rates and international trade to develop and open economy (CK5, CC3) • Derive the open-economy IS curve (CC3)	• Lecture • Practice • Quiz Reading: Chapter 13
34	Fixed Exchange Rates • Demonstrate on how does use of a fixed-exchange system affect an economy (CK5, CC3)	• Lecture • Discussion • Quiz Reading: Chapter 13
35	Monetary Policy - Money Supply Determination • Discuss on a nation's money supply (CK5) • Demonstrate on money supply determination (CK5)	• Lecture • Practice • Quiz Reading: Chapter 14
36	Central Bank and Monetary Policy • Demonstrate on tools of monetary policy (CK5) • Apply the money multiplier (CK5, CCIT1) • Demonstrate on setting monetary policy target of the central bank (CK5) • Analyze the monetary policy under recession (CK5, CC3)	• Lecture • Discussion and practice • Quiz Reading: Chapter 14
37	Government Spending and Taxation • Discuss how the government spending, taxing (CC2, CC3) • Analyze how fiscal policy affecting aggregate demand (CC2, CC3) • Explain automatic stabilizer (CC2, CC3)	• Lecture • Discuss • Quiz Reading: Chapter 15

38	Deficits and Inflation - Discuss on government debt (CC2, CC3) - Analyze how government financing budget deficit and seigniorage (CK5, CC2, CC3)	- Lecture - Discussion - Quiz Reading: Chapter 15
Total Hours : 57 hours		

6. TEACHING METHODS

This course is basically mixed lecturer and student center. The students are provided lectures, in-class exercises, homeworks, and assignments. They are assigned to read the textbook and other references to read in order to support their learning. During class, approximately two-third of the class will be devoted to lecture with the rest of the class for discussion, exercises, and question-answer.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All 4.1, All 4.2, All 4.3	PK1-3, PC1, PC6, PCIT1-2
In-class tests	20%	All 4.1, All 4.2, All 4.3	PK1-3, PC1, PC6, PCIT1-2
Homework	10%	All 4.1, All 4.2, All 4.3	PK1-3, PC1, PC6, PCIT1-2
Research Paper Assignments	20%	All	PK1-3, PC1, PC6, PCIT1-2, PIP2
Midterm exam	20%	CK1-4, CC1-2, CCIT1	PK1-3, PC1, PCIT1
Final exam	20%	All	PK1-3, PC1, PC6, PCIT1-2, PIP2
Total grading score	100%		

During the term, there will be two assignments:

Assignment 1 - Research on Movement of Labor, Capital, Goods and Services

Work Group:	Individual
Output format:	APA Format Report
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	The first assignment requires each student to individually research on the movement of labor, capital, and goods and services from/to Cambodia to/from other nation. The research will require both desk research and in-person interview with practitioners.

Assignment 2 - Sector Growth Analysis

Work Group:	Group
Output format:	APA Format Report
Language:	English
Assignment:	The second assignment requires group of students evaluate and/or estimate growth of an economic sector in Cambodia. This is a desk research which require only linear regression.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Abel, Bernanke and Croushore, Macroeconomics, 8th Ed., (2014), Global Edition., Pearson. (ISBN-13: 978-0-273-79230-7 • ISBN-10: 0-273-79230-X).

References

1. N.Gregory Mankiw, Macroeconomics, 7th Ed.,(2010), Worth Publishers. (ISBN-13: 978-1-4292-1887-0 • ISBN-10: 1-4292-1887-8).
2. Selected articles from The Phnom Penh Post and The Cambodia Daily newspapers.

FINANCIAL ACCOUNTING 1

ACCT 211

COURSE SPECIFICATION



Edman Padilla Flores, MBA, CPA

Philippines
Lecturer



Lee Siang Hi, MSc, CPA

Malaysia
Lecturer

1. AIM

To develop knowledge and understanding of the underlying principles and concepts relating to Maintaining Financial Records and technical proficiency in the use of double-entry accounting techniques.

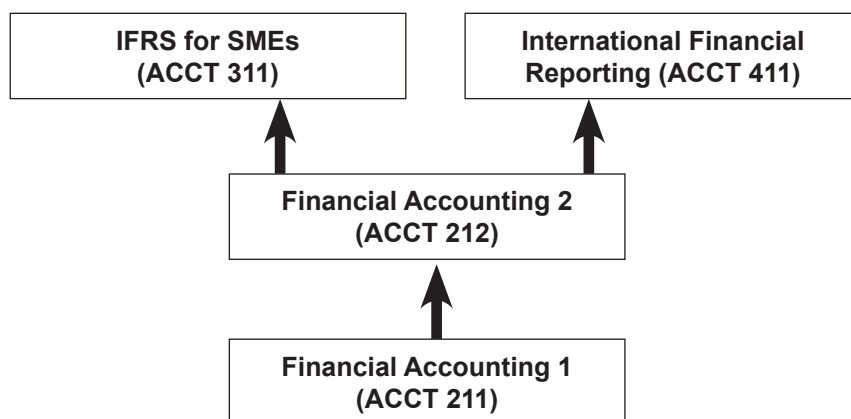
2. COURSE DESCRIPTION

Financial Accounting 1 introduces the candidate to the fundamentals of Maintaining Financial Records, explaining its context and purpose with reference to accounts preparation. The course then concentrates in depth on the double-entry system and on recording, processing, and reporting business transactions and events, including the specific accounting for fixed assets. The course then covers the use of the extended trial balance and how to identify and correct errors, including the reconciliation of the control accounts, and the posting of period end adjustments. The course also covers the preparation of final accounts for sole traders and for partnerships.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

There is no prerequisite for this course.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain generally accepted accounting principles and concepts and outline the principles and process of basic bookkeeping.
Remember	PK1	CK2	Define inventory, non-current assets, accruals, prepayments and partnerships.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC7	CC1	Prepare journals, ledger accounts, trial balance and basic financial statements for sole traders and partnerships.
Understand	PC7	CC2	Calculate accruals, prepayments, sales tax, discounts, irrecoverable debts and allowance for receivables, cost of goods sold, closing inventory value, depreciation and gains or losses on disposal of non-current assets.
Understand	PC7	CC3	Perform reconciliation of control accounts and the total of the list of balances, bank reconciliation, and correct accounting errors.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Use Excel and PowerPoint for preparation of reports, statements, accounts and presentations.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CIP1	Participate in a team to resolve accounting issues.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Assets and liabilities - Describe the meaning of assets, liabilities and capital in an accounting context. (CK1) - Explain the concept of cash cycle. (CK1) - Explain the concept of double entry. (CK1)	- Lecture - Discussion Reading: Chapter 1
2	The accounting equation Explain the meaning of the accounting equation. (CK1)	- Lecture - Discussion - Demonstration of the accounting equation - Group problem on the accounting equation - Exam practice Reading: Chapter 1
3	Basic financial statements for sole traders - Describe the components of statement of financial position and statement of profit or loss for a sole trader. (CK1) - Recognise the difference between current and non-current assets. (CK1)	- Lecture - Discussion Reading: Chapter 2
4	Capital and revenue items - Explain the difference between capital and revenue items. (CK2) - Classify expenditure as capital or revenue expenditure. (CK2) - Explain the impact of misclassification of capital expenditure as revenue expenditure and vice versa on the statement of profit or loss and the statement of financial position. (CC1)	- Lecture - Discussion - Group activity on identifying capital and revenue items - Exam practice Reading: Chapter 2

5	Recording and summarizing transactions 1 - Describe the source documents for accounting records. (CK1) - Explain the purpose and use of books of prime entry. (CK1)	- Review test covering Chapters 1 and 2 - Lecture - Discussion - Presentation of sample source documents - Group activity on identifying source documents to be issued or received Reading: Chapter 3
6	Recording and summarizing transactions 2 Record sales and purchases in the books of prime entry. (CC1)	- Lecture - Discussion - Group activity on preparation of sales day book and purchase day book Reading: Chapter 3
7	Recording and summarizing transactions 3 Record receipts and payments in the books of prime entry. (CC1)	- Lecture - Discussion - Group activity on Reading: Chapter 3
8	Recording and summarizing transactions 4 - Explain the purpose and use of general ledger. (CK1) - Account for trade and settlement discounts. (CC2)	- Lecture - Discussion - Group activity on calculation of trade and settlement discounts - Exam practice Reading: Chapter 3
9	Posting transactions and balancing accounts 1 - Explain the purpose and use of ledger accounts. (CK1) - Post journals and other entries into the appropriate ledger account. (CC1)	- Review test covering Chapter 3 - Lecture - Discussion - Group activity on posting transactions to ledger accounts Reading: Chapter 4
10	Posting transactions and balancing accounts 2 Balance the ledger accounts carrying down and bringing down balances as appropriate. (CK1)	- Lecture - Discussion - Group activity on balancing ledger accounts Reading: Chapter 4
11	Accounting for sales tax - Explain the general principles of the operation of a sales tax. (CC1) - Calculate sales tax on inputs and outputs. (CK2) - Record the consequent accounting entries and calculate the sales tax due to/from the business. (CK1)	- Lecture - Discussion - Group activity on calculating and recording sales tax Reading: Chapter 4

12	The trial balance • Explain the purpose of the trial balance. (CK1) • Identify the limitations of the trial balance. (CK1) • Prepare the initial trial balance. (CC1)	• Lecture • Discussion • Group activity on preparing trial balance • Exam practice Reading: Chapter 4
13	Accounting principles and characteristics • Explain the principles of accounting. (CK1) • Explain the qualitative accounting characteristics relating to. (CK1)	• Lecture • Discussion • Group activity on identifying the qualitative characteristics at issue Reading: Chapter 5
14	Control account reconciliations 1 • Explain the purpose of reconciliation of the receivables and payables ledger control accounts. (CK1) • Identify errors in the ledger control accounts and list of balances. (CC3) • Make correcting entries in the ledger control accounts. (CC3)	• Review test covering Chapters 4 and 5 • Lecture • Discussion Reading: Chapter 6
15	Control account reconciliations 2 • Prepare a reconciliation between the list of balances and the corrected ledger control accounts. (CC3) • Identify the control account balance to be reported in the final accounts. (CC3)	• Lecture • Discussion • Group activity on reconciliation of control account balance and total of the list of memorandum ledger balances Reading: Chapter 6
16	Correction of errors 1 • Identify different types of bookkeeping error including those that result in suspense accounts. (CC3) • Identify and explain the action required to correct errors including clearing any suspense accounts. (CC3) • Prepare correcting journal entries. (CC3)	• Lecture • Discussion Reading: Chapter 6
17	Correction of errors 2 • Record correcting entries in the ledgers. (CC3) • Demonstrate how the final accounts are affected by the correction of errors. (CC3)	• Lecture • Discussion • Exam practice Reading: Chapter 6
18	Bank reconciliation 1 • Explain the purpose of reconciliation between the bank ledger account and the corresponding bank statement. (CK1) • Identify errors and omissions in the bank ledger account and bank statement. (CC3) • Identify timing differences. (CC3)	• Lecture • Discussion Reading: Chapter 6

19	Bank reconciliation 2 Prepare the reconciliation between the bank statement balance and the corrected bank ledger account. (CC3)	- Lecture - Discussion - Group activity on bank reconciliation Reading: Chapter 6
20	Bank reconciliation 3 - Make the correcting entries in the bank ledger account. (CC3) - Identify the bank balance to be reported in the final accounts. (CC3)	- Lecture - Discussion - Exam practice Reading: Chapter 6
21	Accrual, prepayments and provisions 1 - Define accruals and prepayments. (CK2) - Apply the matching concept to accruals and prepayments. (CK1) - Identify and calculate the adjustments needed for accruals when preparing financial statements. (CC2) - Prepare the journal entries and ledger entries for the creation of an accrual. (CC1)	- Review test covering Chapter 6 - Lecture - Discussion - Group activity on accruals Reading: Chapter 7
22	Accrual, prepayments and provisions 2 - Identify and calculate the adjustments needed for prepayments when preparing financial statements. (CC2) - Prepare the journal entries and ledger entries for the creation of a prepayment. (CC1)	- Lecture - Discussion - Group activity on prepayments Reading: Chapter 7
23	Accrual, prepayments and provisions 3 - Identify the impact on profit, net assets and capital of accruals and prepayments. (CC1) - Report accruals and prepayments in the final accounts. (CC1)	- Lecture - Discussion Reading: Chapter 7
24	Accrual, prepayments and provisions 4 - Explain the nature of provisions. (CK1) - Account for provisions. (CC1)	- Lecture - Discussion - Exam practice Reading: Chapter 7
25	Irrecoverable debts and allowances 1 - Prepare the bookkeeping entries to write off an irrecoverable debt. (CC1) - Record an irrecoverable debt recovered. (C1) - Identify the impact of irrecoverable debts on the statement of profit or loss and on the statement of financial position. (CC1)	- Lecture - Discussion Reading: Chapter 7
26	Irrecoverable debts and allowances 2 - Calculate the movement in the allowance for receivables and the closing balance. (CC2) - Prepare the bookkeeping entries to create and adjust an allowance for receivables. (CC1)	- Lecture - Discussion - Group activity on calculating allowance for receivables and irrecoverable debt expense Reading: Chapter 7

27	Irrecoverable debts and allowances 3 Illustrate how to include movements in the allowance for receivables in the statement of profit or loss and how the closing balance of the allowance should be reported in the statement of financial position. (CC1)	- Lecture - Discussion - Exam practice Reading: Chapter 7
28	Cost of goods sold and inventories 1 - Define inventory. (CK2) - Explain and apply the IAS 2 requirements for valuing inventories. (CC2) - Recognise which costs should be included when valuing inventories. (CC2) - Explain the use of continuous and period end inventory records. (CK1)	- Review test covering Chapter 7 - Lecture - Discussion - Group activity on calculating gross profit Reading: Chapter 8
29	Cost of goods sold and inventories 2 Calculate the value of closing inventory and cost of goods sold using FIFO (first in, first out) and AVCO (average cost) - both periodic weighted average and continuous weighted average. (CC2)	- Lecture - Discussion - Group activity on calculating cost of sales and closing inventory value Reading: Chapter 8
30	Cost of goods sold and inventories 3 - Identify the impact of inventory valuation methods on profit, assets and capital. (CC1) - Report inventory in the final accounts. (CC1)	- Lecture - Discussion - Exam practice Reading: Chapter 8
31	Non-current assets and depreciation 1 - Define non-current assets. (CK2) - Prepare journal and ledger entries to record the acquisition of non-current assets. (CC1)	- Review test covering Chapter 8 - Lecture - Discussion Reading: Chapter 9
32	Non-current assets and depreciation 2 - Explain the purpose of depreciation. (CK1) - Calculate the charge for depreciation using straight line and reducing balance methods. (CC2)	- Lecture - Discussion - Group activity on calculating depreciation Reading: Chapter 9
33	Non-current assets and depreciation 3 - Illustrate how the depreciation expense and accumulated depreciation are recorded in ledger accounts. (CC1) - Report non-current assets and depreciation in the final accounts. (CC1)	- Lecture - Discussion - Demonstration of financial statement presentation for non-current assets and depreciation expense Reading: Chapter 9
34	Non-current assets and depreciation 4 - Calculate profits or losses on disposal of non-current assets in the statement of profit or loss. (CC2) - Prepare journal and ledger entries to record the disposal of non-current assets. (CC1) - Explain the purpose and function of an asset register. (CK1)	- Lecture - Discussion - Group activity on accounting for disposal of non-current assets - Exam practice Reading: Chapter 9

35	Preparation of final accounts for sole traders 1 - Explain the process of preparing a set of final accounts from a trial balance. (CK1) - Explain the format and purpose of the statement of profit or loss and statement of financial position for a sole trader. (CK1)	- Review test covering Chapter 9 - Lecture - Discussion Reading: Chapter 10
36	Preparation of final accounts for sole traders 2 Prepare statement of profit or loss and statement of financial position for a sole trader. (CC1)	- Lecture - Discussion - Group activity on preparation of statement of profit or loss and statement of financial position for sole trader Reading: Chapter 10
37	Extended trial balance 1 - Explain the process of extending the trial balance. (CK1) - Record the correction of errors on the extended trial balance. (CC3) - Explain and record post trial balance adjustments on the extended trial balance (e.g. accruals, prepayments, depreciation, closing inventory and irrecoverable debts). (CC1)	- Lecture - Discussion Reading: Chapter 11
38	Extended trial balance 2 Complete the extended trial balance including calculating the final reported profit or loss. (CC1)	- Lecture - Discussion - Demonstration on completing the extended trial balance Reading: Chapter 11
39	Extended trial balance 3 - Prepare statement of profit or loss and statement of financial position. (CC1) - Prepare the opening trial balance for the next accounting period. (CC1)	- Lecture - Discussion - Presentation of completed extended trial balance - Group activity on completing the extended trial balance and preparing statement of profit or loss and statement of financial position - Exam practice Reading: Chapter 11
40	Incomplete records 1 - Describe the circumstances which lead to incomplete records. (CK1) - Describe the methods of constructing accounts from incomplete records. (CK1) - Calculate sales, cost of sales, purchases and closing inventory value using markups and margins. (CC2)	- Review test covering Chapters 10 and 11 - Lecture - Discussion - Question practice on calculating sales, cost of sales, purchases and closing inventory value using markups and margins Reading: Chapter 12

41	Incomplete records 2 Calculate and account for inventory loss using markups and margins. (CC2)	- Lecture - Discussion - Group activity on calculating and accounting for inventory loss Reading: Chapter 12
42	Incomplete records 3 Prepare the final accounts or elements thereof using incomplete record techniques (e.g. ledger accounts to derive missing figures and manipulation of the accounting equation). (CC1)	- Lecture - Discussion - Exam practice Reading: Chapter 12
43	Partnerships 1 - Define a partnership. (CK2) - Explain the purpose and content of a partnership agreement. (CK2)	- Lecture - Review test covering Chapter 12 - Discussion Reading: Chapter 13
44	Partnerships 2 Explain, calculate and account for appropriations of profit. (CC1)	- Lecture - Discussion - Group activity on appropriations of partnership profit Reading: Chapter 13
45	Partnerships 3 - Explain the difference between partners' capital and current accounts. (CK2) - Prepare the partners' capital and current accounts. (CC1) - Prepare the final accounts for a partnership. (CK1)	- Lecture - Discussion - Group activity on preparing partners' capital accounts Reading: Chapter 13
46	Partnerships 4 Explain and account for the admission of a new partner including the treatment of any goodwill arising. (CK1)	- Lecture - Discussion - Group activity on accounting for admission of a new partner - Exam practice Reading: Chapter 13
47	Review and preparation for final exam (All CLOs)	- Review test covering Chapter 13 - Lecture
48	Review and preparation for final exam (All CLOs)	Lecture
49	Review and preparation for final exam (All CLOs)	Lecture
50	Review and preparation for final exam (All CLOs)	Lecture
Total Hours : 75 hours		

6. TEACHING METHODS

Teaching methods may include:

- Group Work
- Homework and assignment
- Tests and examinations
- Discussion, reflection, and reaction
- Didactic questioning

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CK1, CK2, CC1, CC2, CC3, CCIT1 & CIP1	PK1, PC7, PCIT2 & PIP1
In-class tests	20%	CK1, CK2, CC1, CC2 & CC3	PK1 & PC7
Assignments	20%	CK1, CCIT1 & CIP1	PK1, PCIT2 & PIP1
Midterm exam	20%	CK1, CC1, CC2 & CC3	PK1 & PC7
Final exam	30%	CK1, CK2, CC1, CC2 & CC3	PK1 & PC7
Total grading score	100%		

During the course there is one assignment:

Financial Reporting in Practice Assignment

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Students will work in groups of 3-5 to document the accounting and financial reporting process of a medium to large size business or organization. The assignment requires meetings, interviews and site visits to the target business or organization.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, FA2 Maintaining Financial Records, Up to June 2019.
2. BPP Learning Media, Practice & Revision Kit Paper FA2 Maintaining Financial Records, Up to June 2019.

References

1. Kaplan Publisher, FA2 Maintaining Financial Records, Up to June 2018 Exam.
2. Kaplan Publisher, Practice & Revision Kit Paper FA2 Maintaining Financial Records, Up to June 2018.

FINANCIAL ACCOUNTING 2

ACCT 212

COURSE SPECIFICATION



Edman Padilla Flores, MBA, CPA
Philippines
Lecturer



Lee Siang Hi, MSc, CPA
Malaysia
Lecturer

1. AIM

This course aims to develop knowledge of the principles and concepts relating to financial accounting and proficiency in the use of double entry accounting techniques, including preparation of basic financial statements in accordance with IFRS.

Nearly all of the roles of a bachelor of accounting and finance graduate will require extensive interaction with financial statements. This may be in the role of:

- A financial accountant who is responsible for preparing financial statements;
- An investor or investment analyst who collates and analyses data drawn from the financial statements; or
- An auditor whose responsibility includes assessing whether financial statements comply with relevant accounting standards.

Thus, it is essential that graduates have a deep and firm knowledge of financial accounting.

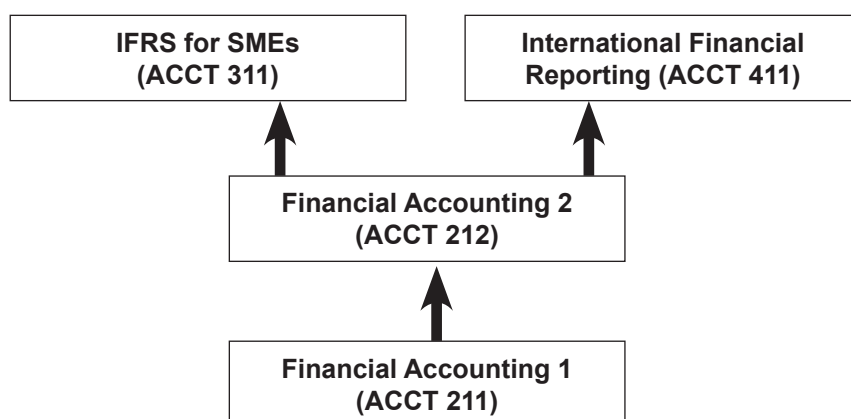
2. COURSE DESCRIPTION

The course introduces the candidate to the fundamentals of the regulatory framework relating to financial reporting and to the qualitative characteristics of useful information. Following this, the course studies processing, documenting and recording business transactions and events. It then covers the principles of accounts preparation and the drafting of financial statements. It also covers the use of the trial balance and how to identify and correct errors. The course then teaches preparation of consolidated financial statements, consolidating a parent company with a single subsidiary and an investment in an associate. Throughout the course, the emphasis will be on preparation of the main financial statements, with only a brief review of the notes and disclosures. In the last sessions of the course, students learn how to analyze and interpret financial statements.

Credits: 5

Lecture Hours: 76.5

3. ROLE IN CURRICULUM



Prerequisites

Students must have successfully passed Financial Accounting I (ACCT 211) before attempting this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main areas: The context and purpose of financial reporting, recording transactions in double-entry accounting, preparing financial statements for a single company and group of companies, and financial statement analysis. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK5	CK1	Explain users' and stakeholders' needs and responsibilities in relation to financial reporting and regulation thereof.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC7	CC1	Apply double-entry accounting to record common transactions involving income, expense, assets, liability and items of equity.
Apply	PC7	CC2	Prepare basic financial statements: statement of financial position, statement of profit or loss and other comprehensive income, and statement of cash flows.
Apply	PC7	CC3	Prepare a consolidated statement of profit or loss and a consolidated statement of financial position for a group comprising a single subsidiary.
Analyze	PC1	CC4	Analyze and interpret basic financial statements.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CIT1	Use Excel to carry out consolidation of basic financial statements.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Participate in a team to solve basic financial accounting and reporting problems.

5. STUDY PLAN

The course targets the 51 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 76.5 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Review of Accounting Basics 1. Describe the course learning outcomes and assessment 2. Demonstrate how transactions affect the accounting equation. (CC1)	- Lecture - Demonstration of the accounting equation - Group problem on the accounting equation Reading: Chapter 1
2	Business Entities, Governance 1. Describe the purpose of financial statements and their relevance to users. (CK1) 2. Identify the advantages and disadvantages of operating as a limited liability company, sole trader or partnership. (CK1) 3. Describe the responsibilities of directors, especially in regards to financial reporting (CK1)	- Lecture - Group brainstorming on the financial information needs of stakeholders - Case study of James Cropper Plc financial statements - Problem sets to be solved in groups Reading: Chapter 1
3	The Regulatory Framework 1. Describe the role of the regulatory system, including IFRS related entities. (CK1) 2. Describe International Financial Reporting Standards. (CK1)	- Lecture - Didactic questioning - Discussion Reading: Chapter 2
4	The qualitative characteristics of financial information 1. Explain the qualitative characteristics of the IFRS conceptual framework. (CK1) 2. Define the key accounting concepts in the IFRS conceptual framework. (CK1)	- Lecture - Group problem based learning - Discussion Reading: Chapter 3

5	Sources, records and books of prime entry 1. Identify and explain the purpose of common business documentation. (CK2) 2. Identify the main types of ledger accounts and books of prime entry. (CK2) 3. Explain the procedures for petty cash transactions. (CK2)	• Lecture • Discussion Reading: Chapter 4
6	Ledger accounts and double entry 1. Apply the concept of double entry accounting and the accounting equation. (CC1) 2. Illustrate the uses of journals and the posting of journal entries into ledger accounts. (CC1) 3. Record sales, sale returns, purchases, and purchase returns transactions in ledger accounts. (CC1)	• Lecture • Demonstration of double entry from the books of prime entry • Group problem to record transactions from books of prime entry • Review test Reading: Chapter 5
7	From trial balance to financial statements 1. Demonstrate how to balance and close a ledger account. (CC1) 2. Prepare a trial balance.	• Demonstration of closing accounts and preparation of financial statements Reading: Chapter 6
8	From trial balance to financial statements 1. Identify and understand the limitations of a trial balance. (CC2)	• Discussion • Group work to close accounts and prepare financial statements Reading: Chapter 6
9	Inventory 1. Apply and explain the impacts of methods of valuing inventory in accordance with IAS 2. (CC1)	• Lecture • Demonstration of inventory costing • Group problem solving to record inventory cost Reading: Chapter 7
10	Inventory 1. Describe the use of continuous and period-end inventory records. (CC1)	• Lecture • Discussion Reading: Chapter 7
11	Inventory 1. Calculate the value of closing inventory using first in, first out (FIFO) and average cost (AVCO). (CC1)	• Lecture • Demonstration of FIFO and AVCO • Group problem solving to determine inventory following FIFO and AVCO Reading: Chapter 7
12	Property, Plant and Equipment 1. Recognise the difference between current and non-current assets. (CC1)	• Lecture • Didactic questioning • Case study to solve in groups • Review test Reading: Chapter 8

13	Property, Plant and Equipment 1. Prepare ledger entries to record the acquisition, depreciation, revaluation and disposal of property, plant and equipment (PPE). (CC1)	• Lecture • Case study discussion • Demonstration of recording depreciation and revaluation • Group problems to record depreciation and revaluation Reading: Chapter 8
14	Property, Plant and Equipment 1. Explain the purpose and function of an asset register. (CC2) 2. Draft a disclosure note for property, plant and equipment. (CC1)	• Lecture • Didactic questioning Reading: Chapter 8
15	Intangible non-current assets 1. Account for intangible assets and amortization in accordance with IFRS. (CC1) 2. Identify and account for 'research costs' and 'development costs' in accordance with IFRSs. (CC1) 3. Draft a disclosure note for intangible assets. (CC2)	• Lecture • Case study discussion • Demonstration of recording intangible asset cost and amortisation • Group problem based learning Reading: Chapter 9
16	Accruals and prepayments 1. Calculate the adjustments needed for accruals and prepayments. (CC1)	• Lecture • Demonstration of recording accruals and prepayments • Group problem based learning Reading: Chapter 10
17	Accruals and prepayments 1. Prepare journal entries for an accrual or prepayment. (CC1)	• Lecture • Demonstration of recording accruals and prepayments • Group problem based learning Reading: Chapter 10
18	Provisions and contingencies 1. Define of 'provision', 'contingent liability' and 'contingent asset' in accordance with IFRS. (CC1) 2. Demonstrate accounting for provisions, contingent liabilities and contingent assets. (CC1) 3. Draft a disclosure notes for provisions and contingent liabilities. (CC2)	• Lecture • Discussion • Group problem based learning • Review test Reading: Chapter 11
19	Irrecoverable debts and Allowances 1. Prepare the bookkeeping entries to create and adjust an allowance for bad debts, including write offs and reversals. (CC1)	• Demonstration of determining and recording bad debts • Group problem sets to determine and record bad debts Reading: Chapter 12
20	Irrecoverable debts and Allowances 1. Prepare the bookkeeping entries to create and adjust an allowance for bad debts, including write offs and reversals. (CC1)	• Demonstration of determining and recording bad debts • Group problem sets to determine and record bad debts Reading: Chapter 12

21	Sales Tax - Describe the general principles of the operation of a sales tax. (CC1) - Calculate sales tax on transactions and record the consequent accounting entries. (CC1)	- Lecture - Group problem based learning Reading: Chapter 13
22	Control accounts - Account for discounts allowed and discounts received. (CC1) - Account for contrast between trade receivables and payables. (CC1) - Identify and correct errors in control accounts and ledger accounts. (CC1)	- Lecture - Demonstration of correcting errors in control accounts - Group problem based learning to correct errors Reading: Chapter 14
23	Bank reconciliations Identify the main reasons for differences between the cash book and the bank statement. (CC1)	- Lecture and discussion - Demonstration of preparation of a bank reconciliation - Group work to prepare a bank reconciliation Reading: Chapter 15
24	Bank reconciliations - Prepare a bank reconciliation statement, correcting for any errors or omissions. (CC1) - Review for midterm case study assessment Midterm Case Study Exam	- Group problem based learning - Lecture and discussion Reading: Chapter 15
25	Correction of errors - Identify and correct the types of error which may occur in bookkeeping systems. (CC1) - Create and use a suspense account. (CC1)	- Lecture and discussion - Demonstration of use of suspense account - Group problem based learning to solve errors using a suspense account Reading: Chapter 16
26	Incomplete records Apply the following techniques used in incomplete records situations: use of the accounting equation, use of ledger accounts, use of cash and/or bank summaries, and use of profit percentages. (CC1)	- Lecture - Group problem based learning - Discussion Reading: Chapter 17
27	Preparation of financial statements for sole traders - Prepare a statement of financial position. (CC2) - Prepare a statement of profit or loss and other comprehensive income. (CC2)	- Demonstration of preparation of a statement of profit or loss and a statement of financial position - Group problem based learning to prepare a statement of profit or loss and a statement of financial position Reading: Chapter 18

28	Introduction to company accounting - Record movements in the share capital and share premium accounts. (CC1) - Record and show the effects of a bonus (capitalisation) issue and a rights issue in the statement of financial position. (CC1) - Record dividends in ledger accounts and the financial statements. (CC1) - Calculate and record finance costs in ledger accounts and the financial statements (CC1)	- Lecture - Demonstration of recording issue of shares, rights shares and a bonus issue - Group problem based learning Reading: Chapter 19
29	Preparation of financial statements for companies Identify the components of the statement of changes in equity. (CC2)	- Lecture - Case study discussion Reading: Chapter 20
30	Preparation of financial statements for companies - Prepare a statement of financial position for a company. (CC2) - Prepare a statement of profit or loss and other comprehensive income for a company. (CC2)	- Demonstration of preparation of financial statements - Group problem based learning to prepare financial statements - Review test Reading: Chapter 20
31	Preparation of financial statements for companies - Prepare a statement of financial position for a company. (CC2) - Prepare a statement of profit or loss and other comprehensive income for a company.	- Demonstration of preparation of financial statements - Group problem based learning to prepare financial statements Reading: Chapter 20
32	Preparation of financial statements for companies Record income tax in the statement of profit or loss of a company, including the under- and overprovision of tax in the prior year. (CC1)	- Lecture - Group problem based learning Reading: Chapter 20
33	Preparation of financial statements for companies, Events after the reporting period - Draft disclosure notes for events after the reporting period (CC2) - Define an event after the reporting period in accordance with IFRSs. (CC2) - Classify events as adjusting or non-adjusting. (CC2) - Distinguish between how adjusting and non-adjusting events are reported in the financial statements. (CC2)	- Lecture - Didactic questions - Group problem based learning Reading: Chapter 20, 21
34	Statement of cash flows - Differentiate between profit and cash flow. (CC2) - Understand the need for management to control cash flow. (CK1) - Explain the difference between operating cash flow following the direct method and the indirect method (CC2) - Classify cash flows. (CC2)	- Lecture - Case study group analysis and discussion Reading: Chapter 22

35	Statement of cash flows 1. Calculate the figures needed for the statement of cash flows. (CC2)	• Demonstration of preparation of a statement of cash flows • Group preparation of a statement of cash flows Reading: Chapter 22
36	Statement of cash flows 1. Prepare a statement of cash flows. (CC2)	• Demonstration of preparation of a statement of cash flows • Group preparation of a statement of cash flows • Review test Reading: Chapter 22
37	Statement of cash flows 1. Prepare a statement of cash flows. (CC2) Submission of Assignment 1	• Demonstration of preparation of a statement of cash flows • Group preparation of a statement of cash flows Reading: Chapter 22
38	Introduction to consolidated financial statements 1. Define the entities in a group of companies. (CC3) 2. Describe the accounting method used for different entities of a group in the group's consolidated financial statements. (CC3)	• Lecture • Didactic questions • Case study discussion Reading: Chapter 23
39	The consolidated statement of financial position 1. Prepared a consolidated statement of financial position for a group including a single subsidiary. (CC3)	• Demonstration of preparation of a consolidated statement of financial position Reading: Chapter 24
40	The consolidated statement of financial position 1. Prepared a consolidated statement of financial position for a group including a single subsidiary. (CC3)	• Group case study to prepare a consolidated statement of financial position • Discussion Reading: Chapter 24
41	The consolidated statement of financial position 1. Calculate goodwill (excluding impairment of goodwill) using the full goodwill method only. (CC3)	• Lecture • Demonstration of calculation of goodwill • Group problem set to calculate goodwill • Discussion Reading: Chapter 24
42	The consolidated statement of profit or loss 1. Prepare a consolidated statement of profit or loss. (CC3)	• Demonstration of preparation of a consolidated statement of profit or loss • Group preparation of a consolidated statement of profit or loss • Review test Reading: Chapter 25

43	The consolidated statement of profit or loss 1. Prepare a consolidated statement of profit or loss. (CC3)	• Demonstration of preparation of a consolidated statement of profit or loss • Group preparation of a consolidated statement of profit or loss Reading: Chapter 25
44	The consolidated statement of profit or loss 1. Prepare a consolidated statement of profit or loss. (CC3)	• Demonstration of preparation of a consolidated statement of profit or loss • Group preparation of a consolidated statement of profit or loss Reading: Chapter 25
45	Interpretation of financial statements 1. Explain the purpose and limitation of financial statement analysis (CC4) 2. Calculate and interpret key financial ratios with regard to profitability, liquidity, and efficiency. (CC4) 3. Draw valid conclusions from the information contained within the financial statements and present these to the appropriate user of the financial statements. (CC)	• Case analysis and discussion Reading: Chapter 26
46	Interpretation of financial statements 1. Calculate and interpret key financial ratios with regard to profitability, liquidity, and efficiency. (CC4)	• Group case study analysis • Discussion Reading: Chapter 26
47	Interpretation of financial statements 1. Calculate and interpret key financial ratios with regard to profitability, liquidity, and efficiency. (CC4)	• Group case study analysis • Discussion Reading: Chapter 26
48	Interpretation of financial statements 1. Calculate and interpret key financial ratios with regard to profitability, liquidity, and efficiency. (CC4) Submission of Assignment 2	• Group problem sets • Discussion • Review test Reading: Chapter 26
49	Review and preparation for final exam (All CLOs)	• Lecture
50	Review and preparation for final exam (All CLOs)	• Lecture
51	Review and preparation for final exam (All CLOs)	• Lecture
Total Hours : 76.5 hours		

6. TEACHING METHODS

This course is taught with a variety of teaching methods, including lecture, questioning, discussion, case study analysis, demonstration and group work.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CIP1	PIP2
In-class tests	20%	CK1, CC1, CC3, CC4, CIT1	PK5, PC7, PCIT2
Assignments	20%	CC1, CC2	PC7, PIP2
Midterm exam	20%	CK1, CC1	PK5, PC7
Final exam	30%	CC1, CC2, CC3, CC4	PC7, PC1
Total grading score	100%		

During the course there is one assignment:

Preparation of Financial Statements

Work Group:	Group
Output format:	IFRS format Financial Report
Language:	English
Assignment:	This assignment requires student working in groups of 2-5 to prepare a set of financial statements for a small business covering a period of one month. Students will need the agreement and cooperation of the business or shop in question. However, it may be that the business owner does not wish to share certain information. In that case, students should use the techniques for estimating missing information, making clear notes in their draft financial statements which items have been estimated.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, Paper FFA/F3 Financial Accounting, 2019.
2. BPP Learning Media, Practice & Revision Kit Paper FFA/F3 Financial Accounting, 2019.

References

1. Kaplan Publishing, Paper FFA/F3 Financial Accounting, 2019.
2. Kaplan Publishing, Practice & Revision Kit Paper FFA/F3 Financial Accounting, 2019.

PRINCIPLES OF MANAGEMENT

MGMT 201

COURSE SPECIFICATION



Juliet Cadungog-Uy, MBA, DM, LLB

Philippines

Professor

1. AIM

This paper aims to introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems (ACCA 2019).

2. COURSE DESCRIPTION

The Principles of Management (FAB/F1) introduces students who may not have a business background, to the business, which as an entity is made up of people and systems which interact with the environment and with each other. The syllabus begins with examining the purpose and types of business which exist, the key stakeholders and the rights and responsibilities that businesses have in connection with them, exploring the external influences that affect the business in its environment, including economic, legal, social and technological factors. The syllabus then examines the structure and functions of business, focusing on corporate governance and the specific accounting related roles in this process, particularly in financial reporting, assurance, control and compliance. The syllabus then introduces key leadership, management and people issues such as effective individual and team behaviour, motivation and personal effectiveness (ACCA 2017-2018).

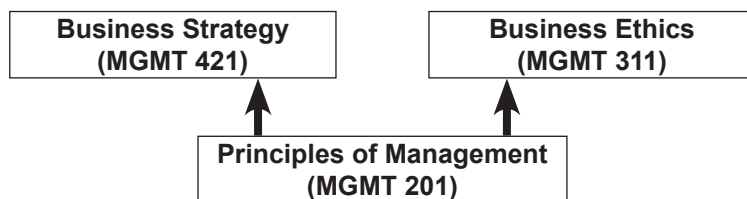
The broad topic areas to be covered are divided into six sections as follows:

- | | |
|-----------|--|
| 1. PART A | The business organization, its stakeholders and the external environment |
| 2. PART B | Business organization structure, functions and governance |
| 3. PART C | Accounting and reporting systems, controls and compliance |
| 4. PART D | Leading and managing individuals and teams |
| 5. PART E | Personal effectiveness and communication in business |
| 6. PART F | Professional ethics in accounting and business |

Credits: 5

Lecture Hours: 78

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover the following areas six main areas: The business organisation, its stakeholders and the external environment; Business organisation structure, functions and governance; Accounting and reporting systems, controls and compliance; Leading and managing individuals and teams; Personal effectiveness and communication; Professional ethics in accounting and business.

On successful completion of this course, students will be able to acquire the following knowledge and skills:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK 1	CK1	Explain the purpose and differentiate the types of businesses and how they interact with key stakeholders and the external environment
Analyze	PK 2	CK2	Differentiate business organisation structure, functions and the role of corporate governance
Analyze	ALL PK	CK3	Analyze the function of accountancy and audit in communicating, reporting and assuring financial information and in effective financial control and compliance
Understand	PK 1,2	CK4	Explain the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed.
Evaluate	PK 1,2	CK5	Evaluate the importance of personal effectiveness as the basis for effective team and organisational behaviour.
Understand	PK1,2,4	CK6	Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PC 2	CC1	Calculate and analyze elasticity of demand and the impact of substitute and complementary goods.
Analyse	PC 2	CC2	Analyze the function of accountancy and audit in communicating, reporting and assuring financial information and in effective financial control and compliance

4.3 Communication, Information Technology and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyze	PCIT 3	CCIT1	Calculate and analyze elasticity of demand and the impact of substitute and complementary goods.
Evaluate	PCIT 3	CCIT2	Evaluate and solve elasticity of demand and analyze the impact of substitute and complementary goods.
Apply	PCIT4	CCIT3	Actively participate in collaborative activities like group work, group research and group reporting.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP 1	CIP1	Participate in a team
Evaluate	PIP 1,2	CIP2	Evaluate the importance of personal effectiveness as the basis for effective team and organisational behaviour
Understand	PIP 3	CIP3	Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values

5. STUDY PLAN

The course targets the study plan below. Implementation may vary somewhat depending on the progress and needs of students. For example, some topics may be allocated more or less than 1.5 hours.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1-2	The purpose and types of business organization; Stakeholders in business organizations - Describe common features of business organisations (CK1) - Explain the purpose and differentiate the types of businesses and how they interact with key stakeholders (CK1) - Compare the power and influence of various stakeholder groups and how their needs should be accounted for, such as under the Mendelow framework. (CK1); give students group work (CIP11).	- Introduction: Reading of CamEd student code of ethics; clarify house rules; present chapter objectives - Lecture - Group work on Mendelow mapping of stakeholders (analysis of 2 scenarios) - Homework- reading of technical articles written by F1 examiner: Not-for-profit organisations and stakeholders Reading: Chapter 1 and additional handouts
3-6	Analyzing business environment (Part 1 and 2) Explain how political and legal, social and demographics, and technological factors affect the organization (CK1)	- Give review questions- chapter 1. - Present chapter objectives - Lecture - Article reading and discussion of PESTEL and how these affect the business - Pop Quiz Reading: Chapter 2 and additional handouts
7-8	The macro-economic environment Explain the impact of economic issues on the individual, the household and the business (CK1)	- Give review questions - chapter 2 - Present chapter objectives - Lecture - Reading of article on - Pop Quiz Reading: Chapter 3 and additional handouts
9-10	The micro-economic environment - Explain the micro environment of the firm (CK1) - Calculate and analyze elasticity of demand and the impact of substitute and complementary goods. (CIT1)	- Give review questions - chapter 3 - Present chapter objectives - Lecture - Pop Quiz - Problem solving and analysis/interpretation of product elasticity - Homework- reading of technical articles written by F1 examiner: Introduction to microeconomics Reading: Chapter 4 and additional handouts

11-12	Business organization, structure and strategy • Differentiate business organisation structure, functions and the role of corporate governance (CK2) • Explain the informal organization and its relationship with the formal organization (CK2) • Describe Mintzberg's components of organization and explain the different ways in which formal organizations may be structured (CK2)	• Give review questions - chapter 4 • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Organisations Mintzberg's theory on organisations Reading: Chapter 5 and additional handouts
13-14	Organizational culture in business • Describe the factors that shape the culture of the organization (CK2)	• Give review questions - chapter 5 • Present chapter objectives • Lecture • Group work on Hofstede – international perspectives on culture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: The role of marketing Reading: Chapter 6 and additional handouts
15-16	Committees in Business Organizations • Describe the types of committees used by business organisations • Discuss the advantages and disadvantages of committees (CK2)	• Give review questions - chapter 5 • Present chapter objectives • Lecture • Pop Quiz Reading: Chapter 6 and additional handouts
17-18	Corporate governance and social responsibility in business • Explain the responsibility of organisations to maintain appropriate standards of corporate governance and corporate social responsibility (CK2)	• Give review questions - chapter 6 • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Corporate governance: the board of directors and standing committees Reading: Chapter 7 and additional handouts
19-22	Accounting and finance functions within business • Analyze the function of accountancy and audit in communicating, reporting and assuring financial information and in effective financial control and compliance (CC1) • Explain the contribution of the accounting function to the formulation, implementation, and control of the organisation's policies, procedures, and performance. (CC1)	• Give review questions - chapter 7 • Present chapter objectives • Lecture • Pop Quiz Reading: Chapter 8

23-24	Control, security and audit • Explain the main functions of the internal auditor and the external auditor and how they differ • Explain the importance of internal financial controls in an organization	• Give review questions - chapter 8 • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Internal control Reading: Chapter 9 and additional handouts
25-26	Financial systems, procedures and related IT applications • Describe features of the types of information technology and information systems used by the business organization for internal control • Describe features for protecting the security of IT systems and software within business (CC1)	• Give review questions - chapter 8 • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Internal control Reading: Chapter 9 and additional handouts
27-28	• Describe cloud computing and how it benefits the organization • Explain how automation and artificial intelligence (AI) in accounting systems can affect the role and effectiveness of accountants. • Describe how the application of big data and data analytics can improve the effectiveness of accountancy and audit. • Explain the key features and applications of Blockchain technology and distributed ledgers in accountancy. • Explain what is cyber security and identify the key risks to data that cyber-attacks bring. • Describe the features for protecting the security of IT systems and software within business.	• Lecture • Homework Reading: Chapter 9 and additional handouts on Big data analytics and complexity; The roles/uses of block-chain; Robotics and Robotic process automation; Data security and risk management
29-30	Identifying and preventing fraud • Identify different types of fraud in the organization. (CC1) • Explain the implications of fraud for the organization (CC1)	• Present chapter objectives • Lecture • Pop Quiz Reading: Chapter 10 and additional handouts
31-32	Leading and managing people • Explain the principles of authority and leadership (CK4) • Explain the situational, functional and contingency approaches to leadership with reference to the theories of Adair, Fiedler, Bennis, Kotter and Heifetz. (CK4)	• Give review questions - chapter 10. • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Theories of leadership style Reading: Chapter 11 and additional handouts

33-34	Recruitment and selection • Explain the importance of effective recruitment and selection to the organization. (CK4) • Describe the recruitment the selection process and explain the stages in this process. (CK4)	• Give review questions-chapter 11 • Present chapter objectives • Lecture • Pop Quiz Reading: Chapter 12 and additional handouts
35-36	Diversity and equal opportunities • Explain the purposes and benefits of diversity and equal opportunities policies within the human resources plan. (CK4)	• Present chapter objectives • Lecture • Video clip on harassment in the workplace • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Equal opportunities Reading: Chapter 13 and additional handouts
37-38	Individuals, groups and teams • Explain the role of the manager in building the team and development of individuals within the team (CK4)	• Give review questions - chapter 13. • Present chapter objectives • Lecture • Group work on team roles of Belbin • Pop Quiz • Homework- reading of technical articles written by F1 examiner: The importance of teams Reading: Chapter 14
39-40	Motivating individuals and groups • Define motivation and explain its importance to the organization, teams and individuals (CIP1) • Explain content and process theories of motivation: Maslow, Herzberg, McGregor and Vroom (CIP1) • Explain and identify types of intrinsic and extrinsic reward (CIP4) • Allow students to do group work and discuss motivational theories (CIP1)	• Give review questions-chapter14 • Present chapter objectives • Lecture • Video clip on motivation • Group work on Maslow and Herzberg motivational theories • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Understanding Herzberg's motivation theory and Let's get motivated Reading: Chapter 15 and additional handouts
41-42	Training and development • Explain the importance of learning and development in the workplace • Describe the learning process: Honey and Mumford, Kolb (CIP4)	• Give review questions-chapter15 • Present chapter objectives • Lecture • Pop Quiz Reading: Chapter 16 and additional handouts

43-44	Performance appraisal • Explain the importance of performance assessment • Explain how organisations assess the performance of human resources (CIP4)	• Give review questions-chapter16 • Present chapter objectives • Lecture • Video clip on appraisal interview • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Human resource management • Understanding the Importance of appraisals Reading: Chapter 17 and additional handouts
45-48	Communication in Business • Evaluate the importance of personal effectiveness as the basis for effective team and organisational behaviour. (CIP2) • Identify situations where conflict at work can arise. (CIP2) • Describe how conflict can affect personal and organizational performance. (CIP2)	• Give review questions- chapter17 • Present chapter objectives • Lecture • Video clip on conflict in the workplace • Pop Quiz • Homework- reading of technical articles written by F1 examiner: Communicating core values and mission Reading: Chapter 18 and additional handouts
49-52	Fundamental principles of ethical behavior • Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values (CIP3) • Describe the typical contents of a corporate code of ethics (CIP3) • Explain the benefits of a corporate code of ethics to the organization and its employees (CIP3)	• Give review questions-chapter 18 • Present chapter objectives • Lecture • Pop Quiz • Homework- reading of technical articles written by F1 examiner: A question of ethics Reading: Chapter 19 and additional handouts
Total Hours : 78 hours		

Time for the midterm and final examination is not included in the lecture hours above.

6. TEACHING METHODS

Teaching methods may include:

- Group work, whole class
- Assignments
- Tests and examinations
- Presentation
- Discussion, reflection, and reaction
- Didactic questioning

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	All CK	PC4
In-class tests	15%	All CK	All PK
Assignments	15%	All CK, CIT2	PCIT 1,3,4
Midterm exam	20%	CK1, CK2, CC1, CCIT1	All PK
Final exam	30%	All CK, CCIT1	ALL PK
Total grading score	100%		

During the course there is one assignment:

Financial Reporting in Practice Assignment

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	There is a group term paper writing which is a terminal requirement of the course. The lecturer prepares the list of topics taken from the topics chosen from the subjects specified in the Examiner's Report of the preceding exam as areas with the lowest pass rates. The class is divided into five groups and each group is given different topic. The research makes use of literature review and other secondary data sources. Each group will present in class their final term paper to share the information to the other groups. Question and answer session follows the presentation.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media Ltd, Accountant in Business -Interactive Text . Phnom Penh: Quick Service, up to June 2018.
2. BPP Learning Media Ltd, Accountant in Business-Practice and Revision Kit. Phnom Penh: Quick Service, up to June 2018.

References

1. BECKER ACCA Study Text, F1/FAB Accountant in Business, for examinations from September 2017 to August 2018
2. BECKER ACCA Revision Question Bank, F1/FAB Accountant in Business, for examinations from September 2017 to August 2018
3. Kaplan Financial Limited, Accountant in Business –Complete Text.UK: Kaplan Publishing, 2017.

MANAGEMENT ACCOUNTING 1

ACCT 221

COURSE SPECIFICATION



Christine Grace Colon, ACCA, MSc
Philippines
Lecturer

1. AIM

The aim of the course is to develop knowledge and understanding of how to prepare, process and present basic cost information to support management in planning and decision-making in a variety of business contexts.

2. COURSE DESCRIPTION

Management Accounting 1 introduces candidates to costing and financing principles and techniques, and elements of management accounting which are used to make and support decisions. The course starts by introducing candidates to management information clearly distinguishing it from financial accounting information. The next section introduces the basics of recording costs in management accounting. This is followed by coverage of a variety of costing techniques used in business. The next area of the syllabus introduces candidates to the use of management accounting in support of decision making. Finally the course introduces the concept of cash management as an essential element for planning.

This course deals with the principles and techniques used in recording, analyzing and reporting costs and revenues for internal management purposes.

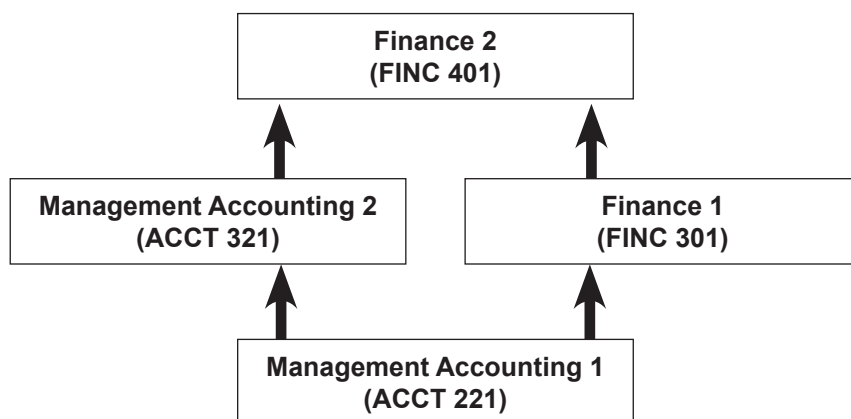
The broad topic areas to be covered are divided into five parts:

- | | |
|--------|------------------------|
| PART 1 | Management information |
| PART 2 | Cost recording |
| PART 3 | Costing techniques |
| PART 4 | Decision making |
| PART 5 | Cash management |

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

There are no prerequisites for this course.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Remember	PK1	CK1	Describe the role of management information and the use of information technology within the organization
Understand	PK1	CK2	Explain the principles of cash management and cash forecasting/budgeting
Remember	PK2	CK3	Identify investment opportunities and different ways of raising finance from the bank

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Create	PC1	CC1	Prepare basic cost information by applying different cost accounting techniques.
Create	PC6	CC2	Prepare cash budgets and cash flow forecasts

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Determine the cost of materials, labour and other expenses.
Apply	PCIT1	CCIT2	Calculate measures to solve make/buy-in problems and investment decisions using payback (discounted and undiscounted), net present value (NPV), and internal rate of return (IRR).

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Create	PIP1	CIP1	Work in a group.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Management information - Describe the purpose management information: planning, control and decision making (CK1) - Describe the features and sources of useful management information (CK1) - Explain the role of information technology in management information (CK1) - Explain the roles of the trainee accountant (CK1)	- Lecture - Review exam type questions - Quiz Reading: Chapter 1
2	The role of information technology - Explain the role of information technology in management information (CK1) - Explain the relationship between the cost/management accounting system and the financial accounting/management information systems (CK1) - Describe methods of capturing, processing, storing and outputting cost and management accounting data by computer. (CK1)	- Lecture - Review exam type questions - Quiz Reading: Chapter 2
3	Cost classification - Describe the variety of cost classifications used for different purposes in a cost accounting system, including by responsibility, function, direct/indirect, behavior. (CC1) - Distinguish between direct and indirect labour costs (CC1)	- Lecture - Review exam type questions - Group discussion - Review of homework questions - Demonstrate unit costing calculation - Quiz Reading: Chapter 3
4	Cost behavior - Explain and illustrate the nature of variable, fixed and mixed costs (CC1) - Use the high –low method to separate semi-variable costs (CC1) - Analyse the effect of changing activity levels on unit costs (CC1)	- Lecture - Review exam type questions - Review of homework questions - Demonstrate calculation of fixed, variable and total cost - Demonstrate calculation of effect of changing activity levels - Quiz Reading: Chapter 4

5	Information for Comparisons • Explain the purpose and basis of making comparisons (CK1) • Explain the forecasting/budgeting process and the concept of feed forward and feed-back control. (CK1) • Explain and illustrate the concept of flexible budgets (CK1)	• Lecture • Review exam type questions Reading: Chapter 5
6	Information for Comparisons (continued) • Calculate variances between actual and historical/forecast data which may or may not be adjusted for volume change (CK1, CIP1) • Identify possible causes of variances and identify whether variances are favourable or adverse (CK1, CIP1) • Explain the concept of exception reporting and factors affecting the decision whether to investigate variance. (CK1, CIP1)	• Lecture • Group discussion • Review of homework questions • Demonstrate calculation of variances Reading: Chapter 5
7	Reporting Management Information • Identify suitable formats for the presentation of management information according to purpose (CK1) • Describe methods of analyzing, presenting and communicating information (CK1)	• Lecture • Review exam type questions Reading: Chapter 6
8	Reporting Management Information (continued) • Identify suitable formats for communicating management information according to purpose and organisational guidelines including: informal business reports, letter and email or memo. (CK1, CIP1) • Identify the general principles of distributing reports (eg procedures, timing, recipients) including the reporting of confidential information (CK1, CIP1) • Interpret information presented in management reports (CK1, CIP1)	• Lecture • Group discussion • Quiz Reading: Chapter 6
9	Materials (Part 1) • Identify the documentation required, and the flow of documentation, for different cost accounting transactions (CK1, CIP1) • Describe the main types of material classification (CK1, CIP1) • Describe the procedures and documentation required to ensure the correct authorization, coding, analysis and recording of direct and indirect material costs (CK1, CIP1)	• Lecture • Review of exam type questions • Group discussion • Quiz Reading: Chapter 7

10	Materials (Part 1) (continued) - Explain, illustrate and evaluate the FIFO, LIFO and periodic and cumulative weighted average methods used to price materials issued from inventory (CCIT1) - Calculate material input requirements, and control measures, where wastage occurs (CCIT1)	- Lecture - Review of homework questions - Review of exam type questions - Demonstration of FIFO, LIFO and AVCO - Demonstration material requirements and material usage calculation Reading: Chapter 7
11	Materials (Part 2) - Describe the procedures required to monitor inventory and to minimize discrepancies and losses (CCIT1) - Explain and illustrate the costs of holding inventory and of being without inventory (CCIT1) - Explain, illustrate and evaluate inventory control levels (minimum, maximum, reorder) (CCIT1)	- Lecture - Review of exam type questions - Demonstration of inventory control levels Reading: Chapter 7
12	Materials (Part 2) (continued) - Calculate and interpret optimal order quantities (CCIT1) - Explain the relationship between the materials costing system and the inventory control system (CCIT1)	- Lecture - Review of homework questions - Review of exam type questions - Demonstration of calculation of optimal order quantities and total inventory costs - Quiz Reading: Chapter 7
13	Labour - Identify the documentation required, and the flow of documentation (CCIT1, CIP1) - Explain, illustrate and evaluate labour remuneration methods (CCIT1, CIP1) - Describe the operation of a payroll accounting system (CCIT1, CIP1)	- Lecture - Review of exam type questions - Group discussion Reading: Chapter 8
14	Labour (continued) - Distinguish and illustrate accounting for direct and indirect labour costs (CCIT1) - Explain the causes and costs of and calculate, labour turnover (CCIT1) - Describe and illustrate labour ratios (CCIT1)	- Lecture - Demonstration of calculation of labour ratios - Quiz Reading: Chapter 8
15	Expenses - Identify the flow of documentation for different cost accounting transactions (CCIT1) - Describe the nature of expenses by function (CCIT1) - Describe the procedures to ensure the correct authorization, coding, analysis and recording of direct and indirect expenses (CCIT1)	- Lecture - Review of exam type questions Reading: Chapter 9

16	Expenses (continued) - Describe and calculate capital and revenue expenditure and the relevant accounting treatment (CCIT1) - Calculate and explain depreciation charges using straight-line, reducing balance, machine hour and product units methods (CCIT1) - Explain the relationship between the expenses costing system and the expense accounting system (CCIT1)	- Lecture - Review of exam type questions - Demonstration calculation of different depreciation methods - Quiz Reading: Chapter 9
17	Overheads and absorption costing - Explain the rationale for absorption costing (CC1) - Describe the process of allocating, apportioning and absorbing production overheads to establish product costs (CC1) - Calculate and apply production cost centre overhead absorption rates using labour hour and machine hour methods (CC1)	- Lecture - Review of exam type questions - Demonstrate the allocation, apportioning and absorption of overheads - Quiz Reading: Chapter 10
18	Overheads and absorption costing (continued) - Describe and illustrate the accounting for production overhead costs, including the analysis and interpretation of over/under absorption (CC1) - Calculate product costs using the absorption costing method (CC1)	- Lecture - Review of exam type questions - Demonstrate calculation of total product cost using absorption costing method - Quiz Reading: Chapter 10
19	Marginal costing and absorption costing - Explain and illustrate the concept of contribution (CC1) - Prepare and compare profit statements using marginal and absorption costing method (CC1)	- Lecture - Review of exam type questions - Demonstrate calculation of marginal and absorption costing methods - Discussion Reading: Chapter 11
20	Marginal costing and absorption costing - Reconcile the profits reported by absorption and marginal costing (CC1) - Explain the usefulness of profit and contribution information respectively (CC1)	- Lecture - Review of exam type questions - Demonstrate profit reconciliation between absorption and marginal costing methods - Quiz Reading: Chapter 11
21	Cost bookkeeping - Explain the relationship between the cost/management accounting system and the financial accounting/management information systems (CK1; CIP1) - Describe and illustrate the accounting for material costs (CCIT1; CIP1) - Describe and illustrate the accounting for labour costs (CCIT1; CIP1) - Describe and illustrate the accounting for production overhead costs (CCIT1; CIP1)	- Lecture - Review of exam type questions - Demonstrate double entry in cost bookkeeping for materials, labour and expenses - Group discussion - Quiz Reading: Chapter 12

22	Job, batch and service costing - Distinguish between job costing and process costing. (CC1; CIP1) - Calculate unit costs in job and batch costing (CC1; CIP1) - Apply cost plus pricing in job costing (CC1; CIP1)	- Lecture - Demonstrate calculation of units costs - Review of exam type questions - Group discussion - Homework - Quiz Reading: Chapter 13
23	Job, batch and service costing (continued) - Describe characteristics of service costing (CC1) - Identify situations where the use of service costing is appropriate. (CC1) - Calculate service unit costs (CC1)	- Lecture - Demonstrate calculation of units costs - Review of exam type questions - Homework - Quiz Reading: Chapter 13
24	Process Costing - Part 1 - Identify situations where the use of process costing is appropriate (CC1) - Explain and illustrate the nature of normal and abnormal losses/gains (CC1) - Prepare process accounts where losses are separated into normal and abnormal (CC1) - Account for scrap and waste (CC1; CIP1)	- Lecture - Demonstrate calculation of normal and abnormal losses/gains - Demonstrate accounting for losses/gains and scrap - Review exam type questions - Homework - Quiz Reading: Chapter 14
25	Process Costing - Part 2 - Distinguish between joint products and by products (CC1; CIP1) - Explain the accounting treatment of joint products and by products at the point of separation (CC1; CIP1) - Apportion joint process costs using net realisable values and weight/volume of output respectively (CC1; CIP1)	- Lecture - Demonstrate calculation of joint costs - Review of exam type questions - Group discussion - Quiz Reading: Chapter 14
26	Cost-Volume-Profit Analysis (CVP) - Calculate contribution per unit and the contribution/sales ratio to calculate break-even point and margin of safety (CC1; CIP1) - Explain the concept of breakeven and margin of safety (CC1; CIP1) - Analyse the effect on breakeven point and margin of safety of changes in selling price and costs (CC1; CIP1)	- Lecture - Demonstrate calculation of C/S ratio, BEP and MOS - Group discussion - Homework Reading: Chapter 15
27	Cost-Volume-Profit Analysis (CVP) (continued) - Use contribution per unit and contribution/sales ratio to calculate the sales required to achieve a target profit (CC1) - Interpret breakeven and profit/volume charts for a single product or business (CC1)	- Lecture - Demonstrate calculation of target profit - Demonstration of Break-even charts - Review of exam type questions - Quiz Reading: Chapter 15

28	Short-term decisions (Part 1) - Explain the importance of the limiting factor concept (CCIT2) - Identify the limiting factor in given situations (CCIT2) - Formulate and determine the optimal production solution when there is a single resource constraint (CCIT2)	- Lecture - Demonstrate calculation of limiting factor - Demonstration of determining optimal product solution - Homework Reading: Chapter 16
29	Short-term decisions (Part 2) - Solve make/buy-in problems when there is a single resource constraint (CCIT2) - Explain the concept of relevant costs (CCIT2) - Apply the concept of relevant costs in business situations (CCIT2)	- Lecture - Demonstrate solving make/buy-in problems - Review exam type questions - Quiz Reading: Chapter 16
30	Capital investment appraisal - Part 1 - Explain and illustrate the difference between simple and compound interest and between nominal and effective interest rates (CC1) - Explain and illustrate compounding and discounting (CC1)	- Lecture - Demonstrate calculation of interest rates - Group problem based learning Reading: Chapter 17
31	Capital investment appraisal - Part 1 (continued) - Explain the distinction between cash flow and profit and the relevance of cash flow to capital investment appraisal (CCIT2) - Explain and illustrate the net present value (NPV) and internal rate of return (IRR) methods of discounted cash flow (CCIT2)	- Lecture - Demonstration of NPV and IRR calculation - Review exam type questions Reading: Chapter 17
32	Capital investment appraisal - Part 2 - Calculate present value using annuity and perpetuity formulas (CCIT2) - Calculate payback (discounted and non-discounted) (CCIT2)	- Lecture - Demonstrate calculation of annuity and perpetuity - Demonstrate calculation of simple and discounted payback period - Review exam type questions Reading: Chapter 17
33	Capital investment appraisal - Part 2 (continued) Interpret the results of NPV, IRR and payback calculations of investment viability (CCIT2)	- Lecture - Review exam type questions - Quiz Reading: Chapter 17
34	Cash and Cash flows - Define cash and cash flow and identify the various sources of cash receipts and payments (including regular/exceptional revenue/capital receipts and payments, and drawings) (CK2) - Describe the relationship between cash flow accounting and accruals accounting (CK2)	- Lecture - Demonstrate profit statement preparation cash flow accounting and accruals accounting - Demonstrate calculation of operational cash inflow and outflow Reading: Chapter 18

35	Cash and Cash flows (continued) • Distinguish between the cash flow pattern of different types of organisations (CK2) • Explain the importance of cash flow management and its impact on liquidity and company survival (CK2)	• Lecture • Review exam type questions • Quiz Reading: Chapter 18
36	Cash and treasury management • Describe the basic treasury functions(CK2) • Describe and illustrate cash handling procedures (CK2)	• Lecture • Review exam type questions Reading: Chapter 19
37	Cash and treasury management (continued) • Describe the trends in the economic and financial environment can affect management of cash balances (CK2)	• Lecture • Review exam type questions • Quiz Reading: Chapter 19
38	Forecasting cash flows (Part 1) • Explain the objectives of cash budgeting (CK2; CIP1)	• Lecture • Group discussion Reading: Chapter 20
39	Forecasting cash flows (Part 1) (continued) • Explain and illustrate statistical techniques used in cash forecasting including moving averages and allowance for inflation (CC2)	• Lecture • Illustrate calculation of moving averages • Demonstrate budget preparation with effects of inflation • Review exam type questions Reading: Chapter 20
40	Forecasting cash flows (Part 2) • Prepare a cash budget/forecast (CC2)	• Lecture • Illustrate cash budget preparation Reading: Chapter 20
41	Forecasting cash flows (Part 2) (continued) • Explain and illustrate how a cash budget can be used as a mechanism for monitoring and control (CK2)	• Lecture • Review exam type questions • Quiz Reading: Chapter 20
42	Investing surplus funds • Discuss the guidelines and legislation in relation to the management of cash balances in public sector organisations (CK3; CIP1)	• Lecture • Group discussion Reading: Chapter 21
43	Investing surplus funds (continued) • Explain how surplus cash and cash deficit may arise (CK3; CIP1)	• Lecture • Group discussion Reading: Chapter 21
44	Investing surplus funds (continued) • Explain the short term investments in bank deposits and money-market deposits and the associated risks/returns (CK3; CIP1)	• Lecture • Group discussion Reading: Chapter 21
45	Investing surplus funds- cont. (continued) • Explain the short term investments in certificates of deposits, government stock, local authority stock and the associated risks/returns (CK3)	• Lecture • Review exam type questions • Quiz Reading: Chapter 21

46	Raising finance from a bank Explain different ways of raising finance from a bank (CK3)	- Lecture - Review exam type questions Reading: Chapter 22
47	Raising finance from a bank (continued) - Explain the basic terms and conditions associated with each financing (CK3) - Describe the bank's lending criteria (CK3)	- Lecture - Quiz Reading: Chapter 22
48	Review Review and preparation for final exam (All CLOs)	Review practice test questions
49	Review Review and preparation for final exam (All CLOs)	Review practice test questions
50	Review Review and preparation for final exam (All CLOs)	Review practice test questions
Total Hours : 75 hours		

6. TEACHING METHODS

This course primarily involves lecture and problem solving. Open interaction between the lecturer and students is observed. Students are given a lecture plan as guide for their advance readings. Copies of the presentation are given before the start of the class. Students are given seat works to practice solving the given problems. The last part of the presentation is review questions to be answered by the students individually (and allow them to show their solutions on the board.) Pop quiz is given every end of the topic.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	All CK, CC, CCIT	PCIT1, PCIT2
In-class tests	20%	All CK, CC, CCIT	PCIT1, PCIT2
Assignments	10%	CC1	PCIT1, PCIT2
Midterm exam	20%	CK1, CK2, CK3, CC1	PCIT1, PCIT2
Final exam	30%	All CK, CC, CCIT, CIP	PCIT1, PCIT2
Total grading score	100%		

During the course there is one assignment:

Financial Reporting in Practice Assignment

Work Group: Group
 Output format: APA Format Report
 Language: English

Assignment: The assignment will require students to work in groups of 2-5 to research on how companies make comparisons of current actual costs and revenues with information from other different sources (e.g. budget/forecast data, previous/corresponding periods, standard costs, competitors, etc.). To do this, the students are required to interview a company and explain the purpose of making information comparison, explain the process of collecting information, identify the bases for comparison, describe how variances are calculated and analysed, and identify control actions considered to correct variances.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, Interactive Text Paper MA2 Managing Cost and Finances, Up to June 2018.
2. BPP Learning Media, Practice & Revision Kit Paper MA2 Managing Cost and Finances, Up to June 2018.

References

1. Kaplan Publishing, Interactive Text Paper MA2 Managing Cost and Finances, Up to June 2018.
2. Kaplan Publishing, Practice & Revision Kit Paper MA2 Managing Cost and Finances, Up to June 2018.

MANAGEMENT ACCOUNTING 2

ACCT 321

COURSE SPECIFICATION



Siphath Lim, PhD

Cambodia
Professor

1. AIM

This course aims to develop knowledge and understanding of accounting for management techniques to support management in planning, controlling and monitoring performance in a variety of business context.

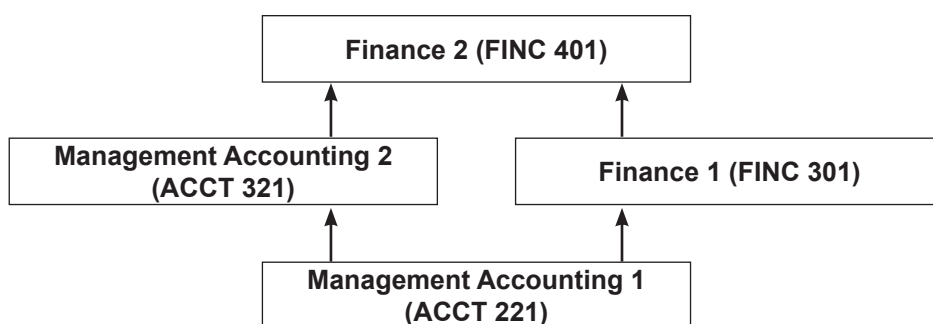
2. COURSE DESCRIPTION

Management Accounting 2 introduces candidates to elements of accounting for management which are used to make and support decisions. The course starts by introducing the nature, the source and purpose of cost accounting and the costing techniques used in business which are essential for any management accountant. The course then looks at the preparation and use of budgeting and standard costing and variance analysis as essential tools for planning and controlling business costs. The course concludes with an introduction to measuring and monitoring the performance of an organization.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

The prerequisite for this course is Management Accounting 1.

4. LEARNING OUTCOMES

The learning outcomes for this course cover five main areas: The nature, source and purpose of Management Accounting, Cost accounting techniques, Budgeting, Standard costing and Performance measurement. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the nature, source and purpose of Management Accounting.
Understand	PK1	CK2	Explain and apply cost accounting techniques; and performance measurement techniques,

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC6	CC1	Prepare, process and present cost information to support management in planning and decision-making in a variety of business contexts.
Apply	PC6	CC2	Demonstrate and discuss the effect of absorption and marginal costing on inventory valuation and profit determination.
Apply	PC6	CC3	Prepare production/cash budgets/forecast for planning and control.
Analyse	PC1	CC4	Compare actual costs with standard costs and analyze any variances.
Understand	PC3	CC5	Interpret the results of NPV, IRR, and payback calculations of investment viability.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use Excel to process and present information using tables, charts and graphs (bar charts, line graphs, pie charts and scatter graphs)

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PIP2	CIP1	Participate in a team to solve basic management accounting problems.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction Accounting for Management - Describe the purpose and role of cost and management accounting within an organisation. (CK1) - Compare and contrast financial accounting with cost and management accounting. (CK1) - Outline the management processes of planning, decision making and control. (CK1) - Explain the difference between strategic, tactical and operational planning. (CK1)	- Lecture - Examples Reading: Chapter 1
2	Accounting for Management (continued) - Distinguish between 'data' and 'information.' (CC1) - Identify and explain the attributes of good information. (CC1) - Explain the limitations of management information in providing guidance for managerial decision making. (CC1)	- Lecture - Class activity using MCQs Reading: Chapter 1
3	Sources of data - Describe sources of information from within and outside the organisation (including government statistics, financial press, professional or trade associations, quotations and price list). (CK1) - Explain the uses and limitations of published information/data (including information from the internet). (CK1) - Describe the impact of the general economic environment on costs/revenues. (CK1)	- Lecture - Examples Reading: Chapter 2a

4	Sources of data (continued) - Explain sampling techniques (random, systematic, stratified, multistage, cluster and quota). (CK1) - Choose an appropriate sampling method in a specific situation. (CK1)	- Lecture - Class Activity with MCQs Reading: Chapter 2a
5	Presenting Information - Prepare written reports representing management information in suitable formats according to purpose. (CCIT1) - Present information using tables, charts and graphs (bar charts, line graphs, pie charts and scatter graphs). (CCIT1) - Interpret information (including tables, charts, graphs) presented in management reports. (CCIT1)	- Lecture - Class Activity with MCQs Reading: Chapter 2b
6	Cost Classification - Explain and illustrate production and non-production costs. (CC1) - Describe the different elements of non-production costs - administrative, selling, distribution and finance. (CC1) - Describe the different elements of production costs - materials, labour and overheads. (CC1) - Explain the importance of the distinction between production and non-production costs when valuing output and inventories. (CC1)	- Lecture - Class Activities with Problem solving questions Reading: Chapter 3a
7	Cost Classification (continued) - Explain and illustrate with examples classifications used in the analysis of the product/service costs including by function, direct and indirect, fixed and variable, stepped fixed and semi-variable costs. (CC1) - Explain and illustrate the use of codes in categorising transaction. (CC1) - Explain and illustrate the concept of cost objects, cost units and cost centres. (CC1) - Describe the differing needs for information of cost, profit, investment and revenue centre manager. (CC1)	- Lecture - Group activity on costs classification. Reading: Chapter 3a
8	Cost Behaviour - Explain and illustrate with examples classifications used in the analysis of the product/service costs, including by function, direct and indirect, fixed and variable, stepped fixed and semi-variable costs. (CC1) - Describe and illustrate graphically different types of cost behavior. (CC1)	- Lecture - Group activity on costs classification. Reading: Chapter 3b

9	Cost Behaviour (continued) • Use high-low analysis to separate the fixed and variable elements of total costs, including situations involving semi-variable and stepped fixed costs and changes in the variable cost per unit. (CC1) • Explain the structure of linear functions and equations. (CC1)	• Lecture • Quiz on Chapters 3 a & b (MCQs) Reading: Chapter 3b
10	Accounting for Materials • Describe the different procedures and documents necessary for the ordering, receiving and issuing of materials from inventory. (CK2) • Describe the control procedures used to monitor physical and 'book' inventory and to minimise discrepancies and losses. (CK2) • Interpret the entries and balances in the material inventory account. (CK2) • Identify, explain and calculate the costs of ordering and holding inventory (including buffer inventory). (CK2) • Calculate and interpret optimal reorder quantities. (CK2) • Calculate and interpret optimal reorder quantities when discounts apply. (CK2)	• Lecture • Class activities using sample questions. Reading: Chapter 5
11	Accounting for Materials (continued) • Produce calculations to minimise inventory costs when inventory is gradually replenished. (CK2) • Describe and apply appropriate methods for establishing reorder levels where demand in the lead time is constant. (CK2) • Calculate the value of closing inventory and material issues using LIFO, FIFO and average methods. (CK2)	• Lecture • Class activities using sample questions • Quiz on Chapter 5 Reading: Chapter 5
12	Accounting for Labour • Calculate direct and indirect costs of labour. (CK2) • Explain the methods used to relate input labour costs to work done. (CK2) • Prepare the journal and ledger entries to record labour cost inputs and outputs. (CK2) • Describe different remuneration methods: time-based systems, piecework systems and individual and group incentive schemes. (CK2)	• Lecture • Class activities using sample questions. Reading: Chapter 6
13	Accounting for Labour (continued) • Calculate the level, and analyse the costs and causes, of labour turnover. (CK2) • Explain and calculate labour efficiency, capacity and production volume ratios. (CK2) • Interpret the entries in the labour account. (CK2)	• Lecture • Class activities using sample questions • Quiz on Chapter 6 Reading: Chapter 6

14	Accounting for Overheads - Explain the different treatment of direct and indirect expenses. (CK2) - Describe the procedures involved in determining production overhead absorption rates. (CK2) - Allocate and apportion production overheads to cost centres using an appropriate basis. (CK2) - Reapportion service cost centre costs to production cost centres (using reciprocal method where service cost centres work for each other). (CK2)	- Lecture - Class activities using sample questions Reading: Chapter 7a
15	Accounting for Overheads (continued) - Select, apply and discuss appropriate bases for absorption rates. (CK2) - Prepare journal and ledger entries for manufacturing overheads incurred and absorbed. (CK2) - Calculate and explain the under and over absorption of overheads. (CK2)	- Lecture - Class activities using sample questions - Quiz on Chapter 7a Reading: Chapter 7a
16	Absorption and Marginal Costing - Explain the importance of, and apply, the concept of contribution. (CC2) - Demonstrate and discuss the effect of absorption and marginal costing on inventory valuation and profit determination. (CC2) - Calculate profit and loss under absorption and marginal costing. (CC2)	- Lecture - Class activities using sample questions - Group work on research on P/L using absorption and marginal costing. Reading: Chapter 7b
17	Absorption and Marginal Costing (continued) - Reconcile the profits or losses calculated under absorption and marginal costing. (CC2) - Describe the advantages and disadvantages of absorption and marginal costing. (CC2)	- Lecture - Class activities using sample questions - Quiz on Chapter 7b Reading: Chapter 7b
18	Job, Batch and Service Costing - Describe the characteristics of job and batch costing. (CC1) - Describe the situations where the use of job or batch costing would be appropriate. (CC1) - Prepare cost records and accounts in job and batch costing situations. (CC1) - Establish job and batch costs from given information. (CC1)	- Lecture - Class activities using sample questions Reading: Chapter 9a

19	Job, Batch and Service Costing (continued) - Identify situations where the use of service/operation costing is appropriate. (CC1) - Illustrate suitable unit cost measures that may be used in different service/operation situations. (CC1) - Carry out service cost analysis in simple service industry situations. (CC1)	- Lecture - Quiz on Chapter 9a Reading: Chapter 9a
20	Process Costing - Describe the characteristics of process costing. (CC1) - Describe the situations where the use of process costing would be appropriate. (CC1) - Explain the concepts of normal and abnormal losses and abnormal gains. (CC1) - Calculate the cost per unit of process outputs. (CC1) - Prepare process accounts, involving normal and abnormal losses and abnormal gains. (CC1) - Calculate and explain the concept of equivalent units. (CC1)	- Lecture - Class Activities using sample questions Reading: Chapter 8a
21	Process Costing (continued) - Apportion process costs between work remaining in process and transfers out of a process using the weighted average and FIFO methods. (CC1) - Prepare process accounts in situations where work remains incomplete. (CC1) - Prepare process accounts where losses and gains are identified at different stages of the process. (CC1)	- Lecture - Class Activities using sample questions - Quiz on Chapter 8a Reading: Chapter 8a
22	Process Costing, Joint Products, and By-products - Distinguish between by-products and joint products. (CC1) - Value by-products and joint productions at the point of separation. (CC1)	- Lecture - Class Activities using sample questions Reading: Chapter 8b
23	Process Costing, Joint Products, and By-products (continued) Prepare process accounts in situations where by-products and/or joint products occur. (CC1)	- Lecture - Class Activities using sample questions - Quiz on Chapter 8b Reading: Chapter 8b
24	Alternative Costing principles - Explain activity based costing (ABC), target costing, life cycle costing and total quality management (TQM) as alternative cost management techniques. (CC1) - Differentiate ABC, target costing and life cycle costing from the traditional costing techniques (calculations are not required). (CC1)	- Lecture - Class Activities using sample questions Reading: Chapter 9b

25	Forecasting • Explain the advantages and disadvantages of using the high low method to estimate the fixed and variable element of costing. (CC3) • Construct scatter diagrams and lines of best fit. (CC3) • Analysis of cost data. (CC3) a. Explain the concept of correlation coefficient and coefficient of determination. (CC3) b. Calculate and interpret correlation coefficient and coefficient of determination. (CC3) c. Establish a linear function using regression analysis and interpret the results. (CC3) • Use linear regression coefficients to make forecasts of costs and revenues. (CC3) • Adjust historical and forecast data for price movements. (CC3) • Explain the advantages and disadvantages of linear regression analysis. (CC3) • Describe the product life cycle and explain its importance in forecasting. (CC3)	• Lecture • Class Activities using sample questions Reading: Chapter 4
26	Forecasting (continued) • Explain the principles of time series analysis (Cyclical, trend, seasonal variation and random elements). (CC3) • Calculate moving averages. (CC3) • Calculation of trend, including the use of regression coefficients. (CC3) • Use trend and seasonal variation (additive and multiplicative). (CC3) • Explain the advantages and disadvantages of time series analysis. (CC3) • Explain the purpose of index numbers (CC3) • Calculate simple index numbers for one or more variables. (CC3)	• Lecture • Class Activities using sample questions • Quiz on Chapter 4 Reading: Chapter 4
27	Budgeting • Nature and purpose a. Explain why organisations use budgeting. (CC3) b. Describe the planning and control cycle in an organisation. (CC3) • Statistical techniques a. Explain the role and features of a computer spreadsheet system. (CC3) b. Identify applications for computer spreadsheets and their use in cost and management accounting. (CC3) • Budget preparation a. Explain and illustrate 'what if' analysis and scenario planning. (CC3)	• Lecture • Class Activities using sample questions Reading: Chapter 10a

28	Budgeting (continued) - Flexible budgets - Explain the importance of flexible budgets in control. (CC3) - Explain the disadvantages of fixed budgets in control. (CC3) - Identify situations where fixed or flexible budgetary control would be appropriate. (CC3) - Flex a budget to a given level of volume. (CC3) - Budgetary control and reporting - Define the concept of responsibility accounting and its significance in control. (CC3) - Explain the concept of controllable and uncontrollable costs. (CC3) - Prepare control reports suitable for presentation to management. (CC3)	- Lecture - Class Activities using sample questions - Quiz on Chapter 10a Reading: Chapter 10a
29	The Budgetary Process - Nature and purpose of budgeting - Explain the administrative procedures in the budgeting process. (CC3) - Describe the stages in the budgeting process (includes relevant data, planning and agreeing draft budgets, and the purpose of forecasts and how they link to budgeting.) (CC3)	- Lecture - Class Activities using sample questions Reading: Chapter 10b
30	The Budgetary Process (continued) - Budget preparation - Explain the importance of the principal budget factor in constructing the budget. (CC3) - Prepare sales budgets. (CC3) - Prepare functional budgets (production, raw materials usage and purchases, labour, variable and fixed overheads.) (CC3)	- Lecture - Class Activities using sample questions Reading: Chapter 10b
31	The Budgetary Process (continued) - Budget preparation - Prepare cash budgets. (CC3) - Prepare master budgets (statement of profit or loss and statement of financial position). (CC3)	- Lecture - Class Activities using sample questions - Quiz on Chapter 10b Reading: Chapter 10b

32	Making Budgets work • Behavioural aspects of budgeting a. Explain the importance of motivation in performance management. (CC3) b. Identify factors in a budgetary planning and control system that influence motivation. (CC3) c. Discuss managerial incentive schemes. (CC4)	• Lecture • Class Activities using sample questions Reading: Chapter 11
33	Making Budgets work (continued) • Behavioural aspects of budgeting a. Discuss the advantages and disadvantages of a participative approach to budgeting. (CC3) b. Explain top down, bottom up approaches to budgeting. (CC3)	• Lecture • Class Activities using sample questions • Quiz on Chapter 11 Reading: Chapter 11
34	Capital Expenditure Budgeting • Discuss the importance of capital investment planning and control. (CC3) • Define and distinguish between capital and revenue expenditure. (CC3) • Outline the issues to consider and the steps involved in the preparation of a capital expenditure budget. (CC3)	• Lecture • Class Activities using sample questions Reading: Chapter 12a
35	Methods of project appraisal • Explain and illustrate the difference between simple and compound interest, and between nominal and effective interest rates. (CC3) • Explain and illustrate compounding and discounting. (CC3) • Explain the distinction between cash flow and profit and the relevance of cash flow to capital investment appraisal. (CC3) • Identify and evaluate relevant cash flows for individual investment decision. (CC3) • Explain and illustrate the net present value (NPV) and internal rate of return (IRR) methods of discounted cash flow. (CC5)	• Lecture • Class Activities using sample questions Reading: Chapter 12b
36	Methods of project appraisal (continued) • Calculate present value using annuity and perpetuity formulae. (CC3) • Calculate NPV, IRR and payback (discounted and non discounted) (CC4) • Interpret the results of NPV, IRR and payback calculates of investment viability. (CC5)	• Lecture • Class Activities using sample questions • Quiz on Chapter 12b Reading: Chapter 12b

37	Standard Costing • Explain the purpose and principles of standard costing. (CC4) • Explain and illustrate the difference between standard, marginal and absorption costing. (CC4) • Establish the standard cost per unit under absorption and marginal costing. (CC4)	• Lecture • Class Activities using sample questions Reading: Chapter 13
38	Cost variances • Variance Calculations and analysis a. Calculate materials total, price and usage variance. (CC4) b. Calculate labour total, rate and efficiency variance. (CC4) c. Calculate variance overhead total, expenditure and efficiency. (CC4) d. Calculate fixed overhead total, expenditure and, where appropriate, volume, capacity and efficiency variances. (CC4) e. Interpret the variances. (CC4) f. Explain factors to consider before investigating variance, explain possible causes of the variances and recommend control action. (CC4) g. Explain the interrelationships between the variances. (CC4)	• Lecture • Class Activities using sample questions • Quiz on Chapter 12b Reading: Chapter 14a
39	Cost variances (continued) Budgetary control and reporting a. Calculate sample variances between flexed budget, fixed budget and actual sales, costs and profits. (CC4) b. Discuss the relative significance of variance. (CC4) c. Explain potential action to eliminate variances. (CC4)	• Lecture • Class Activities using sample questions Reading: Chapter 14a
40	Sales variances and operating statements • Budgetary control and reporting a. Explain potential action to eliminate variances. (CC4) • Variance calculations and analysis a. Calculate sales price and volume variance. (CC4) b. Calculate actual or standard figures where the variances are given. (CC4)	• Lecture • Class Activities using sample questions Reading: Chapter 14b

41	Sales variances and operating statements (continued) - Reconciliation of budgeted profit with actual profit - Reconcile budget profit with actual profit under standard absorption costing. (CC4) - Reconcile budgeted profit or contribution with actual profit or contribution under standard marginal costing. (CC4)	- Lecture - Class Activities using sample questions - Quiz on Chapter 14b Reading: Chapter 14b
42	Target Setting - Performance measurement overview - Discuss the purpose of mission statements and their role in performance measurement. (CK2) - Discuss the purpose of strategic and operational and tactical objectives and their role in performance measurement. (CK2) - Discuss the impact of economic and market conditions on performance measurement. (CK2) - Explain the impact of government regulation on performance measurement. (CK2)	- Lecture - Class Activities using sample questions Reading: Chapter 15
43	Target Setting (continued) - Performance measurement - application - Discuss critical success factors and key performance indicators and their link to objectives and mission statements. (CK2) - Establish critical success factors and key performance indicators in a specific situation. (CK2) - Monitoring performance and reporting - Discuss the relationship between short-term and long-term performance. (CK2) - Discuss the role of benchmarking in performance measurement. (CK2)	- Lecture - Class Activities using sample questions - Quiz on Chapter 15 Reading: Chapter 15
44	Financial Performance Measurement - Performance measurement-application - Discuss and calculate measures of financial performance (profitability, liquidity, activity and gearing) and non-financial measures. (CK2) - Profitability - Calculate return on investment and residual income. (CK2) - Explain the advantages and limitations of return on investment and residual income. (CK2)	- Lecture - Class Activities using sample questions Reading: Chapter 16

45	Financial Performance Measurement (continued) • Cost reductions and value enhancement a. Compare cost control and cost reduction. (CK2) b. Describe and evaluate cost reduction methods. (CK2) c. Describe and evaluate value analysis. (CK2) • Monitoring performance and reporting a. Discuss measures that may be used to assess managerial performance and the practical problems involved. (CK2)	• Lecture • Class Activities using sample questions • Quiz on Chapter 16 Reading: Chapter 16
46	Assessing non-financial performance • Performance measurement - overview a. Explain the impact of government regulation on performance measurement. (CK2) • Performance measurement - application a. Perspectives of the balance score card i. Discuss the advantages and limitations of the balanced scorecard. (CK2) ii. Describe performance indicator for financial success., customer satisfaction, process efficiency and growth. (CK2) b. Economy, efficiency and effectiveness i. Explain the concepts of economy, efficiency and effectiveness. (CK2) ii. Describe performance indicators for economy, efficiency and effectiveness. (CK2) iii. Establish performance indicators for economy, efficiency and effectiveness in a special situation. (CK2) iv. Discuss the meaning of each of the efficiency, capacity and activity ratios. (CK2) v. Calculate the efficiency, capacity and activity ratios in a specific situation. (CK2)	• Lecture • Class Activities using sample questions Reading: Chapter 17

47	Assessing non-financial performance (continued) - Performance measurement - application - Unit costs - Describe performance measures which would be suitable in contract and process costing environments. (CK2) - Resource utilisation - Describe measures of performance utilisation in service and manufacturing environments. (CK2) - Establish measures of resource utilisation in a specific situation (CC2) - Quality of Service - Distinguish performance measurement issues in service and manufacturing environments. (CK2) - Describe performance measures appropriate for service industries. (CK2)	- Lecture - Class Activities using sample questions - Quiz on Chapter 12b Reading: Chapter 17
48	Assessing non-financial performance (continued) - Monitoring performance and reporting - Discuss the importance of non-financial performance measures. (CK2) - Discuss the relationship between short term and long term performance (CK2) - Discuss the measurement of performance in non profit seeking and public sector organizations.(CK2)	- Lecture - Class Activities using sample questions - Quiz on Chapter 12b Reading: Chapter 17
49	Review (1) (All CLOs)	
50	Review (2) (All CLOs)	
	Guest Lecture - Budgeted planning - Financial and nonfinancial performance measurement	Lecture
Total Hours : 75 hours		

Time for the midterm and final examination is not included in the lecture hours above.

6. TEACHING METHODS

This course is primarily lecture, class activities and assignment-based; assigned homework and in-class tests will support learning to material covered in class. The class will be devoted to lecture, class activities and exercises and in-class tests.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, All CC and All CCIT	PK1, PC1, PCIT1, PIP2
In-class tests	20%	All CK, All CC and All CCIT	PK1, PC1, PCIT1, PIP2
Assignment	20%	All CK, All CC and All CCIT	PK1, PC6, PCIT1, PIP2
Midterm exam	20%	All CK, CC1, CC2, CCIT1	PK1, PC1 PC3, PC6, PCIT1
Final exam	30%	All CK, CC1, CC2, CCIT1	PK1, PC1, PC3, PC6, PCIT1
Total grading score	100%		

During the course, there is one assignment:

Balanced Scorecard Analysis Assignment

Work Group:	Individual
Output format:	APA Format Report
Language:	English
Assignment:	The assignment is to conduct a company analysis of a company listed on an exchange. The report should include an overview of the company and the industry and a balanced scorecard analysis. For each of the 4 perspectives (Financial success, Customer satisfaction, Process Efficiency, Growth) students need to: determine the objectives, choose indicators to measure and monitor performance, set goals/targets, discuss actions and initiatives.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, FMA/F2 Management Accounting (For exams from 1 September 2019 to 31 August 2020).
2. BPP Learning Media, Practice & Revision Kit Paper FMA/F2 Management Accounting, (For exams from 1 September 2019 to 31 August 2020).

References

1. Kaplan Publishing, FMA/F2 Management Accounting, (For exams from 1 September 2019 to 31 August 2020).
2. Kaplan Publishing, Practice & Revision Kit Paper FMA/F2 Management Accounting, (For exams from 1 September 2019 to 31 August 2020).

BEHAVIORAL ECONOMICS ECON 311 COURSE SPECIFICATION



Kanora Chhan, MBA

Cambodia / Australia

Assistant Professor

1. AIM

This course aims to give students an awareness as to how mental accounting, heuristics and other psychological phenomena can impact business. The course intends to assist and encourage students to exploit basic principles of behavioral economics to add value to their business activities by increasing profit, increasing customer satisfaction and allocating capital efficiently.

Increasing research, such as that by Nobel prize winner Daniel Kahneman, shows that day to day business decisions are significantly influenced by mental biases, which result in inefficiencies, errors and lost income.

We wish to enhance the efficiency, effectiveness and profitability of our students' business decisions by making them aware of their biases and developing strategies to avoid the negative effects of those biases. Moreover, we wish to help our students to be aware of the biases of others, such as customers, managers, colleagues. Similarly, we wish to help students develop means of overcoming these biases, and, in some cases, to exploit these biases to achieve positive outcomes.

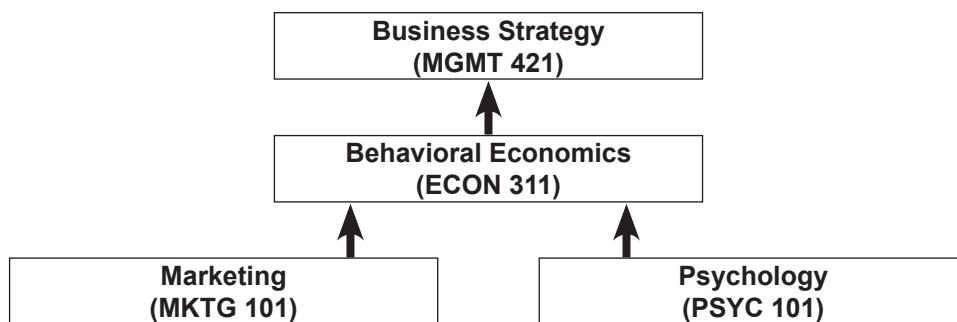
2. COURSE DESCRIPTION

This course is an introductory course with a focus on introducing the principles and main features of behavioral economics. We begin with a general overview of heuristics, together with a review of key psychological phenomena. Then we continue to study the concepts of disposition effect, prospect theory, overconfidence, representativeness heuristic, familiarity bias and limited attention.

Credit: 1

Lecture Hours: 19.5

3. ROLE IN CURRICULUM



Prerequisites

Students must have finished Psychology and Marketing to study in this course.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Identify key behavioral biases that affect decisions made in business including: the disposition effect, prospect theory, overconfidence, representativeness, familiarity, anchoring.
Understand	PK1	CK2	Describe the effects of behavioral biases of business people and consumers in buying, selling, discounting, and bundling.
Understand	PK1	CK3	Explain how behavioral biases can negatively affect forecasts and extrapolation of past prices and trends.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1	CC1	Apply Behavioural Economics principles to the marketing of a product.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PICT4	CCIT1	Refine their communications skills through ongoing class discussions, written report preparation and team presentations

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PICT4	CIP1	Suppress one's own common behavioral biases such as overconfidence and representativeness when communicating in business.
Apply	PIP2	CIP2	Motivate people in professional settings by exploiting basic heuristics.

5. STUDY PLAN

The course targets the 13 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 19.5 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to Behavioural Economics (BE) - Describe the course learning outcomes and assessment - Realise the importance of brand meaning and of applying it to the Action Learning Project (CC1) Group formation	- Lecture - Reading: Kahneman, Chapter 1 - Burow, Chapter 2 - Batey, Chapters 5, 6 - Two Videos on Thinking Fast and Slow
2	Your two brains: Econs vs. Humans - Recognise System 1 and System 2 Thinking (CK1) - Recognise the relationship between Attention and effort in System 1 and System 2 Thinking (CK1)	- Lecture - Discussion questions Reading: Kahneman, Chapters 2 and 3
3	Loss Aversion: Why Losses have more Impact than Gains - Explain the prospect theory (CK1) - Identify the stylized facts used to build prospect theory (CK1) - Identify the Endowment Effect	- Lecture - Discussion questions - Burow, Chapter 1 - Presentation no. 1 Reading: Kahneman, Chapters 26, 27
4	Perception of Risks: The Use of Heuristics (Part 1) - Explain the purpose of heuristics and the most common biases (CK1) - Recognise the flaw of small numbers (CK1) - Recognise anchoring (CK1)	- Lecture - Discussion questions - Burow, Chapter 3 - IN-CLASS TEST NO. 1 Reading: Kahneman, Chapters, 11, 12, 13
5	Perception of Risks: The Use of Heuristics (Part 2) - Explain the purpose of heuristics and the most common biases (CK1) - Identify the limitations of the science of availability (CK1)	- Lecture - Discussion questions Reading: Kahneman, Chapters 11, 12, 13

6	Confidence & Consistency - Describe overconfidence (CK1) - Identify and measure the effects summarized as overconfidence (CK2)	- Lecture - Discussion questions Reading: Kahneman, Chapter 19
7	Memory and Decision - Recognise the priming effect (CK2) - Recognise cognitive ease (CK2)	- Lecture - Discussion questions - IN-CLASS TEST NO. 2 Reading: Kahneman, Chapters 4, 5
8	Emotion, Affect and Consumer Choice - Recognise anchoring (CK2) - Recognise anchoring as priming effect (CK2) - Recognise the science and psychology of availability (CK2) - Identify the relationship between availability and affect (CK2) Applications to Organisations Making Decisions - Recognise the Planning Fallacy (CK2) - Recognise entrepreneurial delusions (CK2)	- Lecture - Discussion questions - Burow, Chapters 7 and 8 Reading: Kahneman Chapter 10, 23, 24
9	Experts vs Novices - Recognise the illusion of Validity (CK2) - Identify Illusory skill (CK2) - Contrast Intuitions and Formulas (CK2) - Decide on when to trust expert intuition (CK2)	- Lecture - Discussion Questions Reading: Kahneman, Chapters 20, 21 and 22
10	Project Presentation	Presentations no. 1, 2, 3 and 4
11	Project Presentation	Presentations no 5, 6, 7 and 8
12	Project Presentation	Presentations no. 9, 10, 11 and 12
13	Project Presentation Review for Final exam	Presentations no. 13, 14 and 15
Total Hours: 19.5 hours		

6. TEACHING METHODS

This course uses lecture/discussion and assignments; assigned readings will support learning and serve as a reference to material covered in class. During class, a varying (but at least 50%) percentage of the class will be devoted to the lecture/discussion with the balance of the class devoted to the discussion of how the concepts apply to the Action Learning Project. Throughout the semester, some class time will be used for in-class tests.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CCIT1, CIP1, CIP2	PICT4, PIP1, PIP2
Action Learning Project	50%	CC1, CCIT1	PICT4, PIP1, PIP2
Assignment Individual presentation	10%	CC1, CCIT1, CIP1	PICT4, PIP1, PIP2
Final exam	20%	CK1, CK2, CK3, CC1	PK1, PICT4, PIP1
Total grading score	100%		

There is one assignment, an Action Learning Project:

Product Sale Assignment

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Teams of 4 are required to buy or import (e.g. buy a unique product on Amazon) a product and resell the product using the principles studied in Behavioral Economics. The product needs to be sold by the end of the third month of the academic term and generate a minimum gross revenue of \$1,000. Each team prepares a written report and presents a summary on how it applied Behavioral Economics Principles during the conduct of this project in an oral presentation of around 20 minutes.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Kahneman, Daniel (2013) Thinking Fast and Slow, Farrar, Straus and Giroux.

References

1. Dan Ariely (2008). Predictably Irrational. New York: Harper Collins.
2. Richard H. Thaler and Cass R. Sunstein (2008). Nudge: Improving Decisions about Health, Wealth, and Happiness. New York: Penguin Group.
3. Burow, Peter, (2016) Behavioral Economics for Business-2nd Edition, Neuro Power Group.
4. Batey, Mark (2008), Brand Meaning, Routledge, New York

BUSINESS ETHICS

MGMT 311

COURSE SPECIFICATION



Kenneth Paul Charman, MBA, PhD

UK

Professor

1. AIM

This course introduces students to a new concept in ethics in the framework of 'Creating Shared Value' (CSV). It encourages students to think of ethical behaviour as an integral part of business, rather than as an additional responsibility in addition to profit maximisation and focuses on CSV as an opportunity to create sustainable competitive advantage. This course is, therefore, treating ethical behaviour as integral to strategy, and the course is therefore taught as a strategy course. Strategy, by definition under CSV, incorporates the interests of stakeholders and differs fundamentally from philanthropy and corporate social responsibility, both of which treat ethical behaviour as an externality, which should be alleviated or mitigated separately, not as part of the strategy itself. Students can then assess CSV as both ethical behaviours and as an opportunity to create long-term sustainable competitive advantage. CSV is fundamentally a strategy course, incorporating but not defining ethical behaviour. It provides students with ideas and frameworks they can use to recognise the ethical aspects of situations they may face in their everyday lives and particularly in their professional lives and allows them to assess the CSV approach to building ethical behaviour into strategy. The key objective is to help students develop the ethical understanding and reasoning abilities that will enable them to identify the ethical dimensions of problems and situations they will encounter throughout their entrepreneurial or corporate careers. As a result, they would be able to take these into account while forming their opinions and making decisions, and when building their own strategic solutions to business opportunities.

2. COURSE DESCRIPTION

The course is primarily case-study based and focuses on the four main aspects of creating shared value (CSV) along the industry value chain:

- CSV Level 1: the redesign of products and services to incorporate and build shared value for all those participants in the industry value chain
- CSV Level 2: the redesign of the value chain to incorporate shared value amongst all members of the industry value chain

- CSV Level 3: Improving the cluster performance to bring efficiencies and greater opportunities for sustainable competitive advantage within the sector
- Shared Value Investing: redefining the basis of value-added and assessing the impact that this has on corporate performance.

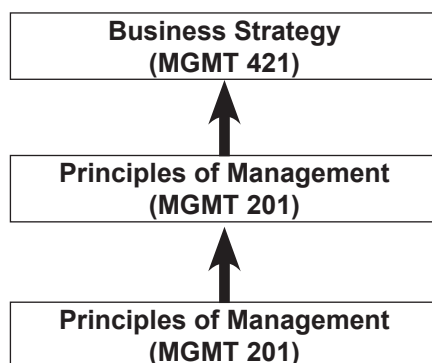
Students will be presented with 3-4 case studies for each of the four themes of the course and will be required to assess the overall impact of the CSV approach used in each. This will include the identification of business ethical issues, the stakeholder orientation, the case for social responsibility and corporate governance, and the strategic opportunity that is presented by incorporating a shared value approach. Debates will be integral to the course and student assignments will be based on a critical assessment of strategic choices under the CSV framework. CSV is also assessed in respect of corporate performance and this will be covered in the latter part of the course.

Working in teams, students will gain hands-on experience in analysing and appreciating the principles of developing a CSV strategy. In order to participate in debates and case study discussions, students are required to reflect carefully and profoundly on ethical issues. By the end of the course, they are expected to internalise key principles of ethical and professional behaviour as well as being able to understand the fundamentals of a strategic approach.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisite

Students must have finished Principles of Management before attempting this course.

4. LEARNING OUTCOMES

On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK2	CK1	Understand and identify ethical issues in business and identify cases where businesses are either supporting or violating ethical what are ethical issues

Apply	PK1	CK2	Apply the concepts of Creating Shared Value to both the ethical issues that companies are trying to address and their motivation for profit
Evaluate	PK4	CK3	Evaluate the approach used by companies undertaking 'Creating Shared Value' Strategies in terms of their success in achieving profitable business models whilst addressing social needs or specific ethical issues

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PC1	CC1	Understand the conceptual frameworks involved in 'Creating Shared Value' to analyse and discuss ethical issues encountered in marketing, management and business investment
Apply	PC5	CC2	Analyse moral issues in business, and whether there is a case for companies maximising profits whilst addressing social needs and ethical issues.
Evaluate	PC1 PC5	CC3	Evaluate and make recommendations on ethical behaviour and relate these to a strategic approach within the CSV framework.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT3	CCIT1	Construct a briefing on an ethical issue and why this might create a business opportunity, and how it might be done
Evaluate	PCIT4	CCIT2	Present a CSV case study to demonstrate how ethical problems and business solutions can be combined clearly and logically.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Evaluate	PIP1 PIP3	CIP1	Apply the concepts used in Creating Shared Value to evaluate how to conduct business in an ethical and professional manner.
Apply	PIP2	CIP2	Work effectively in teams to develop and present the case studies applying knowledge of the concepts of Creating Shared Value to the company case studies chosen.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Opening Lecture Scope of Course, Introduction to Course Content, Case Studies and Examinations Reading: Introductory overheads of course coverage (CC1)	Lecturer covers the scope of the course and Learning Objectives
2	Opening Case Study: The Question of Ethics in Business British American Tobacco in Africa Documentary https://www.youtube.com/watch?v=ldbRXAOiwWs&t=3077s (CC2)	Documentary shown to class, frequent breaks to ensure understanding and discussion of issues raised in the documentary
3	Creating Shared Value: Concepts: Reading: "Creating Shared Value: Competitive Advantage Through Social Impact": Prof Michael Porter and Mark Kramer (12th December 2018) (CK3)	Lecturer presents the overheads (up to slide 15) and invites class comment and discussion
4	Class Quiz: Creating Shared Value Concepts (Kahoot Quiz or Google Forms Quiz) (CIP1)	Multiple Choice Questions on the Concepts of Creating Shared Value
5	Case Study: Intercorp, Peru (2017) Peru's Largest Diversified Company: Meeting the Needs of Peru's Growing Middle Class in Peru's regions (multisector) Reading: Intercorp: Peru (Harvard Business School Case Study) (CK3)	Either: Students read HBS Intercorp Case Study and answer questions in class, or lecturer presents Intercorp Case Study as PowerPoint slides
6	Class Quiz: Intercorp (Peru) (Kahoot Quiz or Google Forms Quiz) (CC1)	Multiple Choice Questions on the Intercorp Case Study
7	Case Study: Discovery Limited, South Africa (2018) Start-up company in the 1990s building competitive advantage in the Health & Life Insurance Sector by encouraging healthy lifestyle changes. Reading: Discovery Limited (South Africa) Harvard Business School Case Study (CK2)	Either: Students read the Discovery Limited Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
8	Class Quiz: Discovery Limited (South Africa) (Kahoot Quiz or Google Forms Quiz) (CIP1)	Multiple Choice Questions on the Discovery Ltd. (South Africa) Case Study

9	Group Work: Class ‘Starter-pack’ Session (1 of 4) Student groups are allocated one of the remaining 8 case studies, or the Social Progress Imperative Reading: One of each of the Harvard Business School Case Studies (i.e. the group case study) (CCIT2)	Students are given the starter pack MS PowerPoint Presentation(shell) and are told the questions that they have to address in presenting the case study
10	Group Work – In-Class (Starter-Pack) Sessions (2 of 4) Case Study Preparation (Continued) Reading: Reading: The respective Harvard Business School Case Studies (i.e. the group case study) (CCIT2)	Students continue their group work in class to prepare their allocated case study under the supervision of the lecturer
11	Corporate Social Responsibility An overview of Corporate Social Responsibility, particularly to identify ‘stakeholders’ and the CSR actions that would generally be appropriate under CSR Reading: PowerPoint Presentation taken from Management and Organisational Behaviour, by Laurie Mullens and Gill Christy, 10th Edition 2013 Pearson (Publishers), Chapter 17: pages 659-692 (CK1)	Debate: On Philanthropy, CSR and CSV Case Analysis
12	Corporate Social Responsibility (Kahoot Quiz or Google Forms Quiz) (CC3)	Quiz on CSR and the Differences between CSR, philanthropy and CSV
13	The Social Progress Imperative An overview of the Social Progress Imperative, including the presentation overheads (in this folder) and the TED Talk documentaries: ‘What the Social Progress Index Can Reveal About Your Country’ Michael Green https://www.youtube.com/watch?v=N8Votwxx8a0 ‘The global goals we’ve made progress on -- and the ones we haven’t’ Michael Green https://www.youtube.com/watch?v=N3SQIrmV1cE Reading: Class notes plus in-depth reading of the information provided at www.socialprogress.org (CC2)	In class presentation and discussion of the Social Progress Index and the way that we measure social progress in relation to GDP
14	The Social Progress Imperative (Kahoot Quiz or Google Forms Quiz) (CIP1)	Quiz on the SPI, covering the component parts, methodology and impact
15	Group Work – In-Class (Starter-Pack) Sessions (3 of 4) Case Study Preparation (Continued) Reading: The respective Harvard Business School Case Studies (i.e. the group case study) (CCIT1)	Students continue their group work in class to prepare their allocated case study under the one-to-one supervision of the lecturer

16	Group Work – In-Class (Starter-Pack) Sessions (4 of 4) Case Study Preparation (Continued) Reading: The respective Harvard Business School Case Studies (i.e. the group case study) (CCIT2)	Students continue their group work in class to prepare their allocated case study under the one-to-one supervision of the lecturer
17	Mid-Term Revision Session (1 of 2) (Kahoot Quiz or Google Forms Quiz) (CK1)	Covering all concepts and case studies to date for the mid-term exam
18	Mid-term Revision Session (2 of 2) (Kahoot Quiz or Google Forms Quiz) (CK2)	Covering all concepts and case studies to date for the mid-term exam
19	MID TERM EXAMINATION Based on the Kahoot and Google Forms Quizzes Multiple Choice Questions on the Concepts of Creating Shared Values, Intercorp, Discovery Limited (CK1, CK2)	Multiple Choice Questions on the Concepts of Creating Shared Values, and the case studies Intercorp and Discovery Ltd
20	Case Study: Yara International Norway Africa Strategy, (2018) A Norwegian fertiliser company which has joined forces with many private sector, NGO and public sector organisations, including the government, to develop the Southern Agricultural Growth Corridor of Tanzania (SAGCOT) Reading: Yara International: Africa Strategy (Harvard Business School Case Study) (CC1)	Either: Students read the Yara Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
21	Case Study: Becton Dickinson: Global Health Strategy (2018) A company with a long-standing commitment to creating shared value by advancing global health Reading: Beckton Dickinson: Global Health Strategy (Harvard Business School Case Study) (CC1)	Either: Students read the Beckton Dickinson Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
22	Case Study: CVS Health: Redefining the Value Proposition A successful US-wide pharmacy chain which has introduced a wide range of community health care issues to complement the services provided by the state healthcare system Reading: CVS Health: Redefining the Value Proposition (CC1)	Either: Students read the CVS Health Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
23	Case Study: Nestle's Creating Shared Value Strategy The long-term commitment for Nestle to move from a mainly confectionery company to a global health and nutrition company Reading: Nestle's Creating Shared Value Strategy (Harvard Business School Case Study - Module 2 Theme 2: Nestle's Level 1 and Level 2 CSV Strategy) (CK2)	Either: Students read the Nestle Creating Shared Value Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides

24	Case Study: ENEL - The Future of Energy The former state-owned monopoly supplying electricity to Italian households and industry, and its fundamental change in direction to focus on renewable energy Reading: Enel: The Future of Energy (Harvard Business School Case Study) (CK2)	Either: Students read the ENEL - The Future of Energy Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
25	Case Study: Walmart: Navigating a Changing Retail Landscape Walmart's wide range of initiatives to a Creating Shared Value Strategy, particularly since its rescue role after Hurricane Katrina in 2005 Reading: Walmart: Navigating a Changing Retail Landscape (Harvard Business School Case Study) (CC1)	Either: Students read the Walmart Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
26	Case Study: Social Business at Novartis: Arogya Parivar (Family Without Illness) The Swiss Pharmaceutical Company's long-term strategy to break into the Indian rural village market, building its strategy on the basis of cells of health educators promoting health issues in Indian villages Reading: Social Business at Novartis: Arogya Parivar (Harvard Business School Case Study) (CC1)	Either: Students read the Novartis Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
27	Case Study: Dow – Breakthrough in World Challenges The chemical giant and its strategy to champion products which are both commercially profitable with sustainable demand and which meet a global challenge Dow: Breakthrough in World Challenges (Harvard Business School Case Study) (CC1)	Either: Students read the Dow – Breakthrough in World Challenges Case Study and answer questions in class, or lecturer presents the Case Study as PowerPoint slides
28	Group Case Study Presentations: Session (1-of 2) The presentations are the output of the student groups' assignments (CIP2)	Maximum 3 groups (30 minutes each) to present their case study in class.
29	Group Case Study Presentations: Session (2 of 2) The presentations are the output of the student groups' assignments (CCIT1)	Maximum 3 groups (30 minutes each) to present their case study in class.
30	Group Case Study Presentations: Session 3-5 The presentations are the output of the student groups' assignments (CCIT2)	Maximum 3 groups (30 minutes each) to present their case study in class.
31	Class Quizzes: Combined Quiz for the 8 case Studies (Revision for the Final Exam) (Kahoot Quiz or Google Forms Quiz) (CK3)	Multiple Choice Questions on the remaining 8 Case Studies that students are presenting

FINAL EXAMINATION Based on the Kahoot and Google Forms Quizzes Multiple Choice Questions on the Concepts of Creating Shared Values, the 8 Case Studies that students are presenting, Corporate Social Responsibility and the Social Progress Imperative	Multiple Choice Questions on the Concepts of Creating Shared Values, and the case studies
Total Hours : 45 hours	

6. TEACHING METHODS

This course is case-study based, so each week a new case study will be presented in class covering the themes of the CSV course. Each case study will be presented and discussed in class. Assigned readings will be provided to support the learning and to provide additional material to that covered in class. The majority of the class-time will be devoted to the presentation and discussion of the case studies, with the balance of the class devoted to students' team presentations, which will be done in groups.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CIP1, CIP2,	PCIT1, PCIT 2
Assignments (15% x 1)	15%	CC2, CC3, CIP1, CIP2, CCIT1	PCIT1, PCIT 2
In-class tests (3 x 5%)	15%	CK1, CC2,	PCIT1, PCIT 2
Midterm exam	25%	CK1, CC2,	PCIT1, PCIT 2
Final exam	25%	CK1, CC2,	PCIT1, PCIT 2
Total grading score	100%		

The students will be required to undertake two assignments during the course.

Assignment 1 - Case Presentation

Work Group:	Group
Output format:	APA Format Report, Presentation
Language:	English
Assignment:	Each group of students will be required to present one of the CSV course case studies, including the background to the case study, the CSV strategy adopted by the company, how this integrates into the three themes of CSV (Level 1, 2 or 3), how this builds sustainable competitive advantage whilst at the same time addressing ethical issues of business. The assignment should submit what they have presented in class as a short written report.

Assignment 2 - Company Interview and Report

Work Group:	Group
Output format:	Presentation
Language:	English
Assignment:	Each group of students will be required to visit a company of their choice to interview the company owner or manager, to determine their view of CSV and the extent to which they can CSV can lead to sustainable competitive advantage. The format of the interview will be designed in class with student participation so that each group of students will be able to collect similar data from interviews. The results will be presented in class by the students and marked in terms of both content and presentation.

8. TEXTBOOKS AND REFERENCES

This course is based on case studies made available by Harvard Business School 'Creating Shared Value' Course. These are supported by journal articles on Corporate Philanthropy, Corporate Social Responsibility and Creating Shared Value. These are listed below.

Core Textbooks

Harvard Business School Case Studies for Creating Shared Values

1. Yara International: Africa Strategy (715402)
2. Dow: Breakthroughs in World Challenges (715403)
3. Social Business at Novartis: Arogyar Parivar (715411)
4. Discovery Limited (715423)
5. Nestle's Creating Shared Value Strategy (716422)
6. CVS Health: Redefining the Value Proposition (717436)
7. Walmart: Navigating a Changing Retail Landscape (717474)
8. Enel: The Future of Energy (718414)
9. Walmart: Segmenting Social Impact (715435)
10. InterCorp (718417)
11. Beckton Dickenson: Global Health Strategy (718406)
12. DBL Partners: Double Bottom Line Venture Capital
13. National Australia Bank: Looking Out for the Customer
14. Philips Lighting - Light as a Service
15. Generation Investment Management

Additional References

The following are journal articles by Harvard Business School, which are specifically used for the Creating Shared Value Course.

1. Porter, Michael E., and Mark R. Kramer. "Philanthropy's New Agenda: Creating Value." *Harvard Business Review* 77, no. 6 (November–December 1999): 121–130.
2. Porter, Michael E., and Mark R. Kramer. "Strategy and Society: The Link between Competitive Advantage and Corporate Social Responsibility." *Harvard Business Review* 84, no. 12 (December 2006): 78–92.

3. Porter, Michael E., and Mark R. Kramer. "Creating Shared Value." *Harvard Business Review* 89, nos. 1-2 (January–February 2011): 62–77.
4. Porter, Michael E., and Mark R. Kramer. "The Competitive Advantage of Corporate Philanthropy." *Harvard Business Review* 80, no. 12 (December 2002): 56–69.
5. Porter, Michael E., and Mark R. Kramer. "The Pluses in Corporate Philanthropy." *Boston Globe* (January 13, 2003).
6. Kramer, Mark R., and Marc W. Pfitzer. "The Ecosystem of Shared Value." *Harvard Business Review* 94, no. 10 (October 2016): 80–89.

Textbooks and Additional Reading

The textbooks and articles below are for wider reading on business ethics issues.

1. Ferrell et al. *Business Ethics: Ethical Decision-Making and Cases*. 8th ed. Cengage Learning. 2011.
2. Stanwick et al, *Understanding Business Ethics*, 3rd ed. Pearson. 2015.
3. BPP, Paper P1: Governance, Risk and Ethics, BPP Publications, 2017.
CFA Institute, *Ethics and Quantitative Methods*, CFA Institute 2018.

ACCOUNTING INFORMATION SYSTEMS

ACCT 331

COURSE SPECIFICATION



Anil Makhija, PGDIM, MBA

India

Lecturer

1. AIM

This course aims to give students a foundation in accounting information systems, technology management, and applications that are commonly used in business settings and have broad application in business. There are three main goals. First, enable students to develop their knowledge and skills in relation to accounting information systems in achieving organizational objectives. Second, develop the ability of students to apply the knowledge they gain in relation to the life cycle and project management of information system in a business environment. Third, further develop lifelong learning skills of independent learning and study in relation to accounting information systems. Finally, this class will hone students with case studies or integrative cases and best practices.

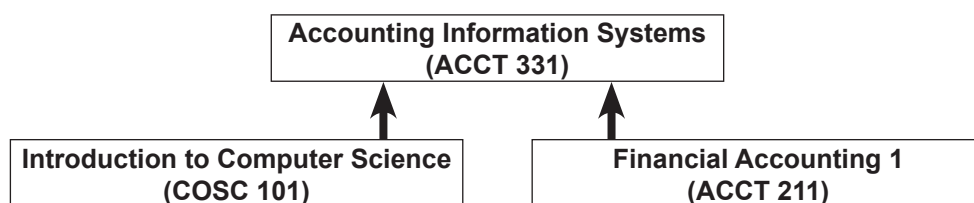
2. COURSE DESCRIPTION

The professional roles of bachelor of accountancy graduates will require use of accounting information system (AIS) to optimize business development, operation, auditing and analysis for decision making. This course aims to explore the relationships between the AIS and business processes and internal controls.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

Students should have passed Financial Accounting 1 and Introduction to Computer Science.

4. LEARNING OUTCOMES

The learning outcomes for this course cover three main areas: On successful completion of this course, students will be able to understand the below knowledge areas:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the primary information flows within a business organization
Apply	PK1	CK2	Use technical documentation for information systems
Understand	PK1	CK3	Describe auditing of information systems
Understand	PK1	CK4	Explain product management (focus on product scoping)
Understand	PK1	CK5	Explain project management
Understand	PK1	CK6	Explain risk management
Understand	PK1 & PK2	CK7	Explain Trust Services Criteria & Concepts of Systems Reliability
Understand & Apply	PK1 & PK2	CK8	Understand concepts in SDLC (Systems Development Life Cycle)

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyse & Evaluate	PC1, & PC5	CC1	Recommend business decisions to utilize information systems
Analyse & Evaluate	PC1 & PC5	CC2	Use Risk Based Approach for selection of IT Controls applicable for Systems Reliability

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Evaluate	PCIT3	CCIT1	Evaluate the advantages and disadvantages of management information systems
Apply	PCIT3	CCIT2	Use SDLC concepts for decisions related to Systems Development / Enhancement / Acquisition

Apply	PCIT4	CCIT3	Use verbal and written communication for project communication and influencing project stakeholders
Understand	PCIT3	CCIT4	Understand the potential of emerging technologies in driving transformational improvements

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Create	PIP2	CIP1	Working effectively in a team and recommend effective decisions for IT enablement

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours; there is a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Accounting Information Systems: An Overview - Describe information needs and business processes (CK1) - Describe accounting information system (CK2)	- Lecture - Description of information needs and business processes - AIS components and functions - Discuss role of AIS in the value chain Reading: AIS book, Chapter 1
2	Project Management (including related concepts of Product Management) Getting to know project management (CK5) - Define a project & Project Management - Characteristic of a PM – Project Manager	- Lecture - Group problem-based learning - Discussion - Integrative case - Exercise on this topic Reading: - PMBOK - https://www.pmi.org/pmbok-guide-standards/foundational/pmbok - Cheetah project management - Chapter 1, 2,3

3	Project Management (including related concepts of Product Management) Getting to know project management (CK5) • Product Scoping v/s Project Scoping (CK4) • Define project methodology • Define project management process (CCIT1, CIP1)	• Lecture • Group problem-based learning • Discussion • Integrative case Reading: 1. PMBOK - https://www.pmi.org/pmbok-guide-standards/foundational/pmbok 2. Cheetah project management - Chapters 4, 5, 6 3. Product Managers for Digital Age 4. The Agile Coach - What is Product Management 5. Product Management
4	Project Management (including related concepts of Product Management) Getting to know project management (CK5, CCIT3) • Project management process, continued (CCIT2, CIP1) • Discuss Project management software	• Lecture • Group problem-based learning • Discussion • Integrative case Reading: 1. PMBOK - https://www.pmi.org/pmbok-guide-standards/foundational/pmbok 2. Cheetah project management - Chapters 7, 8, 9, 10
5	Capability Maturity Model Integrated (CK5) • Define five levels of maturity model (CIP1) • Discuss approaches from project Initiation to project execution processes	• Lecture • Group problem-based learning • Discussion Reading: 1. What is CMMI - https://cmminstitute.com/cmmi/intro 2. What is CMMI? - https://www.cio.com/article/2437864/process-improvement-capability-maturity-model-integration-cmmi-definition-and-solutions.html 3. Case Study of CMMI implementation at Bank of Montreal (BMO) Financial Group: http://grafp.com/Pdf/BMO%20-%20case%20study.pdf

6	Digital Transformation (CC1, CCIT4) • Define what is digitalization • Define what is disruptive technology • Discuss implications for its people, culture, processes, and technology • Discuss risk of ignoring it • Discuss trends and rewards	• Lecture • Didactic questioning • Discussion • Case study discussion – Netflix Reading: 1. Digitization, digitalization and digital transformation - https://www.i-scoop.eu/digitization-digitalization-digital-transformation-disruption/ 2. Digitization, Digitalization, And Digital Transformation: Confuse Them At Your Peril - https://www.forbes.com/sites/jasonbloomberg/2018/04/29/digitization-digitalization-and-digital-transformation-confuse-them-at-your-peril/#17a4a66d2f2c 3. Netflix Delivers Billions of Hours of Content Globally by Running on AWS - https://youtu.be/IQGHs-BOZJBw
7	Overview of Transaction Processing and Enterprise Resource Planning Systems (CK4, CK5, CK6) • Describe Transaction Processing • Describe Enterprise Resources Planning (ERP) and its pros and cons	• Lecture • Didactic questioning • Discussion • Integrative case: https://www.erp-focus.com/erp-implementation-case-studies.html Reading: 1. AIS book, Chapter 2 2. What is ERP - https://www.sap.com/products/what-is-erp.html 3. Four ERP implementation case studies you can learn from - https://www.erpfocus.com/erp-implementation-case-studies.html
8	Computer Fraud and Abuse (CK2, CK6) • Define AIS threats • Introduce fraud • Discuss perpetrator of fraud and their reasons	• Lecture • Discussion • Case studies • Focus - p135 Reading: 1. AIS book, Chapter 5 2. Journal of Accountancy – Why employees commit fraud - https://www.journalofaccountancy.com/issues/2001/feb/whyemployeescommitfraud.html

9	Computer Fraud and Abuse (CK2, CK6) • Discuss computer fraud • Discuss preventive and protective fraud abuse	• Lecture • Discussion • Case studies • Focus - p135 Reading: 3. AIS book, Chapter 5 4. Journal of Accountancy – Why employees commit fraud - https://www.journalofaccountancy.com/issues/2001/feb/whyemployeescommitfraud.html
10	Computer Fraud and Abuse (Con't) • Define computer fraud and discuss the different computer fraud classifications. (CK2) • Explain how to prevent and detect computer fraud and abuse. (CK2)	• Lecture • Quotation and answer • Integrative case • Focus – page 160 Reading: 1. AIS book, Chapter 6 2. Top 12 Cyber Crime Facts & Statistics - https://www.blue-pencil.ca/top-12-cyber-crime-facts-and-statistics/
11	Computer Fraud and Abuse (Con't) • Define risks, threats, and root cause analysis on cyber security (CK6)	• Lecture • Discussion • Case studies Reading: 1. AIS Chapter 6 2. A malware attack against accounting software giant Wolters Kluwer - https://www.cnn.com/2019/05/08/wolters-kluwer-accounting-giant-hit-by-malware-causing-quiet-panic.html 3. Social Engineering - https://youtu.be/Ck_r2GYLdCI
12	The Revenue Cycle: sales & cash collections • Describe the basic business activities and related information processing operations performed in the revenue cycle. (CC2) • Discuss the key decisions that need to be made in the revenue cycle, and identify the info needed to make decisions. (CC1)	• Lecture • Didactic questioning • Group discussion • Integrative case Reading: 1. AIS book, Chapter 12 2. https://www2.deloitte.com/content/dam/Deloitte/ca/Documents/finance/ca-en-FA-strategies-for-optimizing-your-accounts-receivable.pdf 3. /Deloitte/ca/Documents/finance/ca-en-FA-strategies-for-optimizing-your-accounts-receivable.pdf
13	The Revenue Cycle: sales & cash collections (Con't) • Identify major threats in the revenue cycle. (CC2) • Explain how to control the expense documents. (CK2)	• Lecture • Didactic questioning • Group discussion Reading: AIS book, Chapter 12

14	The Expenditure Cycle: Purchasing to Cash Disbursements - Describe the basic business activities and related information processing operations performed in the expenditure cycle. (CC2) - Explain the key decisions that need to be made in the expenditure cycle. (CK2)	- Explain the key decisions that need to be made in the expenditure cycle. (CK2) Reading: - Reading: AIS book, Chapter 13 http://siteresources.orlbank.org/EXTCENFINREPREF/Resources/4152117-1270824012230/6954188-1416839078295/audit-ToT2014_2_11.pdf
15	The Expenditure Cycle: Purchasing to Cash Disbursements (Con't) - Identify major threats in the expenditure cycle.(CK2, CK6) - Explain how to control the expense documents.(CK2)	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 13
16	Production (CK1, CC1) - Describe the basic business activities and related information processing operations performed in the production cycle. - Discuss the key decisions that need to be made in the production cycle, and identify the info needed to make decisions. - Identify major threats in the production cycle, and evaluate the adequacy of various control procedures for dealing with those threats.	- Lecture - Didactic questioning - Group discussion Reading: AIS book, chapter 7
17	The Human Resources Management and Payroll (CK1, CC1) - Describe the major business activities and related information processing operations performed in the human resources management (HRM)/payroll cycle - Identify the major threats in the HRM/payroll cycle and evaluation	- Lecture - Didactic questioning - Groups discussion Reading: AIS book, Chapter 15
18	Risk Management Information Systems (CK6) - Describe the nature, scope, and objectives of IT risk work, and identify the major steps in the risk process.(CK6) - Discuss risk assessment - Discuss risk control - Provide risk example	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: - CMM in practice book, Chapter 8 - Cheetah project management, chapter 6 - Risk management white paper: https://assets.kpmg.com/content/dam/kpmg/pdf/2016/06/KPMG-Whitepaper-Model-Risk-Management-2016.pdf?logActivity=true - AIS book, chapter 7

19	Information Systems Controls for Systems Reliability, Confidentiality, Privacy, Processing Integrity & Availability (CK1, CK6, CK7, CC1 & CC2) - Understand Value of Controls & Risk Based Design of Internal Controls - Know about Control Frameworks (COBIT, COSO's IC, COSO's ERM)	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS Chapter 7 & Chapter 8
20	Information Systems Controls for Systems Reliability, Confidentiality, Privacy, Processing Integrity & Availability (CK1, CK6, CK7, CC1 & CC2) - Understand elements of Systems Reliability - Understand Trust Services Criteria	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS Chapter 7 & Chapter 8
21	Information Systems Controls for Systems Reliability, Confidentiality, Privacy, Processing Integrity & Availability (CK1, CK6, CK7, CC1 & CC2) - Know about Defense in Depth & Time Based Model of Security - Understand Targeted Attacks - Understand impact of virtualization & cloud	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS Chapter 7 & Chapter 8
22	Information Systems Controls for Systems Reliability, Confidentiality, Privacy, Processing Integrity & Availability (CK1, CK6, CK7, CC1 & CC2) - Understand controls for Security, Availability, Confidentiality, Processing Integrity, and Privacy - Understand overall context of IT Risks & Controls	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS Chapter 7 & Chapter 8
23	Auditing Computer-Based Information Systems - Describe the nature, scope, and objectives of IT audit work, and identify the major steps in the audit process.(CK3) - Discuss how to manage the information systems audit.	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 11
24	Knowledge management - Describe knowledge management - Manage project knowledge based on PM-BOK - Manage and share knowledge globally	- Lecture - Didactic questioning - Group discussion Reading: https://www.marshall.usc.edu/sites/default/files/oleary/intellcont/KPMG-Next%20phase-1.pdf

25	AIS Development Strategies (CK8, CC1, CCIT1, CCIT2) - Describe how organizations purchase application software, vendor services, and hardware. - Explain how information system departments develop custom software. - Explain how end users develop, use, and control computer-based information systems.	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 20 & 21
26	AIS Development Strategies (Con't) (CK8, CC1, CCIT1, CCIT2) - Explain why organizations outsource their information systems, and evaluate the benefits and risks of this strategy. - Explain the principles, benefits and challenges of business process management, CASE, and Prototyping.	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 20 & 21
27	Introduction to Systems Development and Systems Analysis (CK8, CC1, CCIT1, CCIT2) - Explain the phases of the systems development life cycle. - Discuss the people involved in systems development and the roles they play. - Explain the importance of systems development planning and describe planning techniques.	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 20
28	Introduction to Systems Development and Systems Analysis (CK8, CC1, CCIT1, CCIT2) - Discuss the various types of feasibility analysis - Explain why system changes trigger behavioral reactions, what form this resistance to change takes, and how to avoid or minimize the resulting problems. (CC2, CIP1) - Discuss the key issues and steps in systems analysis.(CK2)	- Lecture - Didactic questioning - Group discussion Reading: AIS book, Chapter 20
29	Systems Design, Implementation, and Operation (CK8, CC1, CCIT1, CCIT2) - Discuss the life cycle of the systems development - Discuss methodologies used.	- Lecture - Didactic questioning - Group discussion - Integrative case Reading: AIS book, Chapter 22
30	Systems Design, Implementation, and Operation (CK8, CC1, CCIT1, CCIT2) - Discuss the systems implementation and conversion process and the activities in this phase - Discuss the systems operation and maintenance process and the activities in this phase	- Lecture - Didactic questioning - Group discussion Reading: AIS book, Chapter 22
Total Hours 45 for 30 lessons (1.5 hours per session)		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to materials covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	5%	All CK	All PK
Assignment 1 - Group	10%	CK4, CK5	PK1
Assignment 2 - Group	10%	CC1, CCIT4	PC1, PC5, PCIT4
Assignment 3 - Individual	15%	CK1, CK6, CK7, CC1 & CC2	PK1, PC1, PC5
In-Class Tests (2)	15%	CK1, CK2, CK4, CK5 (Test 1) All (Test 2)	PK1, PK2, All
Midterm exam	15%	All CK & CC covered in class before Mid-Term Exam	PK1, PK2, PC1, PC5
Final exam	30%	All	All
Total grading score	100%		

Students will submit two assignments in the area of AIS:

Project Management Assignment

Work Group:	Group
Output format:	Written and verbal presentation
Language:	English
Assignment:	The assignment requires students to read the integrative case and work in a group to present their group presentation on the case. It will be on doing a make or buy decision for AIS, creating cost management plan and schedule management plan and identifying potential risks.

Emerging Technologies (Robotic Process Automation) Assignment

Work Group:	Individual
Output format:	APA Format Report
Language:	English
Assignment:	Each student will be assigned one of the trust services criteria elements (Security, Availability, Confidentiality, Processing Integrity, Privacy). Students will explain them in detail, gather details on the practices related to that element in Banks and Microfinance Institutions in Cambodia and present a summary of what's their recom-

mendation for the selected set of Banks and Microfinance institutions.

8. TEXTBOOKS AND REFERENCES

Core Textbook

1. Romney, M.B., and Steinbart, P.J., Accounting Information Systems, 13 Ed., (2015), Global Edition., Pearson. (ISBN-10: 0133428532 • ISBN-13: 9780133428537).

Supplementary Textbook

2. Michelle LaBrosse, Cheetah project management, Edition: Maklaf Press, LLC. (ISBN-13: 9780976174950. ISBN-10: 0976174952)

References

1. Product managers for the digital world - <https://www.mckinsey.com/industries/technology-media-and-telecommunications/our-insights/product-managers-for-the-digital-world#>
2. The Agile Coach - What is Product Management - <https://youtu.be/kzMBlyzq9Ag>
3. Product Management - <https://www.atlassian.com/agile/product-management>
4. PMBOK - <https://www.pmi.org/pmbok-guide-standards/foundational/pmbok>
5. What is CMMI - <https://cmmiinstitute.com/cmmi/intro>
6. What is CMMI? - <https://www.cio.com/article/2437864/process-improvement-capability-maturity-model-integration-cmmi-definition-and-solutions.html>
7. Case Study of CMMI implementation at Bank of Montreal (BMO) Financial Group: <http://grafp.com/Pdf/BMO%20-%20case%20study.pdf>
8. Digitization, digitalization and digital transformation - <https://www.i-scoop.eu/digitization-digitalization-digital-transformation-disruption/>
9. Digitization, Digitalization, And Digital Transformation: Confuse Them At Your Peril - <https://www.forbes.com/sites/jasonbloomberg/2018/04/29/digitization-digitalization-and-digital-transformation-confuse-them-at-your-peril/#17a4a66d2f2c>
10. Netflix Delivers Billions of Hours of Content Globally by Running on AWS - <https://youtu.be/IQGHsBOZJBw>
11. What is ERP - <https://www.sap.com/products/what-is-erp.html>
12. Four ERP implementation case studies you can learn from - <https://www.erpfocus.com/erp-implementation-case-studies.html>
13. Journal of Accountancy – Why employees commit fraud - <https://www.journalofaccountancy.com/issues/2001/feb/whyemployeescommitfraud.html>
14. Top 12 Cyber Crime Facts & Statistics - <https://www.blue-pencil.ca/top-12-cyber-crime-facts-and-statistics/>
15. A malware attack against accounting software giant Wolters Kluwer - <https://www.cnbc.com/2019/05/08/wolters-kluwer-accounting-giant-hit-by-malware-causing-quiet-panic.html>
16. Social Engineering - https://youtu.be/Ck_r2GYLdCI
17. 3 security controls to best protect your data - <https://www.iamagazine.com/strategies/read/2015/08/05/3-security-controls-to-best-protect-your-data>

18. <https://bankomb.org.nz/guides-and-cases/quick-guides/other/privacy-and-confidentiality/>
19. Strategies to Optimize your Accounts Receivables
20. Overview of expenditure business cycle
21. <https://www.marshall.usc.edu/sites/default/files/oleary/intellcont/KPMG-Next%20phase-1.pdf>
22. Wikipedia: <https://www.wikipedia.org>
23. PMBOK guide 6th edition: <https://www.pmi.org/pmbok-guide-standards/foundational/pmbok/sixth-edition>
24. Rita Mulcahy PMP exam prep 9th edition (2018)

ACCOUNTING SOFTWARE

ACCT 332

COURSE SPECIFICATION



Chanthorng Kit, MA

Cambodia

Lecturer

1. AIM

This course aims to give students a foundation in functional use of the most commonly used accounting software in Cambodia, Quickbooks. Research has shown that nearly 50% of companies using accounting software in Cambodia are using Quickbooks. Therefore, it is an advantage for students to develop functional use and familiarity with the software which they will encounter either as an accountant or an auditor. Moreover, the functions and structure of Quickbooks will give students a familiarity with the application and capacity of accounting software, whatever software they may encounter. This course emphasis hands on practice of recording transactions which will also benefit students by strengthening their financial accounting knowledge.

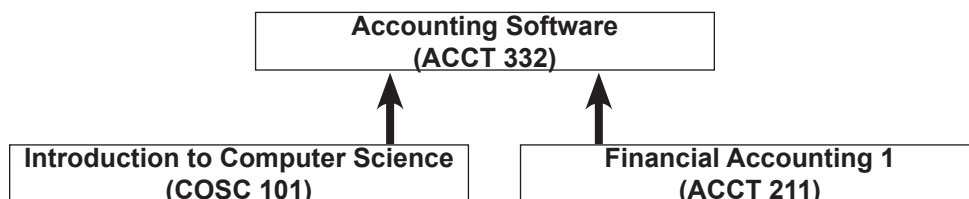
2. COURSE DESCRIPTION

The professional roles of bachelor of accounting and finance graduates will require use of accounting information system (AIS) software to optimize business development, operation, auditing and analysis for decision making. This course aims to teach the functional use of Quickbooks, a commonly used accounting software.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

The prerequisites for this course is successful completion of Introduction to Computer Science (COSC 101) and Financial Accounting 1 (ACCT 211). Students must bring a laptop to each class.

4. LEARNING OUTCOMES

The learning outcomes for this course cover three main areas: On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the primary information flows and needs within a business organization as they relate to accounting software
Understand	PK2	CK2	Identify the functional of accounts involved in sales and customers, purchases and suppliers, production cycles, design chart of account, banking and write checks, accounting evidence and report system especially for a business using Quickbooks.
Understand	PK1	CK3	Explain the basic steps of how to prepare the financial statements and how to close the accounts in Quickbooks.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC1	CC1	Perform financial and cost analysis using accounting software

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Utilize accounting software to record transactions and make accounting entries for a service company, and a trading inventory and manufacturing company.

4.4 Interpersonal Skills and Responsibilities

None

5. STUDY PLAN

The course targets the study plan below. Implementation may vary somewhat depending on the progress and needs of students. For example, some topics may be allocated more or less than 1.5 hours.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Overview of Cloud Accounting • An overview of accounting manual and cloud accounting (CK1) • The components of accounting software • Type of business activities (CCIT1) • How to setup an accounting system (CK2) Applied QuickBooks Part I Service Company • Describe the purpose of QuickBooks accounting system and their relevance to record in business transaction. (CK1) • Understand how to create new company (CCIT1) • Explain the setup preferences (CK2)	• Lecture • Group brainstorming to use accounting system • Problem sets to be solved in groups Reading: Chapter
2	Applied QuickBooks Part I Service Company (Con't) • Prepare the preset chart of accounts (nature, classification, analysis) and how to set up chart of accounts. (CK2) • Prepare and setup class list, item list and payment method. (CK2)	• Lecture • Problem sets to be solved in groups Reading: Chapter 1
3	Applied QuickBooks Part I Service Company (Con't) • Prepare and setup vender list, customer list, job list. (CK2) • Explain the role of the recording Vendor menu, customer menu, journal, ledger, chart of account and create new company etc. (CK2)	• Lecture • Problem sets to be solved in groups Reading: Chapter 1
4	Applied QuickBooks Part I Service Company (Con't) • Explain the case study and business transaction such as expenses by cash on hand and cash at bank, revenue or trade account receivable list, trade account payable list, and bank statement etc. (CK2) • Recording transaction in QuickBooks: • Expenditure (payment) – Click Banking and Click write check. (CCIT1) • Make general journal entries (CCIT1)	• Lecture note • Case study of service company and prepare the financial statements • Problem sets to be solved in groups Reading: Chapter 1

5	Applied QuickBooks Part I Service Company (Con't) - Recording transaction in QuickBooks: - Revenues (AR) – Click Customer and Click create invoice. (CCIT1) - Purchase on credit – Click Vendor and Click Enter Bills. (CCIT1) - Recording cash advance from staff and cash advance settlement. (CCIT1) - Monthly payroll recording (CCIT1) - Fund transferred & Adjustment entries (CCIT1)	- Lecture note - Demonstration of closing accounts and preparation of financial statements - Problem sets to be solved in groups Reading: Chapter 1
6	Applied QuickBooks Part I Service Company (Con't) - Demonstrate how to close an accounting book on Profit and Loss statements. (CK3) - Cross check the revenues from QuickBooks must be equal revenue in Excel list. (CK3) - Cross check the expenses from QuickBooks must be equal expense in Excel list. (CK3)	- Lecture - Demonstration of closing accounts and preparation of financial statements - Problem sets to be solved in groups Reading: Chapter 1
7	Applied QuickBooks Part I Service Company (Con't) 1) Demonstrate how to close an accounting book on statement of financial position. - Cross check the cash on hand from QuickBooks must be equal cash on hand in Excel list. (CK3) - Cross check the cash at bank from QuickBooks must be equal cash at bank in Excel list. (CK3) - Prepare a bank reconciliation (QuickBooks report with bank statement) (CK3)	- Lecture - Case study of service company and prepare the financial statements - Problem sets to be solved in groups Reading: Chapter 1
8	Applied QuickBooks Part I Service Company (Con't) 2) Demonstrate how to close an accounting book on statement of financial position. (CK3) - Cross check account receivable from QuickBooks must be equal account receivable in Excel list. - Explain the input VAT and output VAT and how to adjust VAT. - Explain the fixed assets and intangible assets and depreciation method. - and cross check other asset accounts.	- Lecture - Case study of service company and prepare the financial statements - Problem sets to be solved in groups Reading: Chapter 1

9	Applied QuickBooks Part I Service Company (Con't) 3) Demonstrate how to close an accounting book on statement of financial position. (CK3) • Cross check account payable from QuickBooks must be equal account payable in Excel list. • and cross check other liabilities accounts. • Cross check the capital investment	• Lecture • Case study of service company and prepare the financial statements • Problem sets to be solved in groups Reading: Chapter 1
10	Applied QuickBooks Part I Service Company (Con't) 4) Produce Customize financial reports and graphs: (CK3) • Statement of profit & loss • Statement of financial position • Statement of cash flows • Statement of owner's equity	• Lecture • Case study of service company and prepare the financial statements • Problem sets to be solved in groups Reading: Chapter 1
11	Applied QuickBooks Part I Service Company (Con't) Additional reports (CK3) • Bank reconciliation report • General journal, general ledger and trial balance report • and memorized report Applied QuickBooks Part I Service Company (Con't) 5) Explain the backup and restore Files 6) Export QuickBooks reports and forms 7) Excels and PDF and import & export from one org to others. Lecture note: • Individual Assignment on Service business • Test on chapter 1	• Lecture • Case study of service company and prepare the financial statements • Problem sets to be solved in groups Reading: Chapter 1
12	Applied QuickBooks Part II Trading Inventory Company • Explain how to set up Inventory Items, advanced inventory, and multi-inventory site. (CK2) • How to record sale order (SO). (CCIT1) • How to record credit note and debit note. (CCIT1)	• Demonstration of case study on trading inventory • Quotation and answer • Real practice on case study Reading: Chapter 2
13	Applied QuickBooks Part II Trading Inventory Company (Con't) • Describe how to record purchase order (PO) (CCIT1) • Describe how to record received items and enter bills • Describe how to record adjust quantity/Value on hand • Explain the method of physical inventory worksheet	• Demonstration of recording purchase and item inventory • Quotation and answer • Real practice on case study Reading: Chapter 2

14	Applied QuickBooks Part II Trading Inventory Company (Con't) - Calculate the value of inventory close and using average cost (AVCO). (CC1) - Prepare the bookkeeping entries to use QuickBooks tools (CK3)	- Demonstration of recording purchase and item inventory - Quotation and answer - Real practice on case study Reading: Chapter 2
15	Applied QuickBooks Part II Trading Inventory Company (Con't) Calculate the figures needed for the preparation of the financial statement. (CK3)	- Demonstration of inventory valuation and classification - Quotation and answer - Real practice on case study Reading: Chapter 2
16	Applied QuickBooks Part II Trading Inventory Company (Con't) - Prepare the financial statement for a company and how to close accounting books. (CK3) - Statement of profit & loss - Statement of financial position - Statement of cash flows	- Demonstration of closing accounts - Quotation and answer - Real practice on case study Reading: Chapter 2
17	Applied QuickBooks Part II Trading Inventory Company (Con't) Additional reports (CK3) - Bank reconciliation report - General journal, general ledger and trial balance report - Sale report by customers and by Salesman - Inventory report - Account receivable aging report - Advance monitoring report	- Demonstration of closing accounts - Quotation and answer - Real practice on case study Reading: Chapter 2
18	Applied QuickBooks Part II Trading Inventory Company (Con't) How to design template form in QuickBooks (Tax invoice, Commercial, statement, and Purchase Order (PO) (CK2)	- Demonstration of closing accounts - Quotation and answer - Real practice on case study Reading: Chapter 2
19	Applied QuickBooks Part II Trading Inventory Company (Con't) Real case study in the merchandising company how to prepare the financial statements and produce the stock report. (CK3)	- Demonstration of closing accounts - Real practice on case study Reading: Chapter 2
20	Applied QuickBooks Part II Trading Inventory Company (Con't) - The business transaction analysis how to record Debit and Credit. (CC1, CCIT1) - Inventory analysis and how to record Debit and Credit. (CC1, CCIT1)	- Demonstration of closing accounts - Real practice on case study Reading: Chapter 2

21	Applied QuickBooks Part II Trading Inventory Company (Con't) - Understand how to use project class in QuickBooks. (CC1) - Explain how to prepare the financial statement by project. (CC1) Lecture note: - Individual Assignment on Trading Inventory business - Test on chapter 2	- Demonstration of closing accounts - Real practice on case study Reading: Chapter 2
22	Applied QuickBooks Part III Manufacturing Industry - Understand the manufacturing business environment. (CK1) - Overview of cost categories for a manufacturing (CK2) - Create Inventory Assembly Items and Build Assemblies.(CK2)	- Lecture - Demonstration of manufacturing costing - Didactic questioning - Groups discussion Reading: Chapter 3
23	Applied QuickBooks Part III Manufacturing Industry - Understand the production costing and how to record Debit and Credit. (CCIT1) - Using the QuickBooks tools and Excel to how the production cost report. (CCIT1) - Understand the chart of accounts for manufacturing business. (CK1, CK2)	- Lecture - Demonstration cost analysis - Didactic questioning - Groups discussion Reading: Chapter 3
24	Applied QuickBooks Part III Manufacturing Industry (Con't) - Describe the inventory Valuation method and classification. (CC1) - Understanding the bill of materials cost. (CK2) - Explain manufacturing cost and non-manufacturing cost. (CC1)	- Lecture - Demonstration cost analysis - Didactic questioning - Groups discussion Reading: Chapter 3
25	Applied QuickBooks Part III Manufacturing Industry (Con't) - Explain the production system. (CK1) - Describe how much do we need (inventory management) (CK1)	- Lecture - Demonstration of closing accounts - Didactic questioning - Groups discussion Reading: Chapter 3
26	Applied QuickBooks Part III Manufacturing Industry (Con't) - Calculate the adjustments manufacturing cost. (CC1) - Explain the how to prepare the financial statement for manufacturing business. (CK3)	- Lecture - Demonstration of closing accounts - Didactic questioning - Groups discussion Reading: Chapter 3

27	Applied QuickBooks Part III Manufacturing Industry (Con't) - Explain inventory assembly how to use in the production. (CK1) - Understand the adjustment accounts and journal entries. (CCK2, CCIT1)	- Lecture - Demonstration of closing accounts - Didactic questioning - Groups discussion Reading: Chapter 3
28	Applied QuickBooks Part III Manufacturing Industry (Con't) - Prepare the financial statement for a company and how to close accounting books. (CK1, CCIT1) - Manufacturing cost report - and print the financial statements.	- Lecture - Demonstration of customize financial statement - Didactic questioning - Groups discussion Reading: Chapter 3
29	Applied QuickBooks Part III Manufacturing Industry (Con't) - Real case study in the factory how to prepare the financial statements. (CK3, CCIT1) - Explain the cost classification and recognition. (CC1)	- Lecture - Case study - Didactic questioning - Groups discussion Reading: Chapter 3
30	Applied QuickBooks Part III Manufacturing Industry (Con't) - Real case study in the factory how to prepare the production cost report and stock report. (CK3, CCIT) - Explain the cost classification and recognition. (CK2)	- Lecture - Case study - Didactic questioning - Groups discussion Reading: Chapter 3
Total Hours : 45 hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	5%	CK1, CK2	PK1, PK2
In-class tests	20%	All	PK1, PK2, PC1, PK1, PK2
Assignments	15%	All	PK1, PK2, PC1, PK1, PK2
Midterm exam	30%	All CK, CC	PK1, PK2, PC1
Final exam	30%	All CK, CC, CCIT	PK1, PK2, PC1, PCIT2
Total grading score	100%		

During the course, there are two assignments:

Assignment 1 - Quickbook for Service Business

Work Group:	Individual
Output format:	Quickbooks file
Language:	English
Assignment:	The first assignment requires each student to individually set up the Quickbooks accounts for a service business, recording a series of transactions and events and produce the financial statements.

Assignment 2 - Quickbooks for Trading Business

Work Group:	Individual
Output format:	Quickbooks file
Language:	English
Assignment:	The second assignment requires each student to individually set up the Quickbooks accounts for an inventory trading business, recording a series of transactions and events and produce the financial statements.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. <https://quickbooks.intuit.com/content/dam/intuit/quickbooks/i18n/en/Australia/pdf/QuickBooks-Small-Business-User-Guide.pdf>
2. https://http-download.intuit.com/http.intuit/CMO/quickbooks/2016/docs/QuickBooks_2016_The_Missing_Manual.pdf
3. https://cdn.ymaws.com/www.ipbc.ca/resource/resmgr/pdf/pdf-2/quickbooks_online_certificat.pdf

References

1. quickbooks.intuit.com/global

CAMBODIAN BUSINESS LAW

LAWS 311

COURSE SPECIFICATION



Phalthy Hap, PhD

Cambodia

Lecturer

1. AIM

This course aims to develop knowledge and skills in the understanding of the general legal framework, and specific legal areas, relating to Cambodian corporate and business law for the basic needs in the business transactions.

2. COURSE DESCRIPTION

Business Law is divided into ten areas. The syllabus begins with a general overview of the Cambodian legal system, including political institutions and their powers, and the judicial system. That is followed by a rather detailed analysis of laws and regulations specific to the formation, financing, management, and lifecycle of companies, including applicable dispute resolutions.

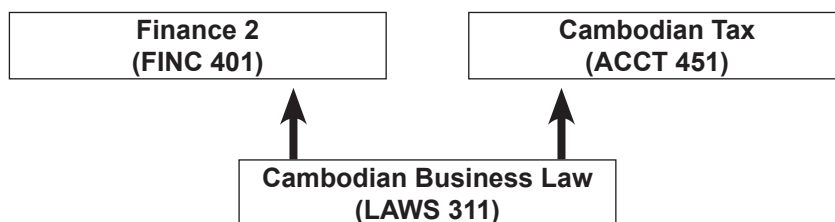
The syllabus then continues with a look at juristic persons, followed by a substantial presentation of all aspects of contract law, as it applies to companies.

The syllabus also covers labor law, including labor contracts, employee benefits, employment termination, and labor disputes. Also insolvency is another focus of the course.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

There is no prerequisite for this course.

4. LEARNING OUTCOMES

The course learning outcomes cover four main areas: the understanding of the basic elements of legal system, the contract formation, the management of companies, and identification of dispute resolutions.

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Remember	PK3	CK1	Identify the essential elements of the legal system as it pertains to corporate and business law, including the main sources of law
Understand	PK3	CK2	Explain legal personality, and legal capacity of companies.
Understand	PK3	CK3	Explain the process of company formation, including the steps involved in formation
Evaluate	PK3	CK4	Select appropriate form of contracts under the Civil Code in the context of companies.
Apply	PK3	CK5	Recognize and apply the appropriate legal rules relating to the Law on Commercial Enterprises
Understand	PK3	CK6	Describe how companies are managed, administered, and regulated, and recognize and compare types of capital and financing of companies
Understand	PK3	CK7	Explain concepts of property law, land titling and security interests in property.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC3	CC1	Implement Cambodian Labor Law.
Analyse	PC3	CC2	Distinguish between the different forms of companies and reasons for such different forms.

Understand	PC3	CC3	Recognize the legal implications relating to companies in difficulty or in crisis, and apply dispute resolution and insolvency law and principles as appropriate.
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4.3 Communication, Information Technology, and Numerical Skills \

None

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP3	CIP1	Demonstrate an understanding of corporate governance and ethical issues

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to Course of Cambodian Business Law - Describe the lecturer profile. - Show the vision of CamEd Business School which relates to Business Law. - Introduce the Basic Cambodian Business. (CK1)	- Students receive course guideline for the whole semester - Students receive course guideline for the whole semester
2	Essential Elements of the Legal System (1) - Describe the types of legal system, Classify main laws and specific laws. - Explain the hierarchy of law. - Describe the effect of law. (CK1)	- Students receive the assignment and its instruction - Lecture, discussion
3	Essential Elements of the Legal System (2) Describe the procedures of making law, Analyze the effectiveness of public power in Cambodia. (CK1)	- Students do assignment in group outside class - Lecture, discussion
4	Essential Elements of the Legal System (3) - Describe the procedures of making law. - Analyze the effectiveness of public power in Cambodia. (CK1)	- Lecture, discussion - Students do assignment in group outside class
5	Essential Elements of the Legal System (4) - Describe the types of disputes. - Show the way how disputes to be resolved. (CK1)	- Students do assignment in group outside class - Lecture, discussion, Quiz

6	Legal Personality of Company (1) • Explain the meaning of legal personality. • Show the existence of legal personality with regard to fetus. • Explain the meaning of the company. • Explain the legal existence of the company. (CK2)	• Lecture, discussion, group work, and student presentation. • Students do assignment in group outside class
7	Legal Personality of Company (2) • Show the importance of legal existence of the company. • Describe the types of juristic persons. • List necessary things for company registration criteria. (CK2,CK3)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
8	Legal Personality of Company (3) • Show the possibility of having Cambodian nationality of a company. • Explain the existence of rights and obligations of a company. • Develop a case study with regard to the increase of fund to develop a company. (CK2,CK3)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
9	Formation and Constitution of Companies (1) • Show the way to form and register limited and unlimited liability incorporated associations. • Modify the by-law of a limited and unlimited liability incorporated associations, • Demonstrate the possibility to expel a member of a company. (CK2,CK3)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
10	Formation and Constitution of Companies (2) • Show the way to form and register incorporated foundations. • Describe the supplementation of by-law, • Generate ideas for business debate, • Use reasoning and logical ideas to debate. (CK2,CK3)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
11	Contract (1) • Describe the formation of contract. • Show the effect of offer with acceptance period. • Address the effect of offer with no acceptance period. • Explain the consequence of delayed acceptance. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class

12	Contract (2) • Explain the acceptance with modification of offer. • Show the effect of revocation of offer made to unspecified party. • Show the defective declaration of intention. • Develop examples of mistakes in making a contract. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
13	Contract (3) (CK4) • Explain the meaning of agency. • Show the impact of agency without authorization. • Explain the effect of loans for consumption. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
14	Contract (4) • Explain the lease contract. • Differentiate between the mandate and agency. • Identify the works contract and employment contract. (CK4)	• Lecture, discussion, group work, student presentation, quiz • Students do assignment in group outside class
15	Labor Law (1) • Describe the scope of the 1997 Labor Law. • Illustrate key terms used in the Labor Law. • Show the basic information for the employment. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
16	Labor Law (2) • Describe the types of workers. • Prepare the employment regulation. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
17	Labor Law (3) • Prepare an employment contract. • Describe contract suspension. (CK4)	• Lecture, discussion, group work and student presentation. • Students do assignment in group outside class
18	Labor Law (4) • Explain the possibility of terminating an employment contract. • Calculate the wage concerning employment contract. • Explain the rights to form a trade union (CK4)	• Lecture, discussion, group work, student presentation • Quiz • Students do assignment in group outside class
19	Property (1) • Explain the concept of ownership. • Show the reason of land privatization. • Describe the institutional reform for land management.	• Students do assignment in group out • Lecture, discussion, group work, student presentation side class
20	Property (2) • Explain the importance of mortgage. • Describe the process of putting immovable property in mortgage. (CK7)	• Lecture, discussion, group work, and student presentation. • Students do assignment in group outside class

21	Property (3) - Explain the meaning of antichresis. - Instruct how to put immovable property in antichresis. (CK7)	- Lecture, discussion, group work & student presentation. - Students submit the draft of assignment for mock conference
22	Property (4) - Define the specific types of contracts with regard to transfer of immovable property. - Calculate the stamp duties with regard to transfer of immovable property. (CK7)	- Lecture, discussion, group work and student presentation. - Students prepare and rehearse presentation for mock conference by themselves outside class
23	Property (5) - Describe the application process of construction permits. - Explain the concept of co-ownership. - Demonstrate the management process of co-owned buildings. (CK7)	- Lecture, discussion, group work and student presentation. - Students prepare and rehearse presentation for mock conference
24	Property (6) - Describe the possible way of running housing development business. - Make a business plan with regard to housing development projects. (CK7)	- Lecture, discussion, group work and student presentation. - Quiz - Students prepare and rehearse presentation for mock conference - Students submit the draft of assignment for mock conference
Midterm		
25	Mock conference (1) - Present the research paper. - Respond to the questions in appropriate way.	Students present the draft of assignment for feedback
26	Mock conference (2) the presentation of each group representative	Students present the draft of assignment for feedback
27	Common feedback on assignment writing - Revise the writing in accordance with the feedback raised. - Resolve the problem when facing.	- Students receive the common feedback to develop their assignment - Students discuss the case given by lecturer in the whole class. - Assignment writing
28	Common Feedback on Assignment - Students' role play - Revise the writing in accordance with the feedback raised. - Resolve the problem when facing	- Students receive the common feedback to develop their assignment - Students discuss the case given by lecturer in the whole class.
29	Law on Commercial Enterprises (1) - Prepare the registration for the partnership and company. - Identify the name of a company. (CK5)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class.
30	Law on Commercial Enterprises (2) - Define the partnership. - Describe the relations between partners. (CK5)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class.

31	Law on Commercial Enterprises (3) - Describe the characteristics of limited partnership. - Demonstrate the importance of a company. (CK5)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class.
32	Law on Investment (1) Explain the role of the council for the development of Cambodia. (CC2)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class
33	Law on Investment (2) - Demonstrate the solutions when the investment involves in disputes. - Describe the investment activities prohibited by law. - Analyze the impact of investment which does not comply with law.(CK6)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class
34	Law on Investment (3) - Describe the structure of CDC. - Develop a case of investment project. (CK6)	- Lecture, discussion, group work, student role play - Students revise assignment outside class - Quiz
35	Status of Companies (1) - Illustrate the meaning of receiver and receiver manager. - Explain the possibility of calling a general meeting. - Analyze the impact of meetings held by shareholders. (CK6)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class
36	Status of Companies (2) - Describe the process of notice of meeting. - Explain the quorum of meeting. - Analyze the impact of proxy. (CK6)	Lecture, discussion, group work and student presentation. Students revise assignment outside class
37	Status of Companies (3) - Explain the importance of financial disclosure. - Analyze the impact of merger of companies. (CK6)	- Lecture, discussion, group work, student presentation - Students revise assignment outside class - Quiz
38	Management, Capital & Financing of Companies (1) - Explain the importance of shares and dividends. - Analyze the special rights and restriction to the shares. (CK6)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class.
39	Management, Capital & Financing of Companies (2) Demonstrate the possible ways of financing-companies. (CK6,CC3)	- Lecture, discussion, group work and student presentation. - Students revise assignment outside class.

40	Corporate Governance and Ethics (1) - Describe the characteristics of corporate governance. - Demonstrate the effect of dissent of directors. (CK6,CC3)	- Lecture, discussion, group work and student presentation. - Students revise assignment presentation outside class.
41	Corporate Governance and Ethics (2) - Describe the duties of directors. - Explain the importance of business ethics. - Analyze the impact of ethics on business. (CK6,CC3)	- Lecture, discussion, group work and student presentation. - Students submit the final assignment and prepare assignment presentation outside class.
42	Dispute Resolutions and Insolvency (1) - Overview of commercial enterprises in Cambodia. - Explain the process of insolvency. (CK6,CC3)	- Lecture, discussion, group work and student presentation. - Students prepare assignment presentation outside class
43	Dispute Resolutions and Insolvency (2) - Show the possible dispute resolutions by various means other than court system. - Analyze the impact of court system on economy. (CK6,CC3)	- Lecture, discussion, group work and student presentation. - Students prepare assignment presentation outside class
44	Other Relevant Laws - Describe some laws relevant to Cambodian Business Law. - Address the defect in video performance. (CK6)	- Lecture, discussion, group work and student presentation. - Students prepare assignment presentation outside class. - Submission of video clips - Quiz
45	Assignment Presentation (1) Present the research result. (CC1,CC2,CC3,CIP1)	Students present the assignment
46	Assignment Presentation (2) Present the research result. (CC1,CC2,CC3,CIP1)	Students present the assignment
47	Assignment Presentation (3) Present the research result. (CC1,CC2,CC3,CIP1)	Students present the assignment
48	Display of Video Clips Produce the case study and perform the video. (CC1,CC2,CC3,CIP1)	Students watch the videos and give comments
49	Review session (1) Recall important points	Students discuss what they have learned
50	Review session (2) - Students do evaluation of the course - Recall important points	- Students discuss what they have learned - Students give comments on the course
Total Hours : 75 hours		

6. TEACHING METHODS

This course is the combination of lecture, discussion, debate and assignment presentation. Students are required to read the relevant topics in advance so that the discussion in class will be fruitful. Students may be randomly selected to do the presentation of lecture therefore the well prepared reading is a must. Writing and presenting assignment are compulsory for this course.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	5%	CIP1	PIP3
Assignment:	10%	All CK, All CC, All CIP	PK3, PC3, PIP3
Paper	10%		
Presentation	10%		
Video Clip	10%		
Quiz	10%	All CK, All CC, All CIP	PK3, PC3, PIP3
Midterm exam	15%	CK1, CK2, CK3, CK4, CK7	PK3
Final exam	40%	All CK, All CC, All CIP	PK3, PC3, PIP3
Total grading score	100%		

During the course, there is one assignment:

- Work Group: Group
- Output format: APA Format Report, Presentation, Video Clip
- Language: English
- Assignment: Student groups write a research report and analysis on one of the following topics from a perspective relevant to Cambodian Business Law:
1. National Assembly of Cambodia
 2. Court System in Cambodia
 3. Working Conditions in Cambodian Labor Law
 4. Labor Disputes in Cambodia
 5. Opportunity of Investment in Cambodia
 6. Formation of Companies
 7. Issues of Insolvency in Cambodia
 8. Alternative Dispute Resolution in Cambodia

A draft assignment is submitted mid-semester so that a mock conference can be conducted. Each group assigns one member to function as the speaker in the mock conference. The mock conference is divided into two sessions. In each session, four speakers from different topics are allowed to present the draft of assignment. Each speaker is required to present within 5 minutes with the time is strictly managed by a coordinator. After speakers' presentations, questions and answers (Q & A) are welcomed for a period of 20 minutes.

8. TEXTBOOKS AND REFERENCES

Textbook

1. CamEd Business School, Cambodian Business Law: Student Study Text for Exams up to June 2018.

References

1. CamEd Business School. Cambodian Business Law: References, Laws, Regulations for Exams up to December 2018.
2. Hap, Phalthy. "Cambodian Business Law." Phnom Penh: CamEd Business School, 2018.

AUDIT THEORY AND PRACTICE

ACCT 341

COURSE SPECIFICATION



Paul Makaratithyasak, MA, CIA, ACCA

Cambodia

Lecturer

1. AIM

This course aims to develop knowledge and understanding of the principles of external audit and the audit process and technical proficiency in the skills used for auditing financial statements.

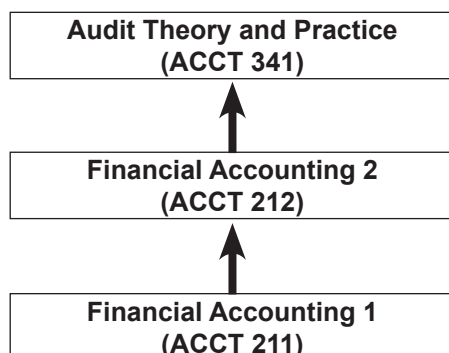
2. COURSE DESCRIPTION

The syllabus for audit theory starts with an introduction to the nature and purpose of an audit, including the duties and liability of auditors, and the regulation that auditors must adhere to. The syllabus then covers the areas relating to the process of an audit of financial statements starting at audit planning and risk assessment, recording and evaluating internal control, as well as tests of controls, audit evidence and the use of substantive procedures. The final section deals with audit completion including the audit report. The aim and contents of this course are adapted from the ACCA syllabus Foundations in Audit (FAU). The final exam is an international exam set by the ACCA.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Audit Theory and Practice is the first course to introduce the fundamental knowledge of external audit process for the bachelor of accounting and finance, building on existing financial accounting studies.

Prerequisites

Students must have completed Financial Accounting 1 and Financial Accounting 2.

4. LEARNING OUTCOMES

The learning outcomes for this course cover five main areas: Business environment and audit framework, Audit planning and risk, Internal control, Audit evidence and procedures and Audit completion. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Apply	PK1	CK1	Interpret the purpose and scope of an audit and its regulatory framework
Apply	PK1	CK2	Illustrate how an auditor assesses risk and plans an audit by understanding an entity
Understand	PK1	CK3	Explain the principles of internal control and the features of information systems
Understand	PK2	CK4	Describe audit evidence and audit procedures required to meet the objectives of an audit and apply International Standards on Auditing (ISAs)
Analyze	PK3	CK5	Analyze how the audit is completed and reflected in the different types of audit Report
Apply	PK4	CK6	Apply the fundamental principles of the ACCA code of ethics and conduct to the duties of an auditor

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PC1	CC1	Assess the internal control system and its deficiencies in case studies
Create	PC2	CC2	Design the audit program to meet the objectives of audit engagement

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PCIT2	CCIT1	Describe the use of CAATS (computer assisted audit techniques) and computer controls in the context of an audit.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PIP2	CIP1	Participate in a team to assess deficiencies in internal control system in real entities

5. STUDY PLAN

The course targets the 52 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 78 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction - Describe the course learning outcomes and assessment - Explain the nature of the audit, including the advantages and disadvantages of an audit. (CK1)	- Lecture - Discussion - Video
2	Business environment - Explain the nature of the audit, including the advantages and disadvantages of an audit. (CK1) - Explain the nature of accounting records. (CK1)	- Lecture - Demonstration of an audit report - Oral questions - Homework Reading: Chapter 1
3	Business environment (continued) - Explain the concept of true and fair presentation, and reasonable assurance. (CK1) - Explain the regulations governing the appointment, removal and resignation of auditors. (CK1)	- Lecture - Demonstration of an audit report - Oral questions - Quiz Reading: Chapter 1
4	Auditors responsibilities - Describe the responsibilities of directors. (CK1) - Describe the duties/rights of auditors. (CK1)	- Lecture - Demonstration of director's responsibilities - Homework Reading: Chapter 2
5	Auditors responsibilities (continued) - Explain the liabilities of auditors under contract and negligence to clients (CK1) - Explain the liability of auditors to third parties (CK1)	- Lecture - Demonstration of director's responsibilities - Quiz Reading: Chapter 2

6	Audit regulation - Explain the structure of auditing profession and the scope of ISA (CK1) - Discuss the fundamental principles of professional ethics (CK1)	- Lecture - Discussion - Case Study - Homework Reading: Chapter 3
7	The ACCA Code of Ethics and Conduct Describe each of the ACCA fundamental principles of the code of ethics and conduct	- Discussion - Didactic questioning Reading: ACCA Rulebook pp 270 - 285
8	The ACCA Code of Ethics and Conduct for Auditors Apply the ACCA code of ethics and conduct to professional appointment and conflicts of interest of an auditor	- Lecture - Discussion Reading: ACCA Rulebook pp 290 - 304.
9	Audit regulation (continued) Describe the detailed requirements, and application of professional ethics (CK1)	- Lecture - Discussion - Case Study - Quiz Reading: Chapter 3
10	Auditor appointment Explain the regulations governing the appointment, removal and resignation of auditors (CK1)	- Lecture - Role play - Discussion - Concept mapping - Homework Reading: Chapter 4
11	Auditor appointment (continued) Explain how auditors obtain an initial understanding of the entity and its environment (CK2)	- Lecture - Role play - Discussion - Concept mapping - Quiz Reading: Chapter 4
12	Risk assessment Explain the importance of audit evidence, including sufficient appropriate audit evidence (CK4)	- Lecture - Didactic questioning - Drill and practice - Homework Reading: Chapter 5
13	Risk assessment (continued) Identify the factors that influence the relevance and reliability of audit evidence (CK4)	- Lecture - Didactic questioning - Drill and practice - Homework Reading: Chapter 5
14	Risk assessment (continued) - Define audit risk, including inherent risk, control risk and detection risk (CK2) - Explain a risk-based approach to the audit (CK2)	- Lecture - Concept mapping - Homework Reading: Chapter 5

15	Risk assessment (continued) - Define the concept of materiality. (CK2) - Explain how auditors obtain an initial understanding of the entity and its environment (CK2)	- Lecture - Concept mapping - Homework Reading: Chapter 5
16	Risk assessment (continued) - Define the concept of materiality.(CK2) - Explain how auditors obtain an initial understanding of the entity and its environment (CK2)	- Lecture - Concept mapping - Homework Reading: Chapter 5
17	Risk assessment (continued) - Define the concept of materiality. (CK2) - Explain how auditors obtain an initial understanding of the entity and its environment (CK2)	- Lecture - Concept mapping - Quiz Reading: Chapter 5
18	Audit planning - Identify and explain the need for planning an audit (CK2) - Identify and describe the contents of the overall audit strategy and the audit plan (CK2)	- Lecture - Discussion - Didactic questioning - Drill and practice - Homework Reading: Chapter 6
19	Audit planning (continued) - Describe planning issues such as staffing (CK2) - Explain the use of CAATs in audit including the use of audit software and test data (CCIP1)	- Lecture - Discussion - Didactic questioning - Drill and practice - Homework Reading: Chapter 6
20	Audit planning (continued) Explain the purpose and contents of the current file and the permanent file (CK4)	- Lecture - Concept mapping - Compare and contrast - Homework Reading: Chapter 6
21	Audit planning (continued) Explain the quality control procedures that should exist over the review of audit working papers (CK4)	- Lecture - Discussion - Didactic questioning - Drill and practice - Homework Reading: Chapter 6
22	Audit planning (continued) - Define audit sampling and identify the sampling methods (CK4) - State the main factors affecting sample sizes (CK4)	- Lecture - Discussion - Didactic questioning - Drill and practice - Homework Reading: Chapter 6

23	Audit planning (continued) - Define audit sampling and identify the sampling methods (CK4) - State the main factors affecting sample sizes (CK4)	- Lecture - Discussion - Didactic questioning - Drill and practice - Quiz Reading: Chapter 6
24	Internal control evaluation - Describe the five components of an internal control system. (CK3) - Describe the objectives of an internal control (CK3)	- Lecture - Case study - Discussion - Homework Reading: Chapter 7
25	Internal control evaluation (continued) - Describe the techniques used by auditors to understand, record accounting systems including narrative notes and flowcharts. (CK4) - Describe the techniques used by auditors to evaluate accounting systems including internal control questionnaires (ICQs), internal control evaluation questionnaires (ICEQs) and checklists. (CK4)	- Lecture - Didactic questioning - Homework Reading: Chapter 7
26	Internal control evaluation (continued) - Describe the inherent limitations of an internal control system. (CK3) - Evaluate the internal control system. (CCI1) & (CIP1)	- Lecture - Didactic questioning - Discussion - Homework Reading: Chapter 7
27	Internal control evaluation (continued) - Describe the inherent limitations of an internal control system. (CK3) - Evaluate the internal control system. (CCI1) & (CIP1)	- Lecture - Didactic questioning - Discussion - Quiz Reading: Chapter 7
28	Tests of control: income and expenditures cycles Describe and illustrate control procedures to meet specified objectives and explain the testing of controls of purchases and trade payables (CK4)	- Lecture - Case study - Didactic questioning - Demonstration - Homework Reading: Chapter 8 & 9
29	Tests of control: income and expenditures cycles (continued) Describe and illustrate control procedures to meet specified objectives and explain the testing of controls of sales and trade receivables. (CK4)	- Lecture - Case study - Didactic questioning - Demonstration - Homework Reading: Chapter 8 & 9
30	Tests of control: income and expenditures cycles (continued) Describe and illustrate control procedures to meet specified objectives and explain the testing of controls of wages and salaries. (CK4)	- Lecture - Case study - Didactic questioning - Demonstration - Quiz Reading: Chapter 8 & 9

31	Analytical procedures and estimates Describe procedures used by auditors to obtain audit evidence, including analytical procedures (CK4)	- Lecture - Compare and contrast exercise - Homework Reading: Chapter 10
32	Analytical procedures and estimates (continued) Describe audit testings over accounting estimates (CK4)	- Lecture - Case study - Quiz Reading: Chapter 10
33	Non-current assets - Explain the importance of the use of assertions (CK2) - Explain the assertions in relation to classes of transactions, account balances, and presentation and disclosure (CK2)	- Lecture - Case study - Homework Reading: Chapter 12
34	Non-current assets (continued) Describe procedures used by auditors to obtain audit evidence, including inspection, observation, external confirmation, recalculations, reperformance, analytical procedures and inquiry (CK4)	- Lecture - Case study - Homework Reading: Chapter 12
35	Non-current assets (continued) Explain the rationale for designing audit programmes by reference to audit procedures (CC12)	- Lecture - Case study - Homework Reading: Chapter 12
36	Non-current assets (continued) Explain the rationale for designing audit programmes by reference to audit procedures (CC12)	- Lecture - Case study - Quiz Reading: Chapter 12
37	Inventories - Explain why the audit of inventory is often an area of high inherent risk (CK2) - Describe the audit procedures that should be undertaken before, during, and after attending an inventory count (CK4)	- Lecture - Video - Concept mapping - Homework Reading: Chapter 11
38	Inventories (continued) Describe the extent to which an auditor may rely on a system of perpetual inventory (CK4)	- Lecture - Video - Concept mapping - Homework Reading: Chapter 11
39	Inventories (continued) Explain the substantive procedures to meet the specific objectives for the audit of inventory (CK4)	- Lecture - Video - Concept mapping - Homework Reading: Chapter 11
40	Inventories (continued) Explain the substantive procedures to meet the specific objectives for the audit of inventory (CK4)	- Lecture - Video - Concept mapping - Quiz Reading: Chapter 11

41	Accounts receivable and cash - Explain the substantive procedures used in auditing each of the following: - Trade receivable, prepayments and other receivables - Bank and Cash (CK4)	- Lecture - Case study - Homework Reading: Chapter 13
42	Accounts receivable and cash (continued) - Explain the substantive procedures used in auditing each of the following: - Trade receivable, prepayments and other receivables - Bank and Cash (CK4)	- Lecture - Case study - Homework Reading: Chapter 13
43	Accounts receivable and cash (continued) - Explain the substantive procedures used in auditing each of the following: - Trade receivable, prepayments and other receivables - Bank and Cash (CK4)	- Lecture - Case study - Quiz Reading: Chapter 13
44	Liabilities - Explain the substantive procedures used in auditing each of the following: - Trade payables, accruals and other payables (CK4)	- Lecture - Drill and practice - Homework Reading: Chapter 14
45	Liabilities (continued) - Explain the substantive procedures used in auditing each of the following: - Non-current liabilities (CK4)	- Lecture - Drill and practice - Homework Reading: Chapter 14
46	Liabilities (continued) - Explain the substantive procedures used in auditing each of the following: - Provisions (CK4)	- Lecture - Drill and practice - Quiz Reading: Chapter 14
47	Forming an audit judgement Define and discuss the significance of going concern and discuss indicators of going concern problems (CK2)	- Lecture - Didactic questioning - Homework Reading: Chapter 15
48	Forming an audit judgement (continued) - Explain the procedures to be applied in performing going concern reviews (CK4) - Explain the purpose of written representation and describe the circumstances where they are necessary (CK4)	- Lecture - Quiz Reading: Chapter 15
49	The external audit opinion Describe the form and content of unmodified audit reports. (CK5)	- Lecture - Drill and practice - Homework Reading: Chapter 16
50	The external audit opinion (continued) State the circumstances where an auditor should issue a modified audit report (CK5).	- Lecture - Quiz Reading: Chapter 16

51	Review 1 (All CK, CC, CCIT, CIP)	• Drill and Practice • Discussion
52	Review 2 (All CK, CC, CCIT, CIP)	• Drill and Practice • Discussion
Total Hours : 78 hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned homework and in-class tests will support learning to material covered in class. The class will be devoted to lecture, exercises and in-class tests.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CK1, CK2	PK1
In-class tests	10%	CK1, CK2, CK3, CK4	PK1, PK2
Homework	20%	CK1, CK2, CK3, CK4	PK1, PK2
Assignments	10%	CK1, CK2, CK3, CK4	PK1, PK2
Midterm exam	20%	CK1, CK2, CK3, CK4	PK1, PK2
Final exam	30%	CK1, CK2, CK3, CK4	PK1, PK2
Total grading score	100%		

During the course, there is one assignment:

Audit Program Design Assignment

Work Group:	Group
Output format:	Professional Format
Language:	English
Assignment:	The students are required to design an audit program to meet the objectives of audit engagement for a specific account in the financial statements for a specific industry. The research requires desk research.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, Paper FAU Foundation in Audit, Up to June 2018 Exam.
2. BPP Learning Media, Practice & Revision Kit Paper FAU Foundation in Audit, Up to June 2018 Exam.

References

1. Kaplan Publishing, FAU Foundation in Audit, Up to June 2018 Exam.
2. Kaplan Publishing, Practice & Revision Kit Paper FAU Foundation in Audit, Up to June 2018.
3. ACCA, Rulebook, 2018.

IFRS FOR SMEs ACCT 311 COURSE SPECIFICATION



Casey Barnett, FCCA, CFA, MBA

USA

President

1. AIM

This course aims to develop the ability to prepare a complete set of financial statements for an individual company in accordance with IFRS for SMEs.

A core competence of bachelor degree graduates is the ability to prepare a set of financial statements for a company. In Cambodia, national regulations require companies to follow either CIFRS or CIFRS for SMEs, which are wholly identical to IFRS and IFRS for SMEs. Cambodia has an agreement with the IASB to use IFRS and IFRS for SMEs.

Therefore, CamEd bachelor degree graduates will be preparing, auditing, or using financial statements prepared in accordance with either of these two standards. While financial reporting is significantly developed in other courses, those other courses teach IFRS and often teach IFRS for larger businesses.

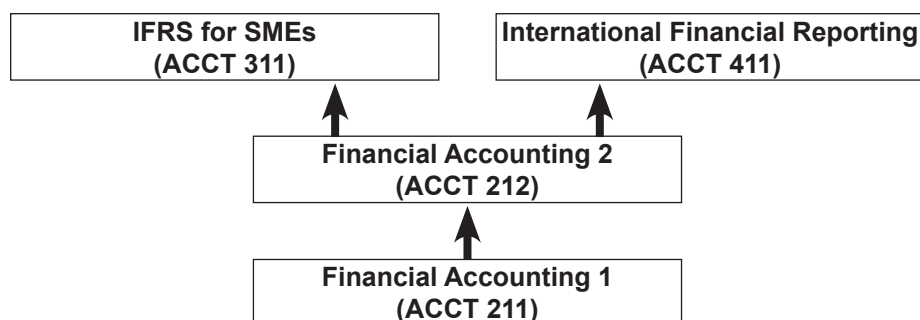
2. COURSE DESCRIPTION

This course on IFRS for SMEs complements the IFRS based courses and completes the financial reporting education needed by an accountant or auditor in Cambodia. Moreover, this course focuses on accounting for individual medium sized businesses of the sort that would use IFRS for SMEs, thereby complementing the IFRS courses that teach accounting for larger businesses.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

Students must have successfully passed Financial Accounting I (ACCT 211) before attempting this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover two main areas: The individual IFRS for SMEs sections, and preparation of a financial report in accordance with IFRS for SMEs. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the key concepts and terms used in IFRS for SMEs
Understand	PK5	CK2	Describe the scope and applicability of IFRS for SMEs.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC7	CC1	Apply IFRS for SMEs to a broad range of transactions, assets and liabilities, including: PPE, intangible assets, impairment of assets, revenue, receivables and select basic financial instruments, leasing, taxation, biological assets, biological produce, investment property, and cash.
Create	PC7	CC2	Construct a full set of financial statements in compliance with IFRS for SMEs to provide relevant information to investors and lenders

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Prepare loan and finance lease amortisation schedules using Excel.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1, PIP2	CIP1	Work individually and in a team to apply principles based logic to novel accounting events in the preparation of financial statements
Evaluate	PIP3	CIP2	Recommend ethical courses of action in the workplace in accordance with the requirements of the ACCA Code of Ethics and Conduct

5. STUDY PLAN

The course targets the 52 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 78 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Small and Medium-Sized Entities 1. Distinguish between entities that may and may not apply IFRS for SMEs (CK2) 2. Describe the components of a financial report prepared in accordance with IFRS for SMEs (CC2) 3. Explain the advantages of IFRS for SMEs compared to IFRS (CK2)	• Lecture • Discussion Readings: Modules 1, 3
2	Statement of Financial Position 1. Organize accounts in a statement of financial position according to IFRS for SMEs' format (CC2) 2. Prepare a statement of financial position in accordance with IFRS for SMEs (CC2)	• Lecture, discussion, group case study • Discussion Readings: Modules 4, 5
3	Statement of Comprehensive Income 1. Explain the acceptable formats and classification in the statement of income or statement of income and retained earnings (CK1) 2. Classify expenses by nature and function (CC2)	• Lecture, discussion, group case study, Kahoot! Readings: Section 2, Modules 4, 5
4	Concepts and Pervasive Principles, Notes to the Financial Statements 1. Describe the pervasive principles of IFRS for SMEs (CK1) 2. Explain how the objective of IFRS for SMEs influences application of IFRS for SMEs (CK2) 3. Identify the role, components and location of notes within the financial report (CC2) 4. Distinguish between relevant and irrelevant information for deciding on inclusion in the notes (CC2)	• Review of case study, lecture, Kahoot! quiz, example Reading: Module 8

5	ACCA Code of Ethics and Conduct - Describe the fundamental principles of the ACCA Code of Ethics and Conduct (CIP2) - Apply the fundamental principles of the ACCA Code of Ethics and Conduct to resolve ethical dilemmas arising in financial reporting (CIP2)	- Lecture - Case study discussion - Group case study work Reading: ACCA Rulebook, pp 270 - 284
6	Accounting Policies, Estimates and Errors - Define and distinguish changes in accounting policies, changes in estimates, and errors (CK1) - Determine the correct way to report changes in accounting policies, changes in estimates and errors (CC2)	- Lecture - Group problem based learning - Discussion Reading: IFRS for SMEs Section 10
7	Basic Financial Instruments - Describe the types of financial instruments covered by IFRS for SMEs section 11. (CK1) - Calculate the amount a financial instrument should be recorded on initial recognition. (CC1)	- Lecture - Case study - Group problems - Discussion Reading: Module 11
8	Basic Financial Instruments - Bad Debts - Estimate bad debts for a company (CC1) - Prepare the journal entries to account for bad debts (CC1) - Prepare the disclosure note for receivables (CC2)	- Lecture - Group problem based learning - Discussion Reading: Module 11
9	Review and assessment 1 Review and assess learning outcomes of lecture 1-8	QControlled case study
10	Accounting for Loans Payable - Prepare an amortisation schedule for a loan using Excel. (CCIT1) - Prepare the journal entries for a loan. (CC1)	- Demonstration using Excel calculations - Group exercises using Excel - Discussion Reading: Module 11
11	Accounting for Loans Payable - Effective Interest Rate - Calculate the effective interest rate using Excel or Google Sheets (CCIT1) - Account for borrowing costs in accordance with section 25 (CC1) - Prepare the disclosure note for loans payable (CC2)	- Demonstration of the amortized cost method using Excel - Group problems using Excel - Discussion Reading: Module 11
12	Other Financial Instrument Issues - Equity Instruments - Identify and account for equity instruments (CC1) - Identify and account for investments in associates (CC1)	- Demonstration using Excel - Group problems using Excel - Discussion Reading: Module 12
13	Business and Industry Analysis - Porter's Five Forces Prepare a business analysis using Porter's Five Forces and sources of competitive advantage. (CC2)	- Demonstration using Excel - Group problems using Excel - Discussion Reading: Module 12

14	Inventories 1. Determine the components of cost to include in inventory (CC1) 2. Distinguish between normal and abnormal costs (CC1)	• Lecture • Group problems • Discussion Reading: Module 13
15	Inventories 1. Determine inventory cost using the FIFO periodic method (CC1) 2. Record cost of goods sold following both expense by nature and expense by function (CC1) 3. Prepare a disclosure note for inventories (CC2)	• Demonstration • Group problems • Discussion Reading: Module 13
16	Specialised Activities - Biological Assets 1. Prepare the journal entries to account for biological assets (CC1) 2. Account for the harvested product of biological assets (CC1)	• Lecture • Group problems • Discussion Reading: IFRS for SMEs Section 34
17	Specialised Activities - Service Concessions 1. Identify a service concession agreement (CC1) 2. Account for income and costs related to service concession agreements (CC1)	• Class case study • Group problems • Discussion Reading: IFRS for SMEs Section 34
18	Review and assessment 2 1. Review and assess learning outcomes lecture 10 - 17	• QControlled case study
19	Investment Property 1. Distinguish between investment property and other types of property (CC1) 2. Record the gains and losses related to investment property (CC1) 3. Prepare a disclosure note for investment property (CC2)	• Lecture • Group problems • Discussion Reading: IFRS for SMEs Section 16
20	Property, Plant and Equipment 1. Calculate the depreciation for property, plant and equipment (CC1) 2. Determine gains and losses on disposal (CC1)	• Demonstration • Group problems • Discussion Reading: Module 17
21	Property, Plant and Equipment 1. Account for renovation of property, plant and equipment (CC1) 2. Account for revaluation of property classified as property, plant and equipment (CC1) 3. Prepare a disclosure note for property, plant and equipment (CC2)	• Demonstration • Group problem based learning • Discussion Reading: Module 17
22	Intangible Assets other than Goodwill 1. Record the purchase or development of software (CC1) 2. Calculate the amortisation of intangible assets with change in estimated useful life (CC1)	• Lecture • Group problem based learning • Discussion Reading: Module 18

23	Impairment of Assets 1. Explain when impairment needs to be tested (CC1) 2. Determine the recoverable amount of a potentially impaired asset (CC1) 3. Explain why it may not be necessary to determine value in use (CC1)	• Didactic questioning • Group problems • Discussion Reading: IFRS for SMEs Section 27
24	Impairment of Assets 1. Calculate impairment expense of an individual asset (CC1)	• Case study • Group problem • Discussion Reading: IFRS for SMEs Section 27
25	Leases 1. Distinguish between operating leases and finance leases (CC1) 2. Account for operating leases, including transaction costs and discounts (CC1) 3. Prepare a disclosure note for operating leases (CC2)	• Lecture • Group problem • Discussion Reading: IFRS for SMEs Section 20
26	Leases 1. Determine the appropriate interest rate to be used with a given finance lease (CC1) 2. Prepare an amortisation schedule for payments and expenses under a finance lease (CCIT1)	• Demonstration using Excel • Group problems using Excel • Discussion Reading: IFRS for SMEs Section 20
27	Leases 1. Prepare the journal entries for a finance lease (CC1) 2. Calculate the current and non-current portions of a finance lease (CC1)	• Demonstration using Excel • Group problems using Excel • Case study • Discussion Reading: IFRS for SMEs Section 20
28	Leases 1. Prepare the disclosure notes for leases (CC2) 2. Prepare a statement of financial position, including lease liabilities (CC2) 3. Prepare a disclosure note for finance leases (CC2)	• Demonstration using Excel • Group problems using Excel • Case study • Discussion Reading: IFRS for SMEs Section 20
29	Provisions and Contingencies 1. Explain the definition of provision and contingent liability (CK2) 2. Determine the amount and appropriate presentation of a provision (CC1) 3. Recommend a method of estimating a year end warranty provision (CC1) 4. Prepare the journal entries to record a warranty and annual adjustment thereto (CC1) 5. Prepare a disclosure note for provisions and contingencies (CC2)	• Lecture • Group problems • Discussion Reading: IFRS for SMEs Section 21
30	Review and assessment 3 1. Review and assess learning outcomes lecture 23 - 29	• QControlled case study

31	Revenue 1. Explain the recognition criteria for revenue (CC1) 2. Account for revenue for sale of goods and services (CC1)	• Didactic questioning • Group problem based learning • Discussion Reading: IFRS for SMEs Section 23
32	Revenue 1. Account for deferred income (CC1) 2. Identify the revenue attributable to services in a bundle of goods and services (CC1)	• Case study • Group problems • Discussion Reading: IFRS for SMEs Section 23
33	Revenue 1. Describe the methods used to account for construction contracts (CC1) 2. Prepare the journal entries to record a construction contract using the input method (CC1) 3. Prepare a statement of profit or loss, including revenue (CC2)	• Lecture • Group problems • Discussion Reading: IFRS for SMEs Section 23
34	Employee Benefits 1. Account for basic employee benefits and the related withholding tax (CC1) 2. Determine the withholding tax component of employee benefits (CC1)	• Lecture • Group problem based learning • Discussion Reading: IFRS for SMEs Section 28
35	Employee Benefits 1. Identify long term bonuses and other long term employee benefits that should be accrued (CC1) 2. Account for long term bonuses (CC1)	• Case study • Group problems • Discussion Reading: IFRS for SMEs Section 28
36	Income Tax 1. Prepare the journal entries to prepayment of income tax (tax on profit) (CC1) 2. Prepare the journal entries to record withholding taxes that can be deducted from income tax (tax on profit) (CC1) 3. Prepare the year-end journal entry to record income tax payable (tax on profit) (CC1) 4. Prepare a statement of profit or loss, including tax (CC2)	• Lecture • Case study • Group problem based learning • Discussion Reading: IFRS for SMEs Section 29
37	Income Tax 1. Distinguish between the carrying amount of net assets and the tax base of net assets (CC1) 2. Calculate the taxable and deductible differences arising from temporary differences (CC1)	• Demonstration • Case study • Group problem based learning • Discussion Reading: IFRS for SMEs Section 29
38	Income Tax 1. Prepare the journal entries to record income tax expense, including adjustments to deferred tax (CC1) 2. Prepare a statement of financial position, including liabilities for current tax and deferred tax (CC2) 3. Prepare a disclosure note for income tax and deferred tax (CC2)	• Demonstration • Case study • Group problem based learning • Discussion Reading: IFRS for SMEs Section 29

39	Review and assessment 4 1. Review and assess learning outcomes lecture 31 - 38	• QControlled case study
40	Cash Flow Statements 1. Define cash and cash equivalents (CK2) 2. Explain the difference between the direct and indirect methods of preparing a cash flow statement (CC1) 3. Explain the meaning of operating cash flows, investing cash flows, and financing cash flows (CC2) 4. Prepare the operating cash flow portion of a cash flow statement (CC2)	• Didactic questioning • Lecture • Discussion Reading: Module 7
41	Cash Flow Statements 1. Prepare the investing and financing portions of a cash flow statement (CC2) 2. Present exchange rate changes in foreign currency cash and cash equivalents in the cash flow statement (CC2)	• Demonstration • Group problem based learning • Discussion Reading: Module 7
42	Cash Flow Statements 1. Prepare a full cash flow statement (CC2)	• Case study • Discussion Reading: Module 7
43	Foreign Currency Translation 1. Determine the appropriate exchange rate to record foreign currency income, expense, assets, liabilities (CC2) 2. Record gains and losses arising from remeasurement and settlement of foreign currency receivables and payables (CC2)	• Lecture • Demonstration • Group problems • Discussion Reading: Module 30
44	Foreign Currency Translation 1. Explain the concept of functional currency (CK1) 2. Explain the purpose of a presentation currency (CC2) 3. Prepare a disclosure note for functional currency and presentation currency (CCIT1) 4. Prepare a disclosure note for a presentation currency that is not in compliance with the IFRS for SMEs presentation currency (CC2)	• Lecture • Case study • Group problems • Discussion Reading: Module 30
45	Related Party Disclosures 1. Define a related party according to IFRS for SMEs (CK1) 2. Identify transactions with a related party that would warrant disclosure in the notes (CC2) 3. Prepare a related party disclosure note (CC2)	• Didactic questioning • Group problems • Discussion Reading: IFRS for SMEs Section 33

46	Transition to the IFRS for SMEs 1. Define first time application of IFRS for SMEs (CK2) 2. Describe the additional disclosures required when an entity applies IFRS for SMEs for the first time (CK2, CC2) 3. Explain the simplifications allowed on transition to IFRS for SMEs (CK2) 4. Prepare a full set of financial statements for an entity that transitions to IFRS for SMEs for the first time (CC2)	• Lecture • Case study • Group problem based learning • Discussion Reading: IFRS for SMEs Section 35
47	Review and preparation for final exam	• Lecture
48	Review and preparation for final exam	• Lecture
49	Student Presentations - Small Groups	• Presentation
50	Student Presentations - Finalists	• Presentation
Total Hours : 78 hours		

6. TEACHING METHODS

This course uses demonstration, lecture, case studies, discussion, and group problem solving. Assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class time will be demonstrations, presentations and questioning from the lecturer with another half of the class for working on and reviewing the solutions to case studies and problem sets.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	CIP1	PIP2
Controlled Case Studies (4)	20%	CK1, CK2, CC1, CC2, CCIT1, CIP1, CIP2	PK1, PK5, PC7, PCIT2, PIP1, PIP2, PIP3
Assignment	30%	CC1, CC2, CIP1	PC7, PIP1, PIP2
Midterm Controlled Case Study	15%	CK2, CC1, CC2, CCIT1, CIP2	PK5, PC7, PCIT2, PIP3
Final Controlled Case Study	25%	CK1, CK2, CC1, CC2, CCIT1, CIP1, CIP2	PK1, PK5, PC7, PCIT2, PIP1, PIP2, PIP3
Total grading score	100%		

During the course, there is one assignment:

IFRS for SMEs Financial Reporting Assignment

- Work Group: Groups of two
- Output format: IFRS for SMEs format Financial Report
- Language: Khmer (English allowed for non-Khmer speaking students)

Assignment: Students will individually prepare a set of financial statements in compliance with IFRS for SMEs (to the extent possible given constraints and available data) for a small or medium sized business or not-for-profit organization in Cambodia. The financial report will cover two months performance and three months statement of financial position. Accompanying the financial statements shall be a brief report assessing the business, its industry, and its financial performance.

8. TEXTBOOKS AND REFERENCES

Textbook

1. IFRS Foundation, IFRS for SMEs Education Modules, IFRS Foundation 2015 - 2018

Reference

1. IFRS Foundation, IFRS for SMEs 2015, IFRS Foundation 2015.
2. Makenzie, Bruce, Tapiwa Njikizana, et all, Applying IFRS for SMEs, Wiley, 2011.

FINANCE 1

FINC 301

COURSE SPECIFICATION



Varabott Ho, MSc, MBA, CEFA

France

Associate Professor

1. AIM

This course aims to develop knowledge and understanding of ways organisations finance their operations, plan and control cash flows, optimise their use of working capital and allocate resources to long term investment projects.

2. COURSE DESCRIPTION

Finance 1 introduces students to different ways of managing finance within an organisation with the aim of enhancing business performance. This includes planning and controlling of cash flow in both the short and long term, how to manage capital investment decisions and managing trade credit for an efficient flow of cash.

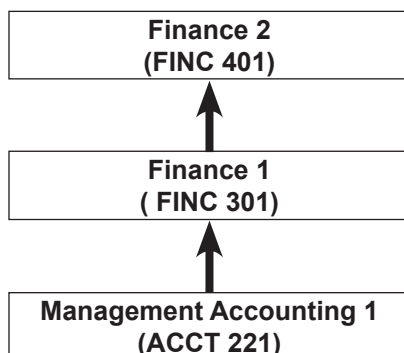
The course starts by introducing the principles of effective working capital management, and the impact working capital has on an organisation's cash flow. It then looks at the techniques for forecasting cash to aid an organisation in planning its cash needs.

The next area of the course looks at the different ways of managing cash in the short, medium and long term, including investing funds in capital projects. It finally looks at procedures for effective credit management to maximise flow of cash to the business.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

Students must have completed Management Accounting 1 before attempting this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main areas: knowledge, ability to use the concepts, understand and apply the principle analytical skills and tools used in finance, ability to use the information systems (mainly Microsoft Office). On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain and apply the principles of working capital management
Understand	PK1	CK2	Describe methods and procedures for managing cash balance
Understand	PK1	CK3	Explain and apply the principles in making medium to long term financing decisions.
Understand	PK1	CK4	Explain and apply the principles in making capital investment decisions

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Evaluate	PC2, PC3	CC1	Evaluate general business problem to identify assumptions and decision making constraints.
Apply	PC1, PC2	CC2	Use basic time value of money concepts and solve quantitative problem solving with or without use of spreadsheets
Apply	PC3, PC6	CC3	Apply a range of techniques to forecast cash flow

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use Excel to conduct basic analysis of data for purposes of forecasting, simulation and scenario analysis and to Use spreadsheets to model business.
Apply	PCIT1	CCIT2	Present forecasts, spreadsheets and output thereof in a clear and professional format.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP1, PIP2, PIP3	CIP1	Work in a team

5. STUDY PLAN

The course targets the study plan below. Implementation may vary somewhat depending on the progress and needs of students. For example, some topics may be allocated more or less than 1.5 hours.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction, Working Capital - Define working Capital - Explain why working capital management. (CK1) - Explain the relationship between cash flow and working capital cycle. (CK1, CC3)	- Lecture - Calculate over-trading and over-capitalization financial indicators - Practice Reading: Chapter 1
2	Introduction, Working Capital (continued) - Demonstrate the calculation of the working capital cycle. (CK2) - Outline the possible relationships between inventory levels and sales. (CK2) - Define and explain over-trading and over-capitalisation. (CK2)	- Lecture - Practice Reading: Chapter 1
3	Exercises & Review (CK1, CC1, CCIT1)	- Practice - Quiz
4	Inventory Management and Control - Discuss the key considerations. (CK1) - Define and explain work-in-progress. (CK1) - Define economic order quantity. (CK1)	- Lecture - Practice Reading: Chapter 2
5	Inventory Management and Control (continued) Apply the EOQ model (CK1)	- Lecture - Practice - Discuss the effects of just-in-time on inventory control Reading: Chapter 2

6	Exercises & Review (CK1, CC1, CCIT1)	• Practice • Quiz
7	Management of Accounts Payable, Cash and Cash Flows • Explain the role of accounts payable and receivable in the working capital cycle. (CK1) • Explain the need to monitor accounts payables (CK1) • Explain accounts payables control operations and the importance of accounts payables management (CK1)	• Lecture • Practice Reading: Chapter 3, 4
8	Management of Accounts Payable, Cash and Cash Flows (continued) • Describe the various type and form of accounts payables (CK1) • Describe the various accounts payable payment method and procedures (CK1) • Evaluate and demonstrate the issues involved with early payment and settlement discounts (CK1) • Identify the risks of taking increased credit and buying under extended credit terms (CK1)	• Lecture • Identify the risks of taking increased credit and buying under extended credit terms • Practice Reading: Chapter 3, 4
9	Exercises & Review (CK1, CC1, CCIT1)	• Practice / Quiz
10	Cash Budgeting and Forecasting • Define cash, cash flow and funds (CK2, CC3) • Explain the importance of cash flow management and its impact on liquidity and company survival (CK2, CC3) • Outline the various sources and application of finance (CK2) • Distinguish between the cash flow patterns of different types of organisations (CK2, CC3)	• Lecture • Practice Reading: Chapter 5
11	Cash Budgeting and Forecasting (continued) • Explain the importance of cash flow for sustainable growth of such organisations (CK2, CC3) • Define cash accounting` and `accrual accounting` (CK2) • Reconcile cash flow to profit (CK2, CC3)	• Lecture • Discuss the difference between cash accounting and accruals accounting • Practice Reading: Chapter 5
12	Exercises & Review (CK1, CK2, CC1, CCIT1)	• Practice • Quiz
13	Cash Forecasting Techniques • Explain and illustrate statistical techniques used in forecasting cash flows (CK2, CC3) • Carry out simple sensitivity analysis on a cash budget or forecast. (CK2)	• Lecture • Practice Reading: Chapter 6

14	Cash Forecasting Techniques (continued) • Explain cleared funds forecasts (CK2)	• Lecture • Practice Reading: Chapter 6
15	Exercises & Review	• Practice • Quiz
16	Treasury Function and Managing Surplus Cash • Outline the main treasury functions (CK2) • Discuss the advantages and disadvantages of a centralised treasury function (CK2)	• Lecture • Practice Reading: Chapter 7
17	Treasury Function and Managing Surplus Cash (continued) • Describe cash handling procedure (CK2) • Describe the issues to be considered when attempting to hold optimal cash balances. (CK2) • Outline the statutory and the other regulations relating to the management of cash. (CK2)	• Lecture • Discuss the advantages and disadvantages of centralised cash control • Practice Reading: Chapter 7
18	Treasury Function and Managing Surplus Cash (continued) • Outline how the Baumol cash management model works (CK2) • Discuss the limitations of Baumol cash management model. (CK2) • Suggest the appropriate liquidity levels for a range of different organisations (CK2)	• Lecture • Practice Reading: Chapter 7
19	Exercises & Review (CK1, CK2, CC1, CCIT1)	• Practice • Quiz
20	Overview of Financial Markets (1) • Explain the role and functions of various types of banks (CK3) • Identify the major financial intermediaries (CK3) • Outline the general roles and key benefits of financial intermediaries. (CK3)	• Lecture • Practice Reading: Chapters 7, 10
21	Overview of Financial Markets (1) (continued) • Outline the relationships between financial institutions. (CK3) • Explain the basic nature of a money market. (CK3) • Describe the way in which a stock market. (CK3) • Discuss ways in which a company may obtain a stock market listing and the advantages and disadvantages of having a stock market listing. (CK3)	• Lecture • Outline the key benefits of financial intermediations • Practice Reading: Chapter 8
22	Exercises & Review (CK2, CK3, CC1, CCIT1)	• Reading: Chapter 8

23	Overview of Financial Markets (2) Explain the purpose and main features of Bank deposits, Certificate of deposit, Government stocks, Local authority bonds, Bills of exchange. (CK3)	- Lecture - Practice Reading: Chapter 9
24	Overview of Financial Markets (2) (continued) Explain the purpose and main features of Equity, Preference shares, Secured loan note, Unsecured loan stock, Convertible and redeemable debt, Warrants. (CK3)	- Lecture - Practice Reading: Chapter 9
25	Exercises & Review (CK3, CC1, CCIT1)	- Practice - Quiz
26	Money in the Economy - Define what is meant by “money supply” in an economic context. (CK3) - Outline how money supply may be controlled in an economy. (CK3) - Outline the basic relationship between the demand for money and interest rates.(CK3)	- Lecture - Practice Reading: Chapter 11
27	Money in the Economy (continued) - Explain briefly and illustrate the interaction between the inflation and interest rates. (CK3) - Discuss the possible consequences of inflation in an economy and its effect on organisations in general. (CK3) - Describe how the application of different monetary policies can affect the economy. (CK3)	- Lecture - Practice Reading: Chapter 11
28	Exercises & Review (CK3, CC1, CCIT1)	- Practice - Quiz
29	Short-term Finance, Long-term Finance, Finance of SMEs - Discuss situations where it maybe appropriate to raise short-term finance (CK3) - Describe the different forms of bank loans and overdrafts, their terms and conditions. (CK3) - Explain the legal relationship between bank and customer(CK3) - Explain the nature of trade credit and its use as a short-term source of finance.(CK3)	- Lecture - Compare and contrast the main feature of hire purchase and leases - Practice Reading: Chapters 12, 13, 14
30	Short-term Finance, Long-term Finance, Finance of SMEs (continued) - Evaluate the risks associated with increasing the amount of short-term finance in organisation.(CK3) - Discuss the relative merits and limitations of short-term finance.(CK3) - Discuss situations where it may be appropriate to raise medium-term finance (CK3) - Describe the main features of of hire purchase, and lease (CK3)	- Lecture - Discuss situations where it may be appropriate to raise long-term finance - Practice Reading: Chapters 12, 13, 14

31	Exercises & Review (CK3, CC1, CCIT1)	• Practice / Quiz
32	Short-term Finance, Long-term Finance, Finance of SMEs (continued) • Describe the key factors that should be considered in deciding the mix of short/medium/long term finance in an organisation. (CK3) • Calculate relative gearing and earning per share under different financial structure (CK3) • Outline the requirements for finance of SMEs. (CK3) • Describe and discuss the response of government agencies and financial institutions to the SME financing problem. (CK3)	• Lecture • Discuss the nature and importance of internally generated funds • Practice Reading: Chapters 12, 13, 14
33	Exercises & Review (CK3, CC1, CCIT1)	• Practice • Quiz
34	Relevant Costs, Capital Expenditure Budgeting, Investment Appraisal • Explain the differences between simple and compound interest.(CK3) • Calculate future values (CK3) • Discuss the concept of the time value of money and concept of discounting. (CK3) • Calculate present values, making use of present value tables to establish discount factors. (CK3)	• Lecture • Practice Reading: Chapters 15, 16, 17
35	Relevant Costs, Capital Expenditure Budgeting, Investment Appraisal (continued) • Discuss the concept of relevant cash flows for decision-making. (CK4) • Identity and evaluate relevant cash flows for individual investment decisions (CK4) • Discuss the importance of capital investment planning and control. (CK4) • Outline the issues to consider and the steps involved in the preparation of capital expenditure budget (CK4)	• Lecture • Practice Reading: Chapters 15, 16, 17
36	Exercises & Review (CK4, CC1, CCIT1)	• Practice • Quiz
37	Relevant Costs, Capital Expenditure Budgeting, Investment Appraisal (continued) • Define and distinguish between capital and revenue expenditure. (CK4) • Compare and contrast investment in non-current assets and investment in working capital. (CK4) • Describe capital investment procedures. (CK4)	• Lecture • Practice Reading: Chapters 15, 16, 17

38	Relevant Costs, Capital Expenditure Budgeting, Investment Appraisal (continued) • Calculate the payback and discounted payback of a project and assess its usefulness as a method of investment appraisal. (CK4) • Calculate the accounting rate of return of a project and assess its usefulness as a method of investment appraisal (CK4) • Explain the concept of net present value and how it can be used for project appraisal. (CK4) • Calculate net present value and interpret the results. (CK4)	• Lecture • Practice Reading: Chapters 15, 16, 17
39	Relevant Costs, Capital Expenditure Budgeting, Investment Appraisal (continued) • Outline the concept of internal rate of return and how it can be used for project appraisal. (CK4) • Calculate internal rate of return and interpret the results.(CK4) • Discuss the relative merits of NPV and IRR, including mutually exclusive projects and multiple yields.(CK4) • Explain the superiority of DCF methods over payback and accounting rate of return.(CK4)	• Lecture • Practice Reading: Chapters 15, 16, 17
40	Exercises & Review (CK4, CC1, CCIT1)	• Practice • Quiz
41	Managing Receivables, Assessing and Granting Credit • Explain the role of accounts receivable in the working capital cycle. (CK5) • Explain the key elements of a basic contract. (CK5) • Briefly outline specific terms and conditions that may be included in the contracts with credit customers. (CK5) • Explain the importance of credit management, including the level of trade credit, the role of the credit control function and the activities of the credit control function. (CK5)	• Lecture • Practice Reading: Chapters 18, 19
42	Managing Receivables, Assessing and Granting Credit (continued) • Explain the need to establish a credit policy and outline the steps involved, including setting maximum credit amounts and period and total credit levels.(CK5) • Describe ways in which credit customers could be encouraged ,to pay promptly including effects of offering discounts.(CK5) • Identity the main data protection issues that should be considered when dealing with accounts receivable records.Credit scoring. (CK5)	• Lecture • Explain the key categories that should be considered when assessing the creditworthiness of a customer • Practice Reading: Chapters 18, 19

43	Managing Receivables, Assessing and Granting Credit (continued) - Outline the various internal / external sources of information that may be used in assessing the creditworthiness of a customer. (CK5) - Identify possible reasons for rejecting an application for credit or extending credit. (CK5)	- Lecture - Define and explain credit scoring - Practice Reading: Chapters 18, 19
44	Exercises & Review (CK5, CC1, CCIT1)	- Practice - Quiz
45	Assessing and Granting Credit, Monitoring and Collecting Debts - Describe how the financial statements of a customer can be used to assess the creditworthiness of a customer. (CK5) - Identify and apply the common benefit-cost ratios that may be used to analyse change of credit policy (CK5)	- Lecture - Evaluate the usefulness and limitations of ratio analysis in assessing credit-worthiness - Practice Reading: Chapters 19, 20
46	Assessing and Granting Credit, Monitoring and Collecting Debts (continued) - Describe the main external sources that may be used to monitor accounts receivables (CK5) - Explain the importance of credit management, including the level of trade credit, the role of the credit control (CK5)	- Lecture - Monitor accounts receivable (include credit rating agencies, industry sources, financial reports, press coverage, official publications, bank or supplier reference) - Practice Reading: Chapters 19, 20
47	Exercises & Review (CK1, CK2, CK5, CC1, CCIT1)	- Practice - Quiz
48	Exam review 1 (All s)	Review practice test questions
49	Exam review 2 (All s)	Review practice test questions
50	Exam review 3 (All s)	Review practice test questions
Total Hours : 75 hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, CC	PCIT1, PIP1
In-class tests	25%	All CK, CC1, CCIT1, CIP1	PK1, PC2, PCIT1
Assignments	15%	CK1, CK2, CK3, CC1, CCIT1	PC1, PC2, PCIT1, PIP2, PIP3

Midterm exam	20%	CK1, CK2, CK3, CK4, CC1, CCIT1	PK1, PC2, PCIT1
Final exam	30%	All CK, CC1, CCIT1, CIP1	PK1, PC2, PCIT1
Total grading score	100%		

During the course, there is one assignment:

Business Plan Assignment

Work Group: Group

Output format: Professional Format, Presentation

Language: English

Assignment: In groups of 3-5, students are required to prepare a business plan, including the following:

- Business description
- Business market and competitors
- Business strategy
- Working capital requirement
- Capital requirement and proceeds
- Cash budget for the first twelve months
- Pro-forma income statement and balance sheet for the first 5 years
- Free cash flow for the first 5 years
- Business valuation using NPV of free cash flows, IRR, PBP, DPBP, ARR
- Valuation sensitivity analysis to changes in sales

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, FFM Foundations in Financial Management, 2019.
2. BPP Learning Media, Practice & Revision Kit Paper FFM Foundations in Financial Management, 2019.

References

1. Kaplan Publishing, FFM Foundations in Financial Management, 2019.
2. Kaplan Publishing, Practice & Revision Kit Paper FFM Foundations in Financial Management, 2019.

FINANCE 2 FINC 401 COURSE SPECIFICATION



Muhammad M. Ma'aji, PhD

Nigeria

Assistant Professor

1. AIM

The aim of the course in Finance 2 is to develop the knowledge and skills expected of a finance manager, in relation to the daily management of the working capital, the long-term capital investment needed to replace productive assets, the financing of both short-term and long-term assets, and the dividend policy decisions. The core objective of financial management is to optimise the use of a firm's resource that contributes the goal of maximising the shareholders' wealth.

2. COURSE DESCRIPTION

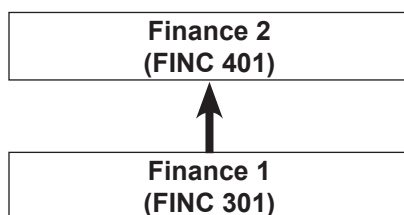
Finance 2 is designed to equip students with the skills that would be expected from a financial manager responsible for the finance function of a business. The course begins with the introduction of the role and purpose of the financial management function within a business. In addition the course covers the three key financial management decisions of investing, financing, and dividend policy.

The following section discusses the two stages investment; investment in working capital and the long-term investments. The next area covers the financing decisions: the examination of the various sources of business finance, including the dividend policy and internally generated finance. Cost of capital and other factors influence the choice of capital by the business. In addition, the course covers the valuation of the business and financial assets, and their impact on the cost of capital. At the end the course, we examine the risk and the main techniques used to manage it.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

Students must have completed Finance 1 before attempting this course.

4. LEARNING OUTCOMES

On successful completion of this course students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Explain the theory, concepts and practice of corporate financial management and understand economic environmental influences
Understand	PK1	CK2	Describe the common financial instruments and financial markets and investment and financing decision making techniques used to plan growth in business organization

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Create	PC1	CC1	Develop investment and financing analysis, and be able to plan and forecast growth in business organization
Apply	PC2	CC2	Apply financial techniques to evaluate financing and investment decisions in order to promote the wealth of shareholders and meet the objectives of stakeholders

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Use Microsoft Excel software to analyze and present financial information.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Create	PIP2	CIP1	Work in a team to perform financial research and planning

5. STUDY PLAN

The course targets the study plan below. Implementation may vary somewhat depending on the progress and needs of students. For example, some topics may be allocated more or less than 1.5 hours.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	The financial management and objectives - Describe the course learning outcomes and assessment - Explain the main objective of financial management (CK1).	- Lecture - Demonstration of financial management - Group exercise on the reason of disposing surplus asset. Reading: Chapter 1
2	The financial management and objectives - Describe financial, strategic, business, and operational strategy (CK1). - Calculate and interpret investor and profitability ratios (CK2).	- Lecture - Demonstration measuring achievement of objective - Group exercise on investor and profitability ratios Reading: Chapter 1
3	The financial management and objectives - Calculate and interpret investor and profitability ratios (CK2). - Describe the 3-E's in evaluating performance (CK2).	- Lecture - Group case study of Taing Chan Lim Co - Group drill and practice on measures of Effectiveness/KPIs Reading: Chapter 1
4	The economic environment - Define and identify external, internal and connected stakeholders (CK1). - Describe principles of good corporate governance (CK1).	- Lecture - Demonstration on stakeholder's theory Reading: Chapter 2
5	The economic environment Define monetary policy and describe the tools of monetary policy and how they are used to manage interest rate, inflation and economic growth (CK1).	- Lecture - Demonstration on government economic objectives Reading: Chapter 2
6	The economic environment Define and identify fiscal and exchange rate policy (CK1).	- Lecture - Discussion the effect of fiscal policy to economic Reading: Chapter 2
7	Introduction to working capital management Calculate the cash operating cycle and its components (CC2, CCIT1).	- Lecture - Demonstration of working capital management - Solving exam question on working capital requirement Reading: Chapter 4
8	Introduction to working capital management - Calculate and interpret key working capital ratios (CC2, CCIT1). - Identify signs and risks of over trading and over capitalization (CK2).	- Lecture - Demonstration of working capital component - Group case study on working capital ratios Reading: Chapter 4

9	Managing working capital - Calculate EOQ and determine the order quantity with a discount(CC1, CCIT1). - Determine inventory re-order levels, minimum inventory, maximum inventory (CC2).	- Lecture - Demonstration of managing inventory - Group problem on policy to minimized inventory cost Reading: Chapter 4
10	Managing working capital (continued) - Determine inventory re-order levels, minimum inventory, maximum inventory(CC1). - Describe the feature of JIT inventory management(CK2).	- Lecture - Demonstration of managing inventory - Solving exam question on inventory management Reading: Chapter 4
11	Managing working capital (continued) - Calculate the annualised cost of giving or receiving a settlement discount (CC2, CCIT1) - Decide whether to accept to give or receive a proposed discount (CK2).	- Lecture - Demonstration of receivable management - Group drill and practice on settlement discount decision Reading: Chapter 5
12	Financing working capital - Decide whether to accept to give or receive a proposed discount (CC2). - Describe factoring and its advantages and disadvantages (CK1). - List the motives of holding cash (CK1)	- Lecture - Solving exam question on proposed policy and factoring offer Reading: Chapter 5
13	Financing working capital (continued) - Use the Baumol and Miller-Orr models to determine optimum cash levels (CC2) - Distinguish between system risk and non-systemic risk (CK1)	- Lecture - Demonstration of cash management - Group drill and practice on cash flow forecast Reading: Chapter 5
14	Financing working capital (continued) - Distinguish between system risk and non-systemic risk (CC1) - Describe the role of treasury and the benefits of centralized treasury (CK2)	- Lecture - Discussion of diversification of risk and treasury management Reading: Chapter 5
15	Investment decisions using non-discounted cash flow methods - Understand the concept of time value of money(CK2). - Calculate, interpret, and make investment decisions based on the basic and discounted payback period (CC2, CCIT1). - Calculate return on capital employed (accounting rate of return) and discuss its usefulness as an investment appraisal method (CC2, CCIT1).	- Lecture - Demonstration of concept time value of money and investment appraisal method with non-discounted cash flow - Solving exam question on determining the proposed investment based on ROCE and ARR Reading: Chapter 6

16	Investment appraisal using discounted cash flow methods - Calculate net present value of cash flows (CK1, CC2, CCIT1). - Decide whether to invest in a project based on the net present value (CC2).	- Lecture - Demonstration of discount cash flow - Group drill and practice on new project NPV Reading: Chapter 7
17	Investment appraisal using discounted cash flow methods (continued) - Identify relevant cash flows in evaluating net present value (CK2, CC2). - Calculate, interpret, and make decisions based on the internal rate of return (IRR) (CC2, CCIT1).	- Lecture - Discussion on concept of IRR - Group exercise on the proposed investment based on NPV and IRR Reading: Chapter 7
18	Capital budgeting under inflation and taxation Describe the real terms and nominal terms approaches to investment appraisal(CK1).	- Lecture - Discussion on relevant and non-relevant cash flow and inflation Reading: Chapter 7
19	Capital budgeting under inflation and taxation (continued) Calculate taxation effects the relevant cash flows(CC2, CCIT1).	- Lecture - Demonstration of capital allowances Reading: Chapter 7
20	Capital budgeting under inflation and taxation (continued) - Calculate taxation effects the relevant cash flows(CC2, CCIT1). - Calculate and apply before and after discount rates(CC2, CCIT1).	- Lecture - Solving exam question on the proposed investment with nominal cost of discount Reading: Chapter 7
21	Project appraisal under risk - Adjusting for risk and uncertainty in investment appraisal method (CC1). - Calculate the sensitivity of NPV to changes in inputs, with sensitivity being the change required to reduce NPV to zero (CC2, CCIT1).	- Lecture - Demonstration of risk and uncertainty analysis Reading: Chapter 8
22	Project appraisal under risk (continued) Calculate the sensitivity of NPV to changes in inputs, with sensitivity being the change required to reduce NPV to zero (CC2, CCIT1).	- Lecture - Demonstration of sensitivity and probability analysis - Group exercise on measure sensitivity of project Reading: Chapter 8
23	Specific investment decisions (continued) - Describe soft and hard capital rationing (CK2). - Apply an appropriate capital rationing method to select among both divisible and indivisible investments (CC2).	- Lecture - Group problem on capital rationing and postponability Reading: Chapter 9

24	Sources of finance - Discuss possible sources of finance for a project, and their advantages and disadvantages (CK2) - Value debt finance and loan schedule (CC2, CCIT1)	- Lecture - Discussion on different sources of finance - Group problem on debt valuation Reading: Chapter 10
25	Sources of finance (continued) - Calculate the theoretical ex-rights price of shares and evaluate the impact of a rights issue on existing shareholders (CC2, CCIT1). - Describe the advantages and disadvantages of a rights issue (CK1).	- Lecture - Discussion on right issues - Group exercise on the effect of right issues to shareholder's wealth Reading: Chapter 10
26	Dividend policy Describe common dividend policies and determine dividend capacity (CK1).	- Lecture - Demonstrate and didactic questioning on dividend policies Reading: Chapter 10
27	Dividend policy (continued) Describe common dividend policies and determine dividend capacity (CK1).	- Lecture - Demonstrate of dividend policies - Group case study analysis Reading: Chapter 10
28	Cost of capital - Calculate cost of equity using the capital asset pricing model(CC2, CCIT1). - Calculate the cost of equity using the dividend growth model(CC2, CCIT1).	- Lecture - Discussion and calculate cost of equity by CAPM and DVM - Group problem on cost of equity calculation Reading: Chapter 11
29	Cost of capital (continued) - Calculate the after tax cost of debt (CC2). - Calculate the cost of preference shares (CC2).	- Lecture - Calculate different cost of debt Reading: Chapter 11
30	Cost of capital (continued) - Calculate weighted average cost of capital (CC2, CCIT1). - De-gear and re-gear beta (CC2, CCIT1).	- Lecture - Demonstrate of WACC - Didactic questioning on project specific cost of capital - Group exercise on WACC calculation Reading: Chapter 11
31	Gearing and capital structure Calculate and evaluate financial and operational gearing (CC2, CCIT1).	- Lecture - Calculate the different types of gearing - Group exercise on the effect of new investment to gearing Reading: Chapter 12
32	Gearing and capital structure (continued) - Describe the basic principles of capital structure theories (CK1, CC1). - Describe the basic principles and limitations of the Miller and Modigliani models of determining optimal gearing(CK1, CC1).	- Lecture - Demonstration of financial structure Reading: Chapter 12

33	Gearing and capital structure (continued) - Describe the basic principles and limitations of the Miller and - Modigliani models of determining optimal gearing (CK1, CC2). - Describe the basic principles of pecking order theory (CK1, CC2).	- Lecture - Demonstration of M&M with and without tax - Group case study analysis on M&M PIZZA Reading: Chapter 12
34	Business valuation - Describe fundamental analysis, technical analysis and random walk theory(CK1, CC1). - Determine the value of a business using the following methods: Dividend valuation model, discounted cash flow, book value, net realisable value, P/E method, earnings yield method (CK1, CC1, CC2, CCIT1).	- Lecture - Discussion on methods to value business Reading: Chapter 13
35	Business valuation (continued) Determine the value of a business using the following methods: Dividend valuation model, discounted cash flow, book value, net realisable value, P/E method, earnings yield method (CK1, CC1, CC2, CCIT1).	- Lecture - Discussion on methods to value business - Solving exam question on method of business valuation that appropriate Reading: Chapter 13
36	Business valuation (continued) Determine the value of a business using the following methods: Dividend valuation model, discounted cash flow, book value, net realisable value, P/E method, earnings yield method (CK1, CC1, CC2, CCIT1).	- Lecture - Discussion on methods to value business - Solving exam question on method of business valuation that appropriate Reading: Chapter 13
37	Business valuation (continued) Determine the value of a business using the following methods: Dividend valuation model, discounted cash flow, book value, net realisable value, P/E method, earnings yield method (CK1, CC1, CC2, CCIT1).	- Lecture - Discussion on methods to value business - Solving exam question on method of business valuation that appropriate Reading: Chapter 13
38	Business valuation (continued) Determine the value of a business using the following methods: Dividend valuation model, discounted cash flow, book value, net realisable value, P/E method, earnings yield method (CK1, CC1, CC2, CCIT1).	- Lecture - Discussion on methods to value business - Solving exam question on method of business valuation that appropriate Reading: Chapter 13
39	Foreign currency Forecast exchange rates using interest rate parity and purchasing power parity (CK1, CC2).	- Lecture - Demonstration of exchange rate - Group exercise on conversion of foreign currency Reading: Chapter 14

40	Foreign currency risk (continued) Describe and calculate the outcome of both forward contract hedges and money market hedges for exchange rate risk(CK1, CC2, CCIT1).	- Lecture - Discussion of method to hedge foreign exchange rate risk Reading: Chapter 14
41	Foreign currency risk (continued) Describe and calculate the outcome of both forward contract hedges and money market hedges for exchange rate risk(CK1, CC2, CCIT1).	- Lecture - Discussion of international fisher effect and money market hedge - Group exercise on foreign exchange risk whether to use forward or money market hedge Reading: Chapter 14
42	Foreign currency risk (continued) Describe and calculate the outcome of both forward contract hedges and money market hedges for exchange rate risk(CK1, CC2, CCIT1).	- Lecture - Discussion of international fisher effect and money market hedge - Group exercise on foreign exchange risk whether to use forward or money market hedge Reading: Chapter 14
43	Foreign currency risk (continued) Describe and calculate the outcome of both forward contract hedges and money market hedges for exchange rate risk(CK1, CC2, CCIT1).	- Lecture - Discussion of international fisher effect and money market hedge - Group exercise on foreign exchange risk whether to use forward or money market hedge Reading: Chapter 14
44	Foreign currency risk (continued) Describe and calculate the outcome of both forward contract hedges and money market hedges for exchange rate risk(CK1, CC2, CCIT1).	- Lecture - Discussion of international fisher effect and money market hedge - Group exercise on foreign exchange risk whether to use forward or money market hedge Reading: Chapter 14
45	Team Presentations – Complete Report (CK1, CC1, CCIT1, CIP1)	Team presentations and feedback
46	Team Presentations – Complete Report (CK1, CC1, CCIT1, CIP1)	Team presentations and feedback
47	Team Presentations – Complete Report (CK1, CC1, CCIT1, CIP1)	Team presentations and feedback
48	Team Presentations – Complete Report (CK1, CC1, CCIT1, CIP1)	Team presentations and feedback
49	Team Presentations – Complete Report (CK1, CC1, CCIT1, CIP1)	Team presentations and feedback
50	Exam Review	Team presentations and feedback
Total Hours : 75 hours		

6. TEACHING METHODS

This course is primarily lecture, case analysis and problem application based on past examination published by ACCA for F9. Assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on case studies and problem sets and reviewing the solutions.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	8%	All CCIT, CIP	PK1, PCIT4, PIP1, PIP3
In-class tests	12%	All CK, CC, CCIT	PK1, PC1, PC3, PC6, PCIT2, PIP1
Homework: Case Study Analysis	15%	All CK, CC, CCIT	PK1, PC1, PC3, PC6, PCIT2, PIP1
Assignments	20%	All CK, CC, CCIT	PK1, PC1, PC3, PC6, PCIT2, PIP1
Midterm exam	15%	All CK, CC, CIP	PK1, PC1, PC3, PC6, PCIT2, PIP1
Final exam	30%	All CK, CC, CIP	PK1, PC1, PC3, PC6, PCIT2, PIP1
Total grading score	100%		

During the course, there are two assignments:

Assignment 1 - Business Proposal

Work Group:	Group of 4
Output format:	Business Proposal, Presentation
Language:	English
Assignment:	The first assignment is a group research that will consist of 4 students. The assignment require the students to propose their own business and business strategy. The student is expected to give a detailed business description on the business, determine the sources of financing and capital structure, value the business, and present a sensitivity analysis of NPV. At the end student is expected to draw a reasonable conclusion and recommendations based on the fact finding analysis. This assignment will involve desk research only. Each team is expected to present their proposal through a class presentation.

Assignment 2 - Business Failure Analysis

Work Group:	Group of 4
Output format:	APA Format Report, Presentation
Language:	English

Assignment: This assignment is research on the causes of business failure among small businesses in Cambodia. Each group is required to select five well established companies in Cambodia and administered a self-reported questionnaire to gather data from their respective financial manager/Director. The main objective of the research is to investigate causes or predictors of business failure among Cambodian companies. The research will also require students to come out with at least 10 recommendations for policymakers and management of companies on the way out from the findings. This research will require both desk research, interview and administering questionnaire to managers and government agencies. A presentation of the main findings will be done by the groups in a report format.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, Paper F9 Financial Management, Up to August 2019.
2. BPP Learning Media, Practice & Revision Kit Paper F9 Financial Management, Up to August 2019.

References

1. Kaplan Publishing, Paper F9 Financial Management, Up to August 2019.
2. Arnold, G. (2009) The Financial Times Guide to Investing, Pearson.
3. Brealey, R. and Myers, S. (2010) Principles of Corporate Finance—Global Edition, McGraw-Hill.
4. Das, S. (2012) Extreme Money: The Masters of the Universe and the Cult of Risk, Pearson.
5. Perks, R. and Leiwy, D. (2010) Accounting: Understanding & Practice, McGraw-Hill.
6. Nofsinger, K., Kim, J.R. and Mohr, D.J. (2010) Corporate Governance, International Edition, Pearson.
7. ACCA Technical Articles: To be assigned in class under selected topics.
8. Watson, D. and Head, A. (2009) Corporate Finance Principles and Practice, Pearson.

VALUATION AND INVESTMENTS

FINC 412

COURSE SPECIFICATION



Muhammad M. Ma'aji, PhD

Nigeria

Assistant Professor

1. AIM

The objective of this course is to give a general grounding in the valuation approaches used by successful practitioners. We cover discounted cash flow models, market multiple models, as well as specialized models used for private companies, M&A transactions, etc. The course emphasizes practical and real-world applications of valuation methodologies and is targeted towards students interested in careers in corporate finance, investment banking, security analysis, consulting, and private equity. It will also help you make better personal investing decisions in relation to the daily management of the working capital, the long-term capital investment needed to replace productive assets, the financing of both short-term and long-term assets, and the dividend policy decisions. The core objective of financial management is to optimise the use of a firm's resource that contributes the goal of maximising the shareholders' wealth.

2. COURSE DESCRIPTION

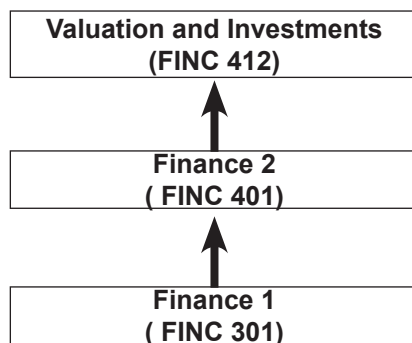
The course teaches the students to be able to pull apart the financial statements to get at the relevant information for valuation; to identify "red flags" that indicate manipulation of financial statements and/or an impending liquidity crisis; to see clearly how industry fundamentals and competitive forces directly affect financial results and, in the process, drive stock valuation; to determine the valuation for any public or private company whether for purchase or sale, investment of a minority interest, going public in an IPO, or restructuring; to assess whether a company is creating value for its shareholders and to evaluate the reports of business valuation experts and to be able to ask the "right" questions of these experts.

Students will understand what determines the value of a firm and how to estimate that value is a prerequisite for making rational business decisions.

Credit: 5.3

Lecture Hours: 79.5

3. ROLE IN CURRICULUM



Prerequisites

Students must have completed Finance 1 before attempting this course.

4. LEARNING OUTCOMES

Upon successful completion of this course students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Apply	PK1	CK1	Demonstrate the theory and practice of investments and valuation
Understand	PK1	CK2	Describe investment decision making techniques and investment opportunities
Understand	PK1	CK3	Explain the principles of investments to cope with unforeseen and inevitable changes and problems.
Understand	PK4	CK4	Explain the CFA Code of Ethics standards and substandards and the Global Investment Performance Standard (GIPS)

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC1	CC1	Forecast a company's future performance and use it to value the company
Evaluate	PC3	CC2	Evaluate and recommend among various investment vehicles
Apply	PC1	CC3	Apply investment and valuation concepts, tools and techniques to solve appropriate hypothetical and real world problems.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT2	CCIT1	Use Microsoft Excel software and other packages useful for forecasting and analysing financial information.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Create	PIP2	CIP1	Develop teamwork skills
Remember	PIP3	CIP2	Behave ethically as a finance analyst in accordance with the CFA Code of Ethics

5. STUDY PLAN

The course targets the study plan below but its implementation may vary somewhat depending on the progress and needs of students. Some topics may be allocated more or less than 1.5 hours.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Introduction to Portfolio Management - Explain the portfolio approach to investing (CC1). - Outline the steps in the portfolio management process (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Management: An Overview
2	Portfolio Risk and Return - Explain risk aversion and its implications for portfolio selection (CC1). - Illustrate and interpret the minimum-variance and efficient frontiers of risky assets and the global minimum-variance portfolio (CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part I
3	Portfolio Risk and Return - Show the implications of combining a risk-free asset with a portfolio of risky assets (CC1, CIP1). - Explain systematic and non-systematic risk, including why an investor should not expect to receive additional return for bearing non-systematic risk (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part II
4	Portfolio Risk and Return - Distinguish the capital asset pricing model (CAPM), including its assumptions, and the security market line (SML) (CC1). - Calculate and interpret the expected return of an asset using the GAPM (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part II
5	Basics of Portfolio Construction - Show the reasons for a written investment policy statement (IPS) (CC1). - Classify the major components of an IPS (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part II

6	Basics of Portfolio Construction - Describe risk and return objectives and how they may be developed for a client (CC1). - Distinguish between the willingness and the ability (capacity) to take risk in analyzing an investors financial risk tolerance (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part II
7	Basics of Portfolio Construction - Explain the specification of asset classes in relation to asset allocation (CC1). - Discuss the principles of portfolio construction and the role of asset allocation in relation to the IPS (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Portfolio Risk and Return: Part II
8	Derivative Markets and Instruments - Define a derivative (CC1). - Distinguish between exchange-traded and over-the-counter derivatives (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Derivative Markets and Instruments
9	Derivative Markets and Instruments - Contrast forward commitments with contingent claims (CC1). - Define forward contracts, futures contracts, options (calls and puts), swaps, and credit derivatives and compare their basic characteristics (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Derivative Markets and Instruments
10	Derivative Markets and Instruments - Describe purposes of, and controversies related to, derivative markets (CC1). - Explain arbitrage and the role it plays in determining prices and promoting market efficiency (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Derivative Markets and Instruments
11	Basics of Option Pricing - Explain how the concepts of arbitrage, replication, and risk neutrality are used in pricing derivatives (CC1). - Explain how the value and price of a forward contract are determined at expiration, during the life of the contract, and at initiation (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Basics of Derivatives Pricing and Valuation
12	Basics of Option Pricing - Define a forward rate agreement and describe its uses (CC1). - Explain how swap contracts are similar to but different from a series of forward contracts (CC1, CIP1). - Distinguish between the value and price of swaps (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Basics of Derivatives Pricing and Valuation

13	Basics of Option Pricing • Explain the exercise value, time value, and moneyness of an option (CC1). • Identify the factors that determine the value of an option and explain how each factor affects the value of an option (CC1). • Explain under which circumstances the values of European and American options differ (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, Basics of Derivatives Pricing and Valuation
14	Introduction to Alternative Investments • Compare alternative investments with traditional investments (CC1). • Describe categories of alternative investments (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, Introduction to Alternative Investments
15	Introduction to Alternative Investments • Summarize hedge funds, private equity, real estate, commodities, infrastructure, and other alternative investments (CC1). • Illustrate, calculate, and interpret management and incentive fees and net-of-fees returns to hedge funds (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, Introduction to Alternative Investments
16	Introduction to Alternative Investments • Describe issues in valuing and calculating returns on hedge funds, private equity, real estate, commodities, and infrastructure (CC1). • Classify risk management of alternative investments (CC1, CIP1)	• Lecture • Discussion Reading: CFA Material, Introduction to Alternative Investments
17	Introduction to Valuation • Illustrate definitions of value and justify which definition of value is most relevant to public company valuation (CC1, CIP1). • Explain broad criteria for choosing an appropriate approach for valuing a given company (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, Intro to Valuation: S.2.1 (p.2-4); S.2.2 (p.5-6) Khan Academy: Interest & Debt (Videos 5-8)
18	Discounted Dividend Valuation • Compare dividends, free cash flow, and residual income as inputs to discounted cash flow models (CC1). • Identify investment situations for which each measure is suitable (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, DD Valuation: S.3 (p.10-13); S.4.1 (p.14-16); S.5.1-5.3 (p.29-35); S.6.1-6.2 (p.44-48) Khan Academy: Stocks and bonds (Videos 1-2, 7-12)
19	Discounted Dividend Valuation • Calculate and interpret the value of a common stock using the dividend discount model (DDM) for single and multiple holding periods (CC1). • Calculate and interpret the implied growth rate of dividends using the Gordon growth model and current stock price (CC1, CIP1).	• Lecture • Discussion Reading: CFA Material, DD Valuation: S.3 (p.10-13); S.4.1 (p.14-16); S.5.1-5.3 (p.29-35); S.6.1-6.2 (p.44-48) Khan Academy: Stocks and bonds (Videos 1-2, 7-12)

20	Discounted Dividend Valuation - Calculate and interpret the justified leading and trailing P/E's using the Gordon growth model (CC1). - Calculate the value of noncallable fixed-rate perpetual preferred (CC1, CIP1). - Evaluate whether a stock is overvalued, fairly valued, or undervalued by the market based on a DDM estimate of value (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, DD Valuation: S.3 (p.10-13); S.4.1 (p.14-16); S.5.1-5.3 (p.29-35); S.6.1-6.2 (p.44-48) Khan Academy: Stocks and bonds (Videos 1-2, 7-12)
21	Free Cash Flow Valuation - Compare the free cash flow to the firm (FCFF) and free cash flow to equity (FCFE) approaches to valuation (CC1). - Explain the ownership perspective implicit in the FCFE approach (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, FCF Valuation: S.2.2.1-2.3.2 (p.4-6); S.3.1 (p.7); S.3.2 (p.10-11); S.3.4 (p.18-19); S.4.3 (p.39-40); S.5 (p.47) Khan Academy: Stocks and bonds (Videos 16-17)
22	Free Cash Flow Valuation - Calculate FCFF and FCFE (CC1). - Describe approaches for forecasting FCFF and FCFE (CC1, CIP1). - Compare the FCFE model and dividend discount models (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, FCF Valuation: S.2.2.1-2.3.2 (p.4-6); S.3.1 (p.7); S.3.2 (p.10-11); S.3.4 (p.18-19); S.4.3 (p.39-40); S.5 (p.47) Khan Academy: Stocks and bonds (Videos 16-17)
23	Free Cash Flow Valuation - Explain the use of sensitivity analysis in FCFF and FCFE valuations (CC1). - Describe approaches for calculating the terminal value in a multistage valuation model (CC1, CIP1). - Evaluate whether a stock is overvalued, fairly valued, or undervalued based on a free cash flow valuation model (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, FCF Valuation: S.2.2.1-2.3.2 (p.4-6); S.3.1 (p.7); S.3.2 (p.10-11); S.3.4 (p.18-19); S.4.3 (p.39-40); S.5 (p.47) Khan Academy: Stocks and bonds (Videos 16-17)
24	Multiples Valuation - Distinguish between the method of comparables and the method based on forecasted fundamentals (CC1). - Describe rationales for and possible drawbacks to using alternative price multiples and dividend yield in valuation (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Multiples Valuation: S.2.1 (p.3-4); S.3.1 (p.6-7); S.3.2 (p.37-38); S.3.4 (p.52-53); S.4.1 (p.60-61); S.4.3 (p.67)
25	Multiples Valuation - Describe fundamental factors that influence alternative price multiples and dividend yield (CC1). - Calculate and interpret the justified price-to-earnings ratio (P/E), price-to-book ratio (P/B), and price-to-sales ratio (P/S) for a stock, based on forecasted fundamentals (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Multiples Valuation: S.2.1 (p.3-4); S.3.1 (p.6-7); S.3.2 (p.37-38); S.3.4 (p.52-53); S.4.1 (p.60-61); S.4.3 (p.67)

26	Multiples Valuation - Explain alternative definitions of cash flow used in price and enterprise value (EV) multiples and describe limitations of each definition (CC1). - Explain sources of differences in cross-border valuation comparisons (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Multiples Valuation: S.2.1 (p.3-4); S.3.1 (p.6-7); S.3.2 (p.37-38); S.3.4 (p.52-53); S.4.1 (p.60-61); S.4.3 (p.67)
27	PE & VC Valuation - Compare public and private company valuation (CC1). - Describe uses of private business valuation and explain applications of greatest concern to financial analysts (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Co Valuation: S.4.5 (p.32-38)
28	PE & VC Valuation - Explain cash flow estimation issues related to private companies and adjustments required to estimate normalized earnings (CC1). - Show factors that require adjustment when estimating the discount rate for private companies (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Co Valuation: S.4.5 (p.32-38)•
29	PE & VC Valuation - Explain and evaluate the effects on private company valuations of discounts and premiums based on control and marketability (CC1). - Describe the role of valuation standards in valuing private companies (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Co Valuation: S.4.5 (p.32-38)•
30	Real Estate Valuation - Classify and describe basic forms of real estate investments (CC1). - Describe the characteristics, the classification, and basic segments of real estate (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Real Estate Investments (p. 5-44)
31	Real Estate Valuation - Explain the role in a portfolio, economic value determinants, investment characteristics, and principal risks of private real estate (CC1). - Compare the direct capitalization and discounted cash flow valuation methods (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Real Estate Investments (p. 5-44)
32	Real Estate Valuation - Describe due diligence in private equity real estate (CC1). - Discuss private equity real estate investment indexes, including their construction and potential biases (CC1, CIP1).	- Lecture - Discussion Reading: CFA Material, Private Real Estate Investments (p. 5-44)
33	Team Exercise: Multiples Valuation Calculate and interpret the justified price-to-earnings ratio (P/E), price-to-book ratio (P/B), and price-to-sales ratio (P/S) for a stock, based on forecasted	- Brief lecture - Examples of multiples valuation - Mini-presentation and discussion

34	Team Exercise: Multiples Valuation Calculate and interpret a predicted P/E, given a cross-sectional regression on fundamentals, and explain limitations to the cross-sectional regression methodology (CC1).	- Brief lecture - Examples of multiples valuation - Mini-presentation and discussion
35	Team Exercise: Multiples Valuation - Calculate and interpret the P/E-to-growth ratio (PEG) and explain its use in relative valuation (CC1). - Calculate and explain the use of price multiples in determining terminal value in a multistage discounted cash flow (DCF) model (CC1, CIP1).	- Brief lecture - Examples of multiples valuation - Mini-presentation and discussion
36	Team Exercise: Forecasting Performance - Compare top-down, bottom-up, and hybrid approaches for developing inputs to equity valuation models (CC1). - Evaluate whether economics of scale are present in an industry by analyzing operating margins and sales levels. (CC1, CIP1).	- Brief lecture - Examples of performance forecasting - Mini-presentation and discussion
37	Team Exercise: Forecasting Performance - Forecast the following costs: cost of goods sold, selling general and administrative costs, financing costs, and income taxes (CC1). - Describe the relationship between return on invested capital and competitive advantage (CC1, CIP1).	- Brief lecture - Examples of performance forecasting - Mini-presentation and discussion
38	Team Exercise: Forecasting Performance - Explain how competitive factors affect prices and costs (CC1). - Explain how to forecast industry and company sales and costs when they are subject to price inflation and deflation (CC1, CIP1).	- Brief lecture - Examples of multiples valuation - Mini-presentation and discussion
39	Team Exercise: Estimating WACC - Explain and calculate the weighted average cost of capital for a company (CC1). - Understand the main objective of financial management (CC1, CIP1).	- Brief lecture - Examples of WACC estimation - Mini-presentation and discussion
40	Team Exercise: Estimating WACC Describe the relationship between return on invested capital and competitive advantage (CC1, CIP1).	- Brief lecture - Examples of WACC estimation - Mini-presentation and discussion
41	Team Exercise: Estimating WACC Estimate the required return on an equity investment using the capital asset pricing model, the Fama-French model, the Pastor-Stambaugh model, macroeconomic multifactor models, and the build-up method (CC1, CIP1)	- Brief lecture - Examples of WACC estimation - Mini-presentation and discussion

42	Team Exercise: Calculating FCFF and MVE Explain the appropriate adjustments to net income, earnings before interest and taxes (EBIT), earnings before interest, taxes, depreciation, and amortization (EBITDA), and cash flow from operations (CFO) to calculate FCFF and FCFE (CC1, CIP1).	- Brief lecture - Examples of FCFF and MVE calculation - Mini-presentation and discussion
43	Team Exercise: Calculating FCFF and MVE Explain the single-stage (stable-growth), two-stage, and three-stage FCFF and FCFE models and select and justify the appropriate model given a company's characteristics (CC1, CIP1).	- Brief lecture - Examples of FCFF and MVE calculation - Mini-presentation and discussion
44	Team Exercise: Calculating FCFF and MVE - Estimate a company's value using the appropriate free cash flow model(s) (CC1). - Explain the use of sensitivity analysis in FCFF and FCFE valuations (CC1, CIP1).	- Brief lecture - Examples of FCFF and MVE calculation - Mini-presentation and discussion
45	Team Exercise: Sensitivity Analysis - Distinguish among realized holding period return, expected holding period return, and required return, return from convergence of price to intrinsic value, discount rate, and internal rate of return (CC1). - Understand the main objective of financial management (CC1, CIP1).	- Brief lecture - Examples of sensitivity analysis - Mini-presentation and discussion
46	Team Exercise: Sensitivity Analysis - Calculate and interpret an equity risk premium historical and forward-looking estimation approaches (CC1). - Describe strengths and weakness of methods used to estimate the required return on an equity investment (CC1, CIP1).	- Brief lecture - Examples of sensitivity analysis - Mini-presentation and discussion
47	Team Exercise: Sensitivity Analysis Evaluate the appropriateness of using a particular rate of return as discount rate, given a description of the cash flow to be discounted and other relevant fact (CC1, CIP1).	- Brief lecture - Examples of sensitivity analysis - Mini-presentation and discussion
48	Team Presentations – Complete Report	• Team presentations and feedback
49	Team Presentations – Complete Report	• Team presentations and feedback
50	Team Presentations – Complete Report	• Team presentations and feedback
51	CFA Code of Ethics - Describe a framework for ethical decision making, distinguishing between rules and ethics in regards to an investment professional (CK4, CIP2) - Describe and apply the following standards and related substandards of the CFA Code of Ethics and Standards of Professional Conduct: Standard I Professionalism, Standard II Integrity of Capital Markets, and Standard VII Responsibilities as a CFA Institute Member or CFA Candidate (CK4, CIP2)	- Lecture - Discussion - Group exercise on applying the standards to cases Reading: CFA Code of Ethics and Standards of Professional Conduct

52	CFA Code of Ethics Describe and apply the following standards and related substandards of the CFA Code of Ethics and Standards of Professional Conduct: Standard III Duties to Clients, Standard IV Duties to Employers, Standard V Investment Analysis, Recommendations and Action, Standard VI Conflicts of Interest (CK4, CIP2)	- Lecture - Discussion - Group exercise on applying the standards to cases Reading: CFA Code of Ethics and Standards of Professional Conduct
53	Global Investment Performance Standards (GIPS) - Explain the purpose and applicability of GIPS (CK4, CIP2) - Explain the purpose and construction of composites in performance reporting (CK4, CIP2) - Explain the requirements for verification of GIPS compliance (CK4, CIP2)	- Lecture - Discussion - Group exercise on applying the GIPS to cases Reading: Introduction to GIPS, GIPS
Total Hours : 79.5 hours		

6. TEACHING METHODS

The course will be delivered as a mix of lectures, class discussion, practice assignments and cases. Some of the questions on the midterm and the final exams will be based on real-life financial statements of well-known companies.

Class participation grade will be based both on attendance and constructive participation. You are expected to participate in class discussions and you will be graded on your contribution to the classroom learning environment. You should expect to be “cold called” to discuss assigned review problems and to offer views on the assigned material.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Attendance & Participation	10%	All CK, CC1, CCIT1, CIP	PCIT1, PCIT 2
In-class tests	10%	All CK, CC1, CCIT1, CIP1	PCIT1, PCIT 2
Homework	10%	CK1, CK2, CK3, CC1	PCIT1, PK2, PC1
Assignments (Valuation)	25%	CK1, CK2, CK3, CIP1	PCIT1, PCIT 2
Midterm exam	15%	CK1, CK2, CK3, CC1, CC3	PCIT1, PCIT 2
Final exam	30%	CK1, CK2, CK3, CC1, CC3, CIP1	PCIT1, PCIT 2
Total grading score	100%		

During the term there is one assignment.

Business Valuation Assignment

Work Group:	Group
Output format:	Professional Valuation Report Format, Presentation
Language:	English
Assignment:	A business valuation report will be done in teams of 5 people. Part of the grade for the case will be based on the evaluation by team members of each member's contribution to the write-up.

8. TEXTBOOKS AND REFERENCES

Textbook

1. CFA Program Curriculum: Equity Investments – Level II, CFA Institute, 2018
2. Financial Management, Paper F9, Kaplan Publishing, 2018-2019.

References

1. CFA Institute, Introduction to the Global Investment Performance Standards, 2018.
2. CFA Institute, Global Investment Performance Standards, 2018.
3. CFA Institute, Code of Ethics and Standards of Professional Conduct Standards of Practice Handbook, Eleventh Edition
4. CFA Institute, Guidance for Standards I–VII Standards of Practice Handbook, Eleventh Edition
5. Videos: <https://www.khanacademy.org/economics-finance-domain/core-finance>
6. Valuation: Measuring and Managing the Value of Companies, McKinsey & Company: T. Koller, M. Goehart, and D. Wessels, 5th edition, 2010
7. Investment Valuation: Tools and Techniques for Determining the Value of Any Asset, A. Damodaran, 3rd edition, 2012
8. The Dark Side of Valuation: Valuing Young, Distressed, and Complex Businesses, A. Damodaran, 2nd edition, 2009

Note: A financial calculator capable of performing operations with amortizing payments and uneven cash flows (e.g., Texas Instruments BA II Plus, Hewlett Packard 12C, etc.). You could use an app on your smartphone but it will not be allowed during exams.

Please bring your calculator to each class.

INTERNATIONAL FINANCIAL REPORTING

ACCT 411

COURSE SPECIFICATION



Casey Barnett, FCCA, CFA, MBA

USA

President

1. AIM

This course aims to develop knowledge and skills for understanding and applying accounting standards and the theoretical framework for the preparation of financial statements of entities, including groups, and for analysing and interpreting those financial statements. The course focuses on the application of IFRS in financial reporting as in Cambodia, IFRS and IFRS for SMEs are required by law for all companies meeting certain size requirements. The regional and international trend is that IFRS is becoming a statutory requirement for financial reporting.

Accounting and finance graduates will face extensive interaction with financial statements. This may be in the role of a financial accountant, responsible for preparing the financial statements. Or this may be in the role of an investor or an investment banker analysing data drawn from the financial statements or in the role of an auditor whose responsibility includes assessing whether financial statements comply with the relevant accounting standard. Thus, it is essential to have a deep and firm knowledge of financial reporting and the standards used in financial reporting.

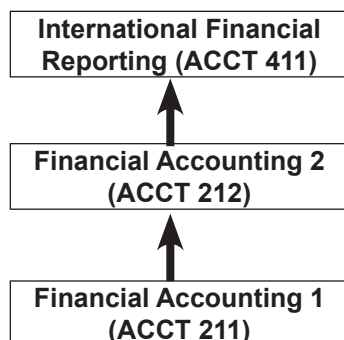
2. COURSE DESCRIPTION

This course begins with a review of key IFRS principles, continuing to study each IFRS in detail, with continuous reference to the relevant IFRS standards. In the first week, the course covers the regulatory framework and a full set of financial statements following IFRS. We will then cover non-current assets and revenue and later, towards the middle of the course, the subject of study is consolidation and accounting for associates. After consolidation, the course returns to accounting for stand-alone companies, covering financial instruments with the focus on loans receivable and payable. Then we progress to accounting for leases, inventory, biological assets, tax and cash flow statements. The course culminates with financial statement analysis, alternative approaches, and cash flow statement.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

Students must have finished Financial Accounting 1 and 2 before attempting this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover four main areas: regulatory frameworks, international financial reporting standards, preparation of financial statements and financial statement analysis. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK5	CK1	Explain the law requiring the use of IFRSs and describe the process of issuing an International Financial Reporting Standard.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC7	CC1	Apply IFRS to a broad range of transactions, assets and liabilities, including Non-current assets, intangible assets, impairment of assets, consolidation, Accounting for associates' financial instruments, EPS, leasing and taxation.
Create	PC7	CC2	Construct the four main statements for a company (statement of profit and loss, statement of financial position, statement of cash flow, and statement of changes in equity)
Evaluate	PC1	CC3	Appraise business performance and position using financial statement analysis from the perspective of an investor.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Utilize Excel solve various problems relative to financial statement analysis (determining the effective interest rate, amortizing a loan, etc.)

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Apply	PIP2	CIP1	Participate in teams to solve problems and make decisions
Evaluate	PIP1	CIP2	Evaluate business transactions with professional skepticism.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Course Introduction, Financial Statement Analysis - Describe the objectives and elements of financial reporting in accordance with the IFRS Framework (CC1) - Explain the source and applicability of international financial reporting standards and Cambodian international financial reporting standards (CK1) - Define, calculate and interpret key financial ratios relevant for investors and managers (CC3, CCIT1, CIP1, CIP2)	- Lecture - Discussion - Kahoot! Reading: Chapter 1, 2, 19
2	Financial Statement Analysis - Describe limitations of financial statement analysis (CC3, CIP2) - Define, calculate and interpret key financial ratios relevant for investors and managers (CC3)	- Lecture - Discussion - Case study Reading: Chapter 19, 20
3	Cash Flow Statement - Describe the sections of a cash flow statement (CC2) - Conduct basic interpretation of cash flows and changes in cash flows (CC3) - Prepare the operating cash flow section of a statement of cash flows (CC2)	- Lecture - Demonstration and discussion - Case Study Reading: Chapter 21
4	Cash Flow Statement Prepare a full cash flow statement according to IFRS (CC2, CCIT2, CIP2)	Case Study Reading: Chapter 21

5	Foreign Currency Gains and Losses 1. Identify the functional currency of an entity (CC1) 2. Calculate and account for gains and losses on exchange (CC1)	• Lecture • Discussion • Group Exercise Reading: Chapter 17
6	Foreign Currency Translations 1. Translate an income statement and statement of financial position from a functional currency to a presentation currency (CC1, CCIT2, CIP2) 2. Explain the role of translation gain or loss in other comprehensive income (CC1)	• Lecture • Discussion • Group Exercise Reading: Chapter 17
7	EPS 1. Calculate the EPS in accordance with relevant accounting standards (dealing with bonus issues, full market value issues and rights issues) (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 18
8	Diluted EPS 1. Describe diluted earnings per share (CC1) 2. Calculate diluted EPS involving convertible debt and share options (warrants) (CC1)	• Lecture • Demonstration and discussion • Case study discussion Reading: Chapter 18
9	Business and Industry Analysis 1. Perform a PESTLE analysis to analyze a business (CC3, CIP2) 2. Perform a Porter's Five Forces analysis to analyze a business (CC3, CIP2) 3. Perform a SWOT analysis for a business (CC3, CIP2) 4. Construct a risk matrix for a business (CC3, CIP2)	• Lecture • Demonstration and discussion • Example and exercise Reading: Chapter 19
10	Property, Plant and Equipment 1. Define and compute the initial measurement of a non-current asset (CC1) 2. Identify subsequent expenditure that may be capitalised, distinguishing between capital and revenue items (CC1) 3. Compute depreciation based on cost for assets that have two or more significant parts (complex assets) (CCI, CIP1)	• Lecture • Demonstration • Example, exercise and group problem solving Reading: Chapter 3
11	Revaluation of Property Plant and Equipment 1. Account for the depreciation of property that has been revalued (CC1) 2. Account for revaluation and disposal gains and losses for non-current assets (CC1)	• Lecture • Demonstration • Example, exercise and group problem solving Reading: Chapter 3
12	Investment Property 1. Identify and distinguish PPE and investment property (CC1) 2. Prepare the accounting entries for investment property (CC1)	• Lecture • Demonstration and discussion • Example and exercise Reading: Chapter 3
13	Borrowing Costs 1. Determine and account for borrowing costs to be capitalised in PPE and investment property (CC1)	• Lecture • Case study discussion • Group problem solving Reading: Chapter 3

14	Intangible Assets 1. Define and identify intangible assets (CC1) 2. Determine and account for the amortization of an intangible asset (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 4
15	Impairment of Assets 1. Determine the recoverable amount of an asset (CC1) 2. Define and describe fair value (CC1) 3. Determine and account for impairment of PPE, Investment Property and Intangible Assets (CC1, CIP1)	• Lecture • Discussion • Group exercise Reading: Chapter 5
16	Provisions 1. Explain why an accounting standard on provisions is necessary (CC1) 2. Explain how provisions should be measured (CC1) 3. Account for recognition of a provision and a change in a provision (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 13
17	Inventory, Biological Assets 1. Determine and account for a write-down of inventory (CC1) 2. Define: biological asset, agricultural activity, bearing plant (CC1) 3. Account for fair value changes of biological assets (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 14
18	Financial Instruments 1. Identify, define, and account for the main types of financial instruments as per IFRS 9 (CC1) 2. Determine the value of financial assets using the amortized cost method (CC1, CCIT1, CIP1)	• Lecture • Demonstration and discussion • Example and exercise Reading: Chapter 11
19	Convertible Loans 1. Calculate the equity portion of a convertible loan (CC1) 2. Account for the issuance of a convertible loan and the related accrued interest (CC1) 3. Account for conversion of a convertible loan (CC1)	• Lecture • Discussion • Group Exercise Reading: Chapter 11
20	Lessee Lease Accounting 1. Account for right of use assets and lease liabilities in the records of the lessee (CC1, CCIT1, CIP1) 2. Explain the exemption from the recognition criteria for leases in the records of the lessee (CC1)	• Lecture • Example and exercise • Group problem solving • Case study discussion. Reading: Chapter 12
21	Lessor Lease Accounting 1. Distinguish between lessor operating leases and finance leases (CC1) 2. Account for operating leases of a lessor (CC1) 3. Account for finance leases of a lessor (CC1)	• Lecture • Example and exercise • Group problem solving • Case study discussion. Reading: Chapter 12

22	Sale and Leaseback Transactions - Describe the nature and role of sale and leaseback transactions (CC1) - Account for sale and leaseback agreements (CCI, CCIT1, CIP1)	- Lecture - Example and exercise - Group problem solving - Case study discussion. Reading: Chapter 12
23	Leases: Review and Practice - Calculate and present the carrying amounts of lease assets and liabilities (CC1) - Calculate and present income and expense related to lease assets and liabilities (CC1, CCIT1, CIP1)	- Lecture - Case study discussion - Group exercise Reading: Chapter 12
24	Financial Statement Adjustments for Financial Statement Analysis - Make appropriate adjustments to comparable companies' statement of financial position (CC3, CIP2) - Make appropriate adjustments to comparable companies' statement of comprehensive income (CC3, CIP2)	Case study discussion Reading: Chapter 19, 20
25	Revenue - Explain the principles of recognition of revenue (CC1) - Apply the principles of recognition of revenue (CC1)	- Lecture - Discussion - Group exercise Reading: Chapter 6
26	Revenue from Construction Contracts - Explain and apply the criteria for recognizing revenue from contracts (CC1) - Explain and apply the criteria for the recognition of contract costs (CC1) - Describe the acceptable methods for measuring progress towards complete satisfaction of a performance obligation (CC1) - Prepare financial statement extracts for contracts where performance obligations are satisfied over time (CC2, CIP1)	- Lecture - Discussion - Group exercise Reading: Chapter 6
27	Government Grants - Describe the two main methods for recognizing benefits from government grants (CC1) - Account for government grants using the deferred grant income method (CC1) - Account for government grants using the reduction in cost method (CC1)	- Lecture - Discussion - Group exercise Reading: Chapter 6
28	Income Tax - Deferred Tax - Account for current tax in accordance with relevant accounting standards (CC1) - Distinguish between taxable differences and deductible difference (CC1) - Calculate and account for deferred tax (CC1)	- Lecture - Discussion - Group exercise Reading: Chapter 15

29	Income Tax - Deferred Tax 1. Account for changes in deferred tax liabilities and assets (CC1) 2. Account for deferred tax in OCI, including that arising from revaluation of property (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 15
30	Income Tax - Disclosures 1. Describe the required disclosures for income tax and deferred tax (CC1) 2. Prepare a disclosure note for changes in deferred tax assets and liabilities and temporary differences (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 15
31	Consolidated Statement of Financial Position 1. Prepare a consolidated statement of financial position for a simple group (parent and one subsidiary and associate) dealing with pre and post-acquisition profits, non-controlling interests and consolidated goodwill (CC2) 2. Describe the concept of a group as a single economic unit (CC1) 3. Account for the effects in the financial statements of intra-group trading (CC1) 4. Explain why it is necessary to eliminate intra group transactions (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 7, 8
32	Consolidated Statement of Financial Position - Unrealised Profit, Goodwill 1. Calculate and adjust for unrealised profit on consolidation (CC1) 2. Identify and calculate deferred consideration and its impact to goodwill (CC1) 3. Consolidate the statement of financial position (CC2)	• Lecture • Discussion • Group exercise Reading: Chapter 8
33	Consolidated Statement of Financial Position - Fair Value Adjustments 1. Calculate goodwill, adjusting for fair value adjustments of acquisition target's assets and liabilities (CC1) 2. Consolidate the statement of financial position with required adjustments needed for fair value adjustments on acquisition (CC2, CIP1)	• Lecture • Discussion • Group exercise Reading: Chapter 8
34	Consolidated Statement of Profit and Loss and Other Comprehensive Income 1. Consolidate revenue (CC1) 2. Consolidate cost of goods sold (CC1) 3. Prepare a consolidated statement of profit or loss, adjusting for inter-company transactions and NCI (CC2, CIP1)	• Lecture • Demonstration • Case study discussion • Group exercise Reading: Chapter 9

35	Group Disposals 1. Determine the gain or loss on disposal of a subsidiary (CC1) 2. Account for the disposal and/or loss of control of a subsidiary (CC1)	• Lecture • Demonstration • Case study discussion • Group exercise Reading: Chapter 9
36	Financial Statement Analysis of Groups 1. Adjust group financial statements for the purpose of comparison (CC3) 2. Analyze segment performance (CC3, CIP2) 3. Adjust risk based measures to reflect segment risk (CC3)	• Case study discussion Reading: Chapter 9
37	Accounting for Associates 1. Identify an associate (CC1) 2. Account for an associate in the statement of financial position (CC1) 3. Account for an associate in the statement of profit or loss (CC1) 4. Adjust for inter-company transactions with an associate (CC1)	• Lecture • Discussion • Group exercise Reading: Chapter 10
38	Consolidation with Associates 1. Prepare a consolidated statement of profit or loss for a group including a single subsidiary and an investment in an associate (CC2) 2. Prepare a consolidated statement of financial position for a group including a single subsidiary and an investment in an associate (CC2)	• Lecture • Discussion • Group exercise Reading: Chapter 10
39	Changes in Policy and Estimates, Errors, Events After the Reporting Period 1. Define and designate the accounting treatment for accounting errors, changes in estimate, and changes in policy (CC1) 2. Describe and identify adjusting events and non-adjusting events, giving recommendations for their treatment (CC2, CIP2)	• Lecture • Discussion • Group exercise Reading: Chapter 14, 17
40	Non-Current Assets Held for Sale, Discontinued Operations 1. Prepare a statement of profit or loss including a discontinued operation (CC2) 2. Identify and account for assets and disposal groups held for sale (CC1)	• Lecture • Case study discussion • Group problem solving Reading: Chapter 17
41	Exam Review	
42	Exam Review	
43	Exam Review	
44	Exam Review	
45-50	Final Assignment Presentations	
Total Hours: 75 hours		

6. TEACHING METHODS

This course is primarily lecture based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lectures with another half of the class for working on and reviewing the solutions to case studies and problem sets.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CIP1, CIP2	PIP1, PIP2
In-class tests	20%	CK1, All CC	PK5, PC1, PC7
Assignment	30%	CK1, All CC and CCIT1	PK5, PC1, PC7, PCIT1
Midterm exam	10%	CK1, All CC	PK5, PC1, PC7
Final exam	20%	CK1, All CC, CCIT1 and All CIP	PK5, PC1, PC7, PCIT1
Total grading score	100%		

During the course, there is one assignment

Financial Reporting in Practice Assignment

Work Group:	Individual
Output format:	APA Format Report
Language:	English
Assignment:	At the end of the course, each student will choose a public company (the company's last year's annual report has to be available in English). Companies will be chosen on the first-come, first-served basis and this process will be moderated by the instructor. After this, the students will be assigned a number of questions requiring them to apply various ratio analysis techniques to analyze their chosen company's financial position. This assignment will be coordinated with the last individual assignment in the Business Strategy course in that the students in the latter class will be assigned several strategy-related questions that will require them to use the information from the same company's report as they use for the International Financial Reporting assignment. This will ensure that students can clearly understand and analyze the strength of the links between corporate strategy and a company's financial performance.

8. TEXTBOOKS AND REFERENCES

Textbooks

1. BPP Learning Media, Paper F7 Financial Reporting, (For exams from 1 September 2019 to 31 August 2020).
2. BPP Learning Media, Practice & Revision Kit Paper F7 Financial Reporting, (For exams from 1 September 2019 to 31 August 2020)

References

1. IFRS Foundation, IFRS Standards, 2018.
2. Kaplan Publishing, Paper F7 Financial Reporting (FR), (For exams from 1 September 2019 to 31 August 2020).
3. Kaplan Publishing, Practice & Revision Kit Paper F7 Financial Reporting, (For exams from 1 September 2019 to 31 August 2020).

BANKING AND FINANCIAL INSTITUTIONS AND SERVICES

FINC 411

COURSE SPECIFICATION



Varabott Ho, MSc, MBA, CEFA

France

Associate Professor

1. AIM

The course will introduce to a broad range of economic subjects including banking, financial intermediation, asset and liability management, financial decision making, financial markets and institutions, and accounting. This wide range of topics gives an in-depth understanding of the way that organizations and financial systems work.

2. COURSE DESCRIPTION

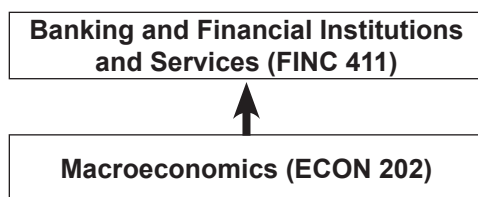
The course teaches the structure and function of financial institutions, the financial markets and institutions such as commercial banks and other financial institutions that play an important role in the development of the economy, and the main regulators of those institutions such as the Federal Reserve Bank, the European Central Bank, and the National Bank of Cambodia (NBC), and other regulators of the financial sectors.

In addition, this course also provides the students with the conceptual framework necessary to analyze and comprehend the current problems confronting managers in banking and other financial institutions. This course should be a step in developing students' ability to work with in the financial sector, in addition to enabling them an increased appreciation on how the economy and the financial sector work.

Credits: 3

Lecture Hours: 45

3. ROLE IN CURRICULUM



Prerequisites

Enrolling students must have passed Macroeconomics.

4. LEARNING OUTCOMES

Upon the completion of the course, the students should be able to display an understanding of the structure and function of Commercial Banks, the National Bank of Cambodia (NBC) and other financial institutions. This course should be a step in developing students' ability to work with in the financial sector, in addition to enabling them an increased appreciation how the economy and the financial sector work.

This course provides a synthesis of the financial theories and concepts learned in previous finance courses. It should provide a broad and specific analysis of banking and financial institutions domestically and globally.

The students will develop a quantitative and qualitative understanding bank management and how decisions are made. The course will present the importance of ROE (return on equity), APY (average percentage yield), ICGR (internal capital growth rate) and other equations in determining the success of financial institutions.

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK4	CK1	Describe the different types and importance of the financial institutions and financial markets with more focus on banking and other financial institutions' risk management.
Understand	PK1	CK2	Explain the important roles of the regulators of banks and other financial institutions play that are necessary to protect the investors and depositors
Understand	PK1	CK3	Describe the computation of short-term and long-term interest rates, bond valuation and the overall structure of interest rates
Apply	PK1, PK4	CK4	Relate and interpret the economic and financial principles that help them to better understand the functioning of the financial sectors and the economy.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PC2	CC1	Assess and analyze the importance and possible detriment of the regulatory environment provided by domestic and global governments.
Analyse	PC2	CC2	Evaluate, compare and examine the different types of organizations used in the banking and financial service industries and the competition that is involved.
Analyse	PC1	CC3	Examine and interpret in more detail how bankers and other financial institutions deal with and manage financial risk and how they manage them.

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT1	CCIT1	Use Excel to conduct basic analysis of data for purposes of forecasting, simulation and scenario analysis and to Use spreadsheets to model business.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Analyse	PIP1, PIP2, PIP3	CIP1	Analyze, evaluate and implement qualitative and quantitative findings.

5. STUDY PLAN

The course targets the 30 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 45 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Overview of the Financial Markets and Financial Institutions - Explain the role of financial system and the importance to individuals and the economy as a whole (CK1) - Identify the major risks that institutions must manage (CK1) - Discuss the reasons why financial sector is so highly regulated (CK1)	Lecture / Exercises Practices Reading: Ch1

2	The Nature and Role of Money • Explain the role of the money (CK1) • Explain the role of the financial instruments (CK1) • Discuss the recent trends of FINTECH (CK1)	• Lecture / Videos • Assignment: Banking & Finance Research Reading: Ch2
3	Equity Markets • Build with team an equity portfolio versus fixed income market (CK4) • Use the financial ratios in order to build the portfolio (CK4) • Use the US major market indexes (CK4)	• Lecture • Equity Portfolio Game (monthly updates) Reading: Ch10
4	Interest Rates & Economic Indicators • Explain the use of economic indicators (CK2) • Explain Monetary Policy versus fiscal policy tools (CK2) • Explain the impact on the interest rates (CK3)	• Lecture / Exercises Practices Reading: Ch4
5	Interest Rates & Economic Indicators • Define the concept of interest rate and explain the role in the economy (CK3) • Calculate real and nominal interest rates (CK3) • Explain how economists forecast (CK3)	• Lecture / Exercises Practices Reading: Ch4
6	Bond Prices and Interest Rates • Explain the time value of money and its application in bond pricing (CK3) • Explain the measures of the yield and analyse the bond performance (CK3)	• Lecture / Exercises Practices Reading: Ch5
7	Bond Prices and Interest Rates • Explain the measures of the risks and the concept of duration (CK3) • Describe how investors manage interest rate risk (CK3)	• Lecture / Exercises Practices Reading: Ch5
8	The Structure of Interest Rates • Explain the meaning and measures of the default risks risk premium (CK3) • Describe how tax treatment affects yield differences (CK3) • Calculate term structure rates (CK3)	• Lecture / Exercises Practices Reading: Ch6
9	Money Markets • Explain the economic role of the money market (CK4) • Identify the money markets instruments (CK4) • Calculate the interest rate of the money market instruments (CK4)	• Lecture / Exercises Practices Reading: Ch7

10	Bond Markets • Explain the economic role of the bond versus money market (CK4) • Identify the various bond market instruments (CK4)	• Lecture / Exercises Practices Reading: Ch8
11	Bond Markets • Calculate the various bond instruments pricing (CK4) • Calculate the duration (CK4)	• Lecture / Exercises Practices Reading: Ch8
12	Bond Market • Calculate the convertible bond pricing (CK4) • Explain the securitisation of debt (CK4)	• Lecture / Exercises Practices Reading: Ch8
13	Mortgage Markets • Explain the types of mortgages and the role in the economy (CK4) • Identify the wide variety of mortgage instruments (CK4) • Explain the recent financial crisis of the mortgage markets (CK4)	• Lecture / Exercises Practices Reading: Ch9
14	Equity Markets • Explain the economic role of the equity market versus fixed income market in Cambodia (CK4) • Describe the basics of equity valuation (CK4) • Update and discuss the equity portfolio management (CK4)	• Lecture / Exercises Practices Reading: Ch10
15	Equity Markets • Explain and calculate the short selling (CK4) • Explain and calculate the margin call (CK4)	• Lecture / Exercises Practices Reading: Ch10
16	Derivatives Markets • Explain the fundamental characteristics of futures and options (CK4) • Describe the advantages and the disadvantages of each markets (CK4) • Calculate basic gain and losses of futures and options (CK4)	• Lecture / Exercises Practices Reading: Ch11
17	Derivatives Markets • Explain the basic difference of futures, options, forward and swaps (CK4) • Calculate gain and losses for each (CK4)	• Lecture / Exercises Practices Reading: Ch11
18	The Federal Reserve and Banking • Explain primary responsibilities of Central Banks (CK2) • Explain Monetary Policy and various policy tools (CK2) • Discuss the role of the NBC in Cambodia (CK2)	• Lecture / Exercises Practices Reading: Ch2&3

19	Commercial Banks • Explain how banks work (CC1) • Discuss the development and recent trends in the banking industry (CC1)	• Lecture / Exercises Practices Reading: Ch13
20	Commercial Banks • Explain how banks make lending decisions and how they price their loans (CC1) • Calculate different types of loans (CC1)	• Lecture / Exercises Practices Reading: Ch13
21	Commercial Bank Operations: Case of Cambodia • Explain the characteristics the Cambodia market (CC1) • Explain the characteristics of the payment system in Cambodia (CC1)	• Lecture / Exercises Practices Reading: Ch13
22	International Banking • Discuss the reasons why banks are regulated (CC1) • Explain the international regulation of foreign banking activities (CC1) • Explain the risks involved in international lending (CC1)	• Lecture / Exercises Practices Reading: Ch14
23	Ethics & Regulation of Financial Institutions • Discuss on the regulation in the Cambodian market (CC2) • Discuss the regulation on consumer protection and responsibility of banks (CK4)	• Lecture / Exercises Practices Reading: Ch15
24	Financial Institutions: Micro-Finance Institutions in Cambodia • Explain the characteristics the savings institutions, the other finance companies such as microfinance (CC2) • Discuss on the roles of MFI in Cambodia (CC2)	• Lecture / Exercises Practices Reading: Ch16
25	Financial Institutions: Insurance Companies and Pension Funds • Explain the role of insurance and pension funds (CC2) • Explain the characteristics of life and non-life insurance (CC1) • Explain how does a life insurance company work (CC1)	• Lecture / Exercises Practices Reading: Ch17
26	Financial Institutions: Insurance Companies and Pension Funds • Discuss on major products marketed in the Cambodian market (CC1) • Discuss about NSSF and retirement scheme in Cambodia (CC1)	• Lecture / Exercises Practices Reading: Ch17

27	Investment Banking • Explain the core business activities of investment banks (CC2) • Discuss on the regulation in the industry (CC2) • Discuss on the roles of the underwriters in Cambodia (CC2)	• Lecture / Exercises Practices Reading: Ch18
28	Investment Companies & Private Equity • Describe what investments funds do, and specifically about the recent trends in Cambodia (CC2) • Discuss on private equity and venture capital in Cambodia (CC2)	• Lecture / Exercises Practices Reading: Ch19
29	Risk Management in Financial Institutions • Describe what types of risks the banks are involved (4.3.4) • Discuss on liquidity risk, financial risk, operational risk, credit risk (CC3)	• Lecture / Exercises Practices Reading: Ch20
30	Risk Management in Financial Institutions • Calculate Value at Risk (CC3) • Explain interest rate hedging and management (CC3) • Measure credit risk and credit derivatives (CC3)	• Lecture / Exercises Practices Reading: Ch20 Review for Finals
Total Hours : 45 hours		

6. TEACHING METHODS

This course is primarily lecture based; assigned readings will support learning and serve as a reference to material covered in class. During class, approximately half of the class will be devoted to lecture with another half of the class for working on and reviewing the solutions to case studies and problem sets.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	10%	All CK, CC1, CIP1	PCIT1, PIP1
In-class tests	20%	All CK, CC1, CIP1	PK1, PC2, PCIT1
Assignments	15%	Selected from CK, CC, CIP	PC1, PC2, PCIT1, PIP2, PIP3
Midterm exam	25%	All CK, CC	PK1, PC2, PCIT1
Final exam	30%	All CK, CC, CIP	PK1, PC2, PCIT1
Total grading score	100%		

Banking and Financial Institutions and Services

During the course there is one assignment. The Equity Portfolio Game will be recorded as in-class tests.

Financial Market Research Assignment

Work Group:	Group
Output format:	APA Format Report
Language:	English
Assignment:	The assignment topics are selected from the sections on money markets, bond and equity and derivative markets that have been recently introduced in Cambodia. In addition, the sections on risk management and how the Cambodian financial markets can be assimilated into the ASEAN and international markets.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Kidwell, Blackwell, Whidbee, and Sias (2017), Financial Institutions, Markets, and Money, New York, Wiley Publisher.

References

1. National Bank of Cambodia: NBC annual and quarterly reports, Statistics, etc.
2. Financial Institutions in the ASEAN countries' publications.

CAMBODIAN TAX ACCT 451 COURSE SPECIFICATION



Kosal Song, MA

Cambodia

Associate Professor

1. AIM

This course aims to give students knowledge and skills relating to the tax system as applicable to individuals and companies. There are two main goals. First, students will use the knowledge gained from the class to make own analysis to which taxes should be applied to individuals or companies. Second, students will be able to calculate the tax liabilities and know how to remit the taxes to the Cambodian tax authority.

Having covered the core areas of the basic taxes, the students should be able to compute tax liabilities, explain the basis of their calculations, apply tax planning techniques for companies and identify the compliance issues.

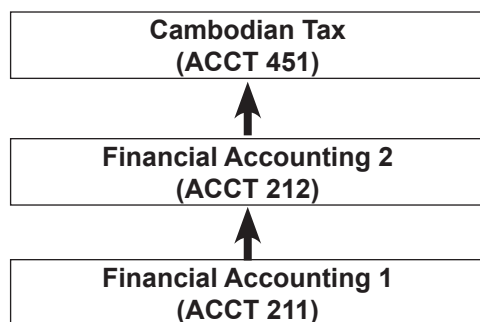
2. COURSE DESCRIPTION

This course introduces candidates to the subject of taxation and provides the core knowledge of the underlying principles and major technical areas of taxation, as they affect the activities of individuals, employees and businesses. In this course, candidates are introduced to the rationale behind and the functions of the tax system. The course then considers the separate taxes that an accountant would need to have a detailed knowledge of, such as tax on salary and fringe benefits, withholding tax, corporation tax liability and the value added tax liability. Cambodian tax system is still developing, and there is no personal income tax, which can be seen in the tax syllabus of other developed countries such as Singapore. In addition, withholding tax is one of the mechanisms used by the government of the developing countries to collect tax revenue from non-tax registered persons, and Cambodia is no exception. In such circumstances, students are introduced to “tax on salary and fringe benefits” and “withholding tax”.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

Students must have finished Financial Accounting 1 and 2 before attempting this course.

4. LEARNING OUTCOMES

The learning outcomes for this course cover the four main areas: Understanding of Cambodian tax system, understanding types of applicable taxes in Cambodia, doing own calculation of individual/company's tax liabilities and being in compliance with Cambodian tax regulations. On successful completion of this course students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK3	CK1	Discuss the operations and scope of the tax system in Cambodia
Understand	PK3	CK2	Identify general issues in relation to Cambodia tax system and discuss on how to be in compliance with the current tax law and regulations..
Understand	PK3	CK3	Discuss on the tax planning of taxpayers to manage an optimal tax liabilities.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Understand	PC4	CC1	Determine and compute the tax on salary and fringe benefits of employees
Understand	PC4	CC2	Determine, explain and compute withholding taxes applicable to the payment to a resident and nonresident taxpayer
Analyse	PC4	CC3	Compare and compute the effect of value added tax (VAT) on incorporated and unincorporated businesses
Apply	PC4	CC4	Plan and compute the corporate income tax liabilities base on Cambodia tax regulations
Apply	PC4	CC5	Plan and compute the other tax liabilities in accordance with tax rules

Understand	PC4	CC6	Explain the obligations of taxpayers and/or their agents and the implications of Noncompliance to be in compliance with Cambodia tax rules.
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4.3 Communication, Information Technology, and Numerical Skills

None

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Understand	PIP1	CIP1	Deal with tax officers and prepare for discussion on Cambodian tax issues based on the current tax law and regulations.
Apply	PIP2	CIP2	Participate in a team work in a professional manners.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Cambodian Tax System - Describe the function and purpose of taxation - Describe the GDT Structure - Discuss the different types of taxes in Cambodia (CK1)	- Lecture - Discussion and question Reading: Law on Taxation (chapter1)
2	Cambodian Tax System - Discuss the principle sources of tax law, tax system & hierarchy of registration - Explain the tax incentives for voluntary registration in 2017 & 2018 for Small and Medium Taxpayer - Explain the tax compliance status and benefits - Brief discussion on Double Taxation Agreement - Explain the difference between tax avoidance & tax evasion to be well prepare for tax planning (CK1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation (chapter1)

3	Tax on Salary 1 - Describe the scope of tax on Salary - Identify the income subject to tax on salary for tax calculation - Calculate the basic salary tax for employee in accordance with tax rules. (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation (chapter 2)
4	Tax on Salary 2 - Explain the comprehensive computation of tax on salary - Identify the allowance, fringe benefits, reimbursements subject Fringe Benefit Tax for tax calculation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation (chapter 2)
5	Tax on Salary 3 - Calculate tax for allowance, fringe benefits, reimbursements in accordance with tax rules - Explain the conditions and computation of foreign tax credit to claim tax credit against tax on salary (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Prakas on Tax on Salary, Prakas No. 1173
6	Tax on Salary 4 - Calculate the foreign tax credit - Planning for tax on salary for saving tax for employer and employee (CC4)	- Lecture - Discussion and question - Assignment and Quiz Prakas on Tax on Salary, Prakas No. 1173, all.
7	Withholding Tax 1 - Describe overview of withholding tax collection and payments - Identify types of relevant income/payments subject to Withholding tax for calculation of tax (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation (Article 25-27, 33-35, 38-39, and 88) Prakas Tax on Profit (section 1.3-1.5, 8.2-8.7, 9.3)
8	Withholding Tax 2 - Compute the withholding tax based on tax rules - Explain WHT implication for Dividend Distribution (CC1)	Reading: Same as above
9	Withholding Tax 3 - Review the withholding tax overview - Identify common withholding tax issues to avoid troubles during practice (CC1)	Reading: Same as above
10	Withholding Tax 4 - Practice the withholding calculations - Explain WHT issues when the recipient receives a net amount for saving tax. - WHT tax rate reduction for DTA - WHT rate reduction for Micro-Finance - Identify the permitted exemption for WHT in claiming for exemption (CC1)	Reading: Same as above

11	VAT 1 - Describe the Scope of VAT - Identify Taxable supply and Non-Taxable supply to apply applicable VAT rate (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Section 3, Art 55-84
12	VAT 2 - Explain Taxable person, Registration and Obligation to register for tax - Discuss on cancellation of VAT Registration in accordance with tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Sub-Decree on Value Added Tax No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999
13	VAT 3 - Discuss on VAT for Investment Enterprise in registration process - Determine the time and place supply rules to Calculate the VAT to be paid (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Sub-Decree on Value Added Tax No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999
14	VAT 4 - Explain the Time of Supply of Goods and Service to determine time to issue invoice - Discuss applicable VAT Rate and Tax Base to calculate tax payable properly (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Sub-Decree on Value Added Tax No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999
15	VAT 5 - Explain the Input and Output Taxes - Discuss on Creditable Input Tax and Non-Creditable Input Tax for calculation of VAT payable. (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Sub-Decree on Value Added Tax No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999
16	VAT 6 Explain Mixed Taxable and Non-Taxable Supply Input Tax to find out allowable VAT input credit (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Prakas No. 288 dated 31 Mar 2000 on Credit for Using Telephone in Business Prakas No.605 dated 01 Sep 2000 Value Added Tax on Electricity Power
17	VAT 7 - Discuss on VAT Refund procedure - Explain condition for Tax Invoice in order to claim for VAT credit - Explain the Valuation of supplies and imports in order to calculate VAT on import (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Reading: Prakas No.312 MEF.PK dated 19 March 2014 on the implementation VAT on import and supply of certain goods

18	VAT 8 Discuss VAT for real estate, free goods, international transport to apply for VAT on invoice (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999 Sub-Decree on Value Added Tax Prakas No.1031 MEF VAT 24 Dec 1998 on Value Added Tax
19	VAT 9 Discuss Zero-Rating of the Export of Goods and Services, VAT State Charge and Special Treatment of VAT on Transfer of a Business (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Prakas No.312 MEF.PK dated 19 March 2014 on the implementation VAT on import and supply of certain goods
20	VAT 10 Explain the adjustment of VAT Amount and VAT carried forward or refunds for company and investment enterprise (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: No.114 ANKR.BK of Royal Government of Cambodia, dated 24 December 1999 Sub-Decree on Value Added Tax
21	Tax on Income 1 - Discuss scope of tax on income - Explain Residency, real regime, estimated regime to be taxed on income - Explain QIP implication with regard to tax on income (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
22	Tax on Income 2 - Explain Tax Rate, Tax Year, Taxable Profit/Incomes, Deductible/Non-Deductible Expense for basic calculation of tax on income - Explain briefly on taxable income for Petroleum and Mineral resource operation - Explain briefly on taxable income for NGO and Insurance Company (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
23	Tax on Income 3 Discuss in details of Deductible/Non-Deductible Expense for certain conditions (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
24	Tax on Income 4 Computations for Allowable Charitable Contribution, Limitation of Interest Expense for company including interest limitation for Petroleum and Mineral resource operation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.

25	Tax on Income 5 - Identify Non-Deductible Expense, Deductible but subject to limitation, - Explain Loss on a claim, Provision and Prepaid expense, Preliminary Expense for calculation of Tax on income (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
26	Tax on Income 6 - Discuss on Tax Depreciation rules - Explain Taxation for leases and Taxation on the transfer of buildings to make tax calculation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
27	Tax on Income 7 - Explain Special Depreciation, Carry forward of losses and Foreign Tax Credit - Explain the Tax Loss rules including rule for Petroleum and Mineral resource operation. - Explain WHT Credit for deduction against the tax on income at the end of tax year (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
28	Tax on Income 8 Discuss on Capital vs. debt financing implications for company and QIP (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
29	Tax on Income 9 Discuss the the Comprehensive computation of tax on income practical exercise (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
30	Tax on Income 10 Discuss the the Comprehensive computation of tax on income practical exercise (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
31	Tax on Income 11 Discuss the the Comprehensive computation of tax on income practical exercise (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.

32	Tax on Income 12 Discuss the Comprehensive computation of tax on income practical exercise (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
33	Tax on Income 13 Discuss the Comprehensive computation of tax on income practical exercise with regard to Taxation of dividends and transfer of shares (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
34	Tax on Income 14 Discuss general rules on Capital Gain and Capital Loss and Deductible and non-deductible taxes for Tax on Income calculation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
35	Tax on Income 15 Discuss general rules on Capital Gain and Capital Loss and Deductible and non-deductible taxes for Tax on Income calculation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
36	Tax on Income 16 Discuss general rules on Capital Gain and Capital Loss and Deductible and non-deductible taxes for Tax on Income calculation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 1, Provision for the Tax on Profit Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, all.
37	Prepayment of Profit tax Explain and calculate the Prepayment of Profit tax in accordance with Cambodia tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Article 28 (New) of Law on Taxation Prakas No.001 MEFTD dated 02 Jan 2001 on the Payment of Prepayment Tax on Profit Prakas No.305 MEFPTD dated 23 April 2008 on the Suspension of Prepayment Tax on Profit for Garments and Shoes Procedures for Export Prakas No.988 MEFPK dated 23 Nov 2011 Delayed the Suspension of Prepayment Tax on Profit for Garment and Shoes Procedure for Export on Prakas No.483 MEFPK dated 29 May 2009

38	Public lighting tax Explain and calculate the Public lighting tax in accordance with Cambodia tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Inter-Ministries Prakas on Management and Collection of Public Lighting Tax No.583 MEFTDPK Dated 30 July 1999 Notification Letter on Management and Collection of Public Lighting Tax No.004 MEF Dated 09 January 2002
39	Specific tax on certain Merchandise and Services/Excise Tax Explain and calculate the Specific tax on certain Merchandise and Services/Excise Tax in accordance with Cambodia tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 4, Art 85 Prakas No.341 dated 36 May 1997 on the Specific Tax (SPT) on Certain Merchandise and Services Sub-decree No.24, 03/03/2006, the Amendment SPT Rate Custom Duty and SPT on Telecom Service Prakas No.114, 19/02/2010 on the Revised SPT Rat for Local Beer Procedures Prakas No.153, 15/02/2001, SPT On Entertainment Services Prakas No.1133 dated 25/12/2003, the Guidance for Implementation SPT
40	Accommodation tax Explain and calculate the accommodation tax in accordance with Cambodia tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz 2005 Prakas 380 MEFTD dated 14 July 2005 on Implementation of Accommodation Tax Prakas 601 MEFPK Dated 23 Sep 2005 on the Postponement of the Implementation of Accommodation Tax

41	Immovable Property tax Explain and calculate the tax on immovable property in accordance with Cambodia tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: The Financial Act of 2010, Art 13-17 Prakas No.493-MEF, dated 19/07/2010 on the Collection of Property Tax Prakas No.494-MEF, dated 19/07/2010 on the Creation of a Property Valuation Committee for the Property Tax Prakas No.371-MEF, dated 5/2011 on the Basis for Tax Calculation of the Immovable Property
42	Obligation of Taxpayers 1 Explain the Registration and Monthly and annual tax filing in accordance with tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 5, Provision on Tax Rules and Procedures Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, Chapter 13
43	Obligation of Taxpayers 2 Discuss on Bookkeeping required by tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 5, Provision on Tax Rules and Procedures Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, Chapter 13
44	Obligation of Taxpayers 3 Discuss the right of taxpayer, the power of tax authority and tax audit procedure for the compliance with tax rules (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 5, Provision on Tax Rules and Procedures Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, Chapter 13
45	Obligation of Taxpayers 4 Discuss Penalties and enforcement, system of tax payment and dates and procedures for appeals and disputes with tax authority (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: Law on Taxation, Chapter 5, Provision on Tax Rules and Procedures Prakas on Tax on Profit, Prakas No.1059 MEF.BK.TD, Chapter 13

46	Tax Avoidance, Common Tax Issues, Errors, Disputes and Resolutions (1) Discuss Tax Planning for Corporate and for QIP and Identify common issues, errors and disputes regarding tax on profit, tax on salary, withholding taxes, and documentation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: General Discussions
47	Tax Avoidance, Common Tax Issues, Errors, Disputes and Resolutions (2) Discuss Tax Planning for Corporate and for QIP and Identify common issues, errors and disputes regarding tax on profit, tax on salary, withholding taxes, and documentation (CC1)	- Lecture - Discussion and question - Assignment and Quiz Reading: General Discussions
48	Review and Preparation for Final Exam (All CLOs)	- Lecture - Discussion and question
49	Review and Preparation for Final Exam (All CLOs)	- Lecture - Discussion and question
50	Review and Preparation for Final Exam (All CLOs)	- Lecture - Discussion and question
51	Review and Preparation for Final Exam (All CLOs)	- Lecture - Discussion and question
52	Review and Preparation for Final Exam (All CLOs)	- Lecture - Discussion and question
Total Hours : 75 hours		

6. TEACHING METHODS

This course is primarily lecture and assignment based; assigned readings will support learning and serve as a reference to materials covered in class. During class, approximately one hour of the total class will be devoted to lecture with another 30 minutes of the class will be for practices and quizzes.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CK1, CK2, CK3, CC1, CC2, CC3, CC4, CC5, CC6, CIP1, CIP2	PK3, PC4, PIP1, PIP2
In-class tests	20%	CC1, CC2, CC3, CC4, CC5	PC4
Assignments	15%	CC1, CC2, CC3, CC4, CC5	PC4
Midterm exam	20%	CC1, CC2, CC3	PC4
Final exam	25%	CK1, CK3, CC1, CC2, CC3, CC4, CC5, CC6	PK3, PC4
Total grading score	100%		

There are seven assignments for the course.

Assignment 1 - Research Report

Work Group:	Individual
Output format:	APA Format Report, Speech
Language:	Khmer (English allowed for non-Khmer speaking students)
Assignment:	During the term, there will be six assignments and and seven quiz assigned to students. For the first topic, a first assignment requires each student to individually research and a short speech on the operations of the Cambodian tax system since 2016 (e.g. how to classify taxpayers and the general obligations of a taxpayer). For the second to the sixth assignments, the students will require to do practice at home and submit them as assignments for topics covering WHT, VAT, TOI and the tax audit process.

Assignments 2 - 6

Work Group:	Individual
Output format:	Determined by lecturer
Language:	English
Assignment:	For the second to the sixth assignments, the students will require to do practice at home and submit them as assignments for topics covering WHT, VAT, TOI and the tax audit process.

8. TEXTBOOKS AND REFERENCES

Textbook

1. VDB Loi Cambodia, Cambodian Tax Student Study Text, Up to June 2018

References

1. Law on Taxation, promulgated by Royal Kram No. NS/RKM/0297/03 dated February 24, 1997, and the Law on the Amendment of Law on Taxation, promulgated by Royal Kram No. NS/RKM/0303/010 dated March 31, 2003;
2. Sub-Decree on Value Added Tax No. 114 ANK/BK dated December 24, 1999;
3. Prakas on Tax on Profit No.1059 SHV/BK/PD dated December 12, 2003, which became effective from January 01, 2004;
4. Prakas on Tax on Salary No. 1173,
5. Other Notification/circular issued by the Ministry of Economic and Finance
6. Other related regulations (refers to the references in relevant sessions above)

BUSINESS STRATEGY

MGMT 421

COURSE SPECIFICATION



Kenneth Paul Charman, MBA, PhD

UK
Professor



Monirul Islam, MBA

Bangladesh
Lecturer

1. AIM

This capstone course focuses on the strategic management process. This covers all aspects of strategy, including charting a company's direction from its vision, mission and business objectives, through the process of evaluation the company's external environment, assessing its internal strengths and competences, and determining the general strategic options available to the company to achieve these objectives. The course covers the evaluation of the global business environment, selection of strategic alternatives, formulation and implementation of the strategic plan, and analysis of firm performance. The course provides a strong emphasis on the implementation of the strategy, including building a competent and competitive organisation, managing internal operations, developing a strong corporate or company culture and dealing with ethical issues. The course aims to introduce students to the basics of how business organizations in different industries are managed and position themselves in the business environment, with a special focus on the role played by a firm's strategy. The course aims to develop students' analytical skills in assessing company strategies, teamwork, as well as oral and written communication and presentation skills.

2. COURSE DESCRIPTION

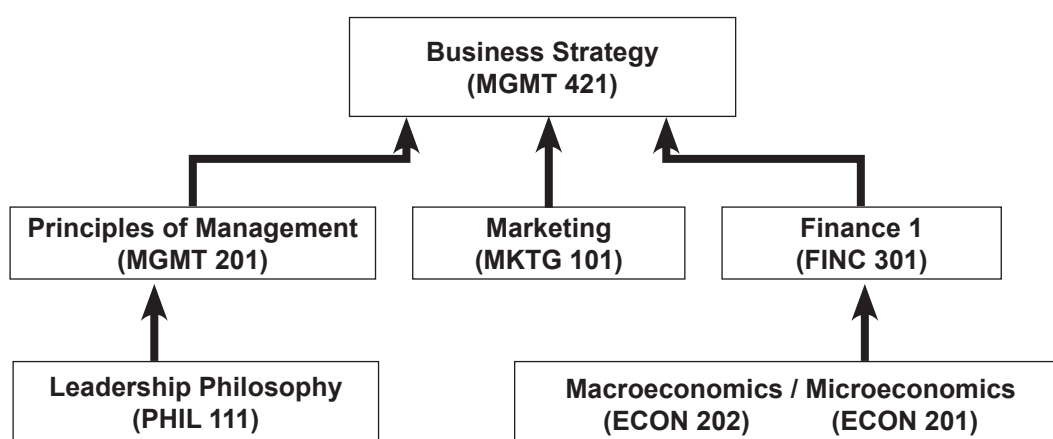
Strategic management is concerned with how a firm sets its direction, chooses its business activities, and establishes and defends its position in a competitive market. Lectures will introduce students to concepts and tools that will help them to develop an understanding of how strategies are formed and managed, and how competitive advantage might be created and sustained. The programme of lectures will include several case studies, which will illustrate the strategy development and execution process in a variety of industries both locally and worldwide, and will allow students to examine the required management processes from planning to execution, providing an opportunity to identify key success factors in strategy formulation and the building of sustainable competitive advantage. Students will be encouraged to critically reflect on issues including the concept of sustainable competitive advantage and what this means in practice and how competitive advantage can be developed and sustained.

The course emphasises the need for long-term planning, building valuable and sustainable and dynamic competences and positioning to set a company apart from the competition, and appropriate strategic moves to consolidate and build on competitive advantages, such as entering new markets, building alliances and diversification into complementary business. The inclusion of contemporary ethical issues, such as reputation and corporate social responsibility are designed to encourage students to formulate and argue their own views on all aspects of strategy. Throughout the course students will have the opportunity to apply the abstract strategy concepts into real-life conditions, and make their own recommendations for strategies of their selected case studies and project companies.

Credits: 5

Lecture Hours: 75

3. ROLE IN CURRICULUM



Prerequisites

This is a final year course, so students will be expected to be capable of preparing and presenting high quality assignments in English, and have a good understanding of complementary subjects including economics, leadership, marketing, law and business ethics. Therefore, before studying this class, students shall have passed 2 out of the following 3 courses: Microeconomics, Macroeconomics, and Finance 1.

4. LEARNING OUTCOMES

On successful completion of this course students should be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Remember	PK1, PK2, PK4	CK1	Explain the complex strategy development process;
Apply	PK1, PK2, PK4	CK2	Summarize how a firm sets its direction, chooses its business activities, and defends its position in a competitive market; and
Remember	PK1, PK2, PK4	CK3	Identify the strategies of major corporations in a wide range of business practices and industry contexts.

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC5	CC1	Critically appraise the processes through which firms organize their business strategy efforts across a broad range of business contexts;
Apply	PC3, PC5	CC2	Prioritise the key decisions in strategy formulation and execution
Remember	PC3, PC5	CC3	Account for complexity and recommend appropriate trade-offs in business world problems, which may be unstructured and ambiguous;
Apply	PC3, PC5	CC4	Evaluate a firm's strategy using qualitative and quantitative techniques that help strategy managers understand value from the perspectives of target markets whose perceptions and preferences vary;
Apply	PC3, PC5	CC5	Compose a strategy proposal that is well written, well organized, objective and persuasive, and that integrates relevant marketing, sales, operations and customer service aspects of a business, using process thinking skills needed for creating, capturing, delivering, and sustaining value across markets in which the organizations perform business activities

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Remember	PCIT4	CCIT1	Summarise and communicate business ideas and strategic approaches.
Apply	PCIT4	CCIT2	Present business cases and project milestones using a structured problem solving approach with PowerPoint slides and a professional format.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Remember	PIP1, PIP2, PIP3	CIP1	Assess the role of perception and perception filters in individual and group decision making processes;
Apply	PIP1, PIP2, PIP3	CIP2	Utilize effective teamwork skills to prepare a business strategy.

5. STUDY PLAN

The course targets the 50 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 75 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	General introduction and Method of Study Determine the purpose and rationale of strategy (CK1)	- Lecture - Group discussion on the purpose of strategy and use of theory and case studies Reading: Chapter 1
2	What is Strategy and Why Is It Important? Assess the term 'The quest for Competitive Advantage' and what it means in practice (CK2)	- Lecture - Group discussion Reading: Chapter 1 (Pages 4-6)
3	Introductory Case Study: Coffee Shops - Coffee Shops and Building the "3rd Place" Culture; (Starbucks, Costa Coffee Documentary) - Evaluate the underlying strategies of Starbucks and Costa Coffee and their key success factors (CCIT1)	- Presentation of Case Study - Class discussion on potential strategies for coffee shops Reading: Chapter 1 (Page 6 Starbucks Case Study)
4	Internationalisation versus localisation Assess the different strategic moves by Costa and Starbucks (CC1)	Group discussion: Coffee Shops (Starbucks, Costa, and Brown (Cambodia)) Reading: Chapter 1 (Page 6 Starbucks Case Study)
5	Strategy and the quest for competitive advantage Determine how to become a strategic thinker (CK3)	- Lecture - Group discussion Reading: Chapter 1 (Pages 4-9)
6	A Company's Strategy and its Business Model Evaluate two business models in terms of their simplicity and effectiveness (CC4)	- Lecture - Group discussion Reading: Chapter 1 (Pages 9-14)
7	QUIZ 1: (Chapter 1) (CK2)	- Lecture - Group discussion on Quiz 1 Results Reading: Chapter 1
8	Charting a Company's Direction Develop a Vision, Mission, Objectives, and Strategy: The Five Stages of Crafting a Strategy (CCIT2)	- Lecture - Group discussion and group presentation on Vision statements Reading: Chapter 2 (Pages 18-20)

9	Mission and Vision Statements: Examples and Cases Create and present a good vision and mission statement, and evaluate vision and mission statements of companies (CCIT1)	- Demonstration of good and bad vision and mission statements - Group discussion on how to develop good vision and mission statements Reading: Chapter 2 (Pages 20-25)
10	Developing Mission and Vision Statements Prepare and present in groups your company vision and mission statement (CCIT2)	Group exercise on completing and using vision statements and discussion on how these affect the company's operations Reading: Chapter 2 (Pages 20-25)
11	Setting Objectives and Performance Indicators Assess the role of targeted objectives in strategy making and implementation (CC1)	- Lecture - Group discussion to assess the nature and role of setting targeted objectives Reading: Chapter 2 (Pages 26-31)
12	Case Study - Setting Objectives: Patagonia Case Study or - The Millau Suspension Bridge, France - Apply the concept of setting objectives to real life case studies (CC2)	- Presentation of Case Study - Group discussion on how setting objectives is fundamental to the organisation Reading: Chapter 2 (Page 27 Patagonia Case Study)
13	Preparation for Quiz 2: Crafting and Executing strategy (up to the role of the CEO) (CK2)	- Lecture - Group discussion on quiz questions Reading: Chapter 2 (Pages 31-36)
14	Executing and Evaluation the Strategy Case Study: Rosetta Mission Apply the 'objective setting' to major international projects and evaluate how this aided success of the mission (CK2)	- Presentation of Case Study - Group discussion Reading: Chapter 2 (Pages 36-37)
15	Corporate Governance: The Roles and Responsibilities of Boards of Directors. Case Study: The Volkswagen Diesel Emissions Scandal. Describe the background to the diesel emissions scandal and determine the corporate governance issues that caused it (CK1)	- Lecture on Case Study - Group discussion on Corporate Governance issues Reading: Chapter 2 (Pages 37-40) Volkswagen Diesel Emissions Scandal Case Study
16	Quiz 2: (Chapter 2) Evaluating a Company's External Environment: The strategically relevant factors in the company's macro environment (CC1)	- Lecture on the external environment - Group discussion on the factors that relate the assessment of the external environment to strategy Reading: Chapter 2 and Chapter 3 Pages 47-50
17	Assessing the Company's Industry and Competitive Environment (PESTEL) (CIP1)	- Lecture and presentation of the PESTEL framework - Group discussion on the future of the education system using the PESTEL framework Reading: Chapter 3 (Pages 47-50 Table 3.1 Page 50)

18	The Five Forces Model Assess the role of each of the five forces on determining the external environment that the firm is facing (CC1)	- Lecture on the 5-Forces Model - Group discussion on the relevance and limitations of the 5-Forces Reading: Chapter 3 (Pages 50-66)
19	Complementors & the Value Net - Industry Dynamics and the Forces Driving Change - Determine the value chain for the written example and evaluate its role in strategy making (CC3)	- Lecture on the Value Net - Group discussion on the relevance of 'complementors' Reading: Chapter 3 (Page 66-71)
20	Competitor Analysis Strategic Group Analysis Perform a competitor analysis for one selected industry (CC2)	- Lecture on strategic group analysis - Group discussion on competitor analysis Reading: Chapter 3 (Pages 71-75)
21	Positioning Your Company Determine and Evaluate the Key Success Factors Essential to Surviving in the Industry Quiz 3: (Chapter 3) (CC3)	- Lecture - Group discussion on positioning your company to exploit the changing external environment Reading: Chapter 3 (Pages 75-76)
22	Evaluating a Company's Resources, Capabilities, and Competitiveness: Assess how well is the company's strategy working? (CK1)	- Lecture on evaluating a company's resources - Group discussion Reading: Chapter 4: Pages 83-87
23	Evaluating a Company's Resources: Exercise - Determine what are the company's most important resources? - SWOT Analysis (CCIT1)	Group discussion and presentation on case study of a company's resources Reading: Chapter 4 (Pages 87-98)
24	How do a company's Value Chain activities impact its cost structure and the Customer Value Proposition? Determine the CVP for the given company business model and assess its value above the product price (CC1)	- Lecture on the Value Chain - Group discussion Reading: Chapter 4 (Pages 99-109)
25	Company Assessment: Is the Company relatively stronger or weaker than its rivals? Evaluate the relative strength of a company compared to its rivals in the industry (CK3)	- Lecture on company assessment - Group discussion on case study Reading: Chapter 4 (Pages 109-114)
26	Quiz 4: (Chapter 4) (CC1)	Group discussion on Quiz 4 results Reading: Chapter 4: Pages 82-113
27	Midterm Exam Review (CK1)	- Lecture - Group discussion on mid-term topics Reading: Chapters 1 to 4
28	Midterm Exam Review (CK1)	- Lecture - Group discussion on mid-term topics Reading: Chapters 1 to 4

	Midterm Exams (Mon 17 - Sat 22 Sep) (CK2)	• Lecture • Group discussion Reading: Chapters 1 to 4:
29	Chapter 5: The Five Generic Competitive Strategies: Overview • Evaluate each of the five generic strategies in terms of industry attractiveness (CC4)	• Lecture on the five generic strategies • Group discussion Reading: Chapter 5
30	Strategic Choice: Low cost, differentiation and best cost provider strategies • Describe and assess Amazon.com's Path to Becoming the low cost provider in E-commerce (CC1)	• Group exercise: teams to present the arguments for low cost, differentiation and best-cost provider strategies Reading: Chapter 5 (Pages 121-129 Page 127: Amazon Case Study)
31	Understanding Current Strategic Direction using 5 Generic Strategies Model • Evaluate the most appropriate strategy for given strategic intent (CCIT1)	• Lecture to summarise the consequences of choosing each of these modes • Group discussion on the issues of strategic choice Reading: Chapter 5: Pages 129-144
32	Strengthening a Company's Competitive Position: Strategic Moves • Choose between acquisition and alliance and when these are appropriate strategic moves (CC2)	• Lecture on Strategic Moves • Group discussion Reading: Chapter 6 (Pages 149-153)
33	Defensive Strategies to protect market position - Case Study: Uber's First Mover Advantage • Assess the sustainability of the competitive advantage that Uber has created (CC4)	• Presentation of case study • Group discussion Reading: Chapter 6 (Pages 153-158 Page 157: Uber Case Study)
34	Horizontal and Vertical Integration, outsourcing and strategic alliances • Determine when vertical and horizontal integration are appropriate strategic moves (CC3)	• Lecture on horizontal and vertical integration • Group discussion Read: Chapter 6 (Pages 158-174 Page 163: Bristol-Myers Squibb's 'String of Pearls' Horizontal Integration Strategy)
35	Quiz 5: Chapters 5 and 6 (CK1)	• Lecture • Group discussion on Quiz results Reading: Chapters 5 and 6:
36	Strategies for Competing in International Markets; Strategic options • Distinguish between the available strategic moves for expanding to international markets and determine when these are most appropriate (CK3)	• Lecture on entering international markets • Group discussion Reading: Chapter 7 (Pages 179-188)
37	International Strategy - the Three Main Approaches • Case Study: Page 192: Assess the Walgreens-Boots Alliance Inc. Alliance Followed by Merger • Case Study: Assess the value of the Four Seasons Hotel Strategy: Local Character: Global Service (CK1)	• Presentation on case study • Group discussion Reading: Chapter 7 (Pages 188-198 Case Study: Page 192: Walgreens-Boots Alliance) Case Study: Page 198 (Four Seasons Hotel: Local Character: Global Service)

38	Corporate Strategy: Diversification and the Multibusiness Company Determine when diversification is an appropriate strategic move (CC2)	- Lecture on corporate strategy - Group discussion Reading: Chapter 8 (Pages 215-252)
39	Building Shareholder Value: the Case for Diversification - Evaluate the effect on shareholder value - Case Study: Restructuring for Better Performance at Hewlett-Packard (CC3)	- Lecture on shareholder value - Group discussion Reading: Chapter 7 (Page 252: Case Study: Hewlett-Packard)
40	Quiz 6: Chapters 7 and 8 (CK1)	Group discussion on quiz results Reading: Chapter 7 and 8
41	Ethics, Corporate Social Responsibility, Environment and Strategy - Case Study: Evaluate the effectiveness of IKEA's Global Suppliers' Standards: Maintaining Low-Costs whilst Fighting the Root Causes of Child Labour - Case Study: Evaluate Unilever's Focus on Sustainability and its value to the company (CK3)	- Lecture on CSR - Group discussion on CSR Ethical Issues Reading: Chapter 9 (Pages 259-281)
42	Assignment Review Class (CCIT1)	- Assignment presentations - Group discussion Reading: (Chapter 9)
43	Building an Organization Capable of Good Strategy Execution Case Study: Which Activities does Apple Outsource, and Why? Assess whether this is an appropriate strategic move (CK2)	- Lecture on building an effective organisation - Group discussion on strategy implementation issues (using Apple Case study) Reading: (Chapter 10 Pages 290-294)
44	Assignment Presentation Class (CCIT2)	- Assignment presentations - Group discussion Reading: Chapter 10
45	Managing Internal Operations: Actions That Promote Strategy Execution - Case Study: Charleston Area Health Medical Center's Six Sigma Programme - Evaluate and assess the role that good operations management makes to implementing strategy (CC1)	- Lecture on managing internal operations - Group discussion on the Charleston Area Health Medical Center Case Study Reading: Chapter 11 (Pages 320-32)
46	Assignment Review (CCIP1)	- Assignment presentations - Group discussion Reading (Chapter 11):
47	Corporate Culture and Leadership: Keys to Good Strategy Execution Assess the role that good corporate culture has on the overall performance and strategy execution and implementation (CC2)	- Lecture on corporate culture - Group discussion on developing a good corporate culture Reading: Chapter 12 (Pages 346 - 359))
48	Assignment Presentation Class (CCIT2)	- Assignment Presentations - Group discussion Reading: Chapter 12

49	Quiz 7: Chapters: 9, 10, 11, 12 (CK1)	• Group discussion on quiz results Reading: Chapters 9-12
50	Final Exam Review (CCIT1)	• Lecture and review of topics • Group discussion on course and exam questions Reading: Chapter 12
Total Hours : 75		

6. TEACHING METHODS

The teaching methodology will aim at promoting critical thinking among the students and stimulating student participation during the classes. The students' knowledge will be periodically reviewed by class presentations and the quizzes.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CC1, CC2, CIP2	PC5, PC3, PC5
In-class tests	20%	CK1, CC1	PK2, PC5
Assignments	20%	CIP1, CIP2, CCIT1, CCIT2	PIP1, PIP3, PIP2, PCIT4
Midterm exam	20%	CK1, CK2, CK3, CC3	PK1, PK2, PK4, PC3, PC5
Final exam	20%	CK1, CK2, CK3, CC3	PK1, PK2, PK4, PC3, PC5
Total grading score	100%		

There is one assignment:

Strategy Project Assignment

Work Group:	Group
Output format:	Professional Format, Presentation
Language:	English
Assignment:	Student teams with 3-5 members (+/- 12 teams per class) will work on a "strategy project" as if they are consulting teams. The lecturer will, in consultation with the school management, identify companies (e.g. from banks, insurance, telecom, utilities, retail, travel) and assign them to the student teams. Teams will work on a "strategy analysis/recommendation document" as if they work in a strategy consulting company. The lecturer will define weekly project work and deliverables that will be used as a basis for the final document. Teams will try to understand "as-is" situation in their project companies and will try to develop "to-be" recommendations and discuss it during the class hours. Teams thus will apply their weekly learnings into weekly actions and will also learn from each other's work. Their final document will be a 15-25 PowerPoint pages, selected from weekly assignments, and will form a corporate strategy analysis/recommendation document to be presented in the classroom.

8. TEXTBOOKS AND REFERENCES

Textbook

1. Thompson, Peteraf, Gamble, and Strickland (2017). *Crafting & Executing Strategy: The Quest for Competitive Advantage: Concepts and Readings*, 21st (International Student) Edition.

References

1. Harvard Business Review (2011). HBR's 10 Must Reads on Strategy.
2. Michael E. Porter, *Competitive Strategy*, Free Press, New York, 1980
3. *The Strategy Book* (2nd Edition): Max McKeown, Pearson 2016 (ISBN: 978-1-292-08440-4 (print), 978-1-292-08443-5 (PDF), 978-1-292-08442-8 (etext) 978-1-292-08441-1 (epub)

TEAM PSYCHOLOGY

PSYC 411

COURSE SPECIFICATION



Adriann (Daan) Cornet, MSc

Netherlands

Assistant Professor

1. AIM

This course aims to develop knowledge about group dynamics and skills in interpersonal behaviour and communication by analysing potential problems in team processes and reflecting on own interpersonal behavioural tendencies in order to be able to create and maintain a professional working environment.

Soft skills such as communication, teamwork and conflict resolution are an essential part of a successful business and being a professional. Soft skills are detrimental for an efficient output from employees and improves leadership abilities such as negotiating, motivating and empathy. This makes it an essential skill for our graduates where they need to have clear insights in their own behaviour and the theories of group dynamics in order to maintain and influence professional relationships, create efficient team processes and successfully managing teams.

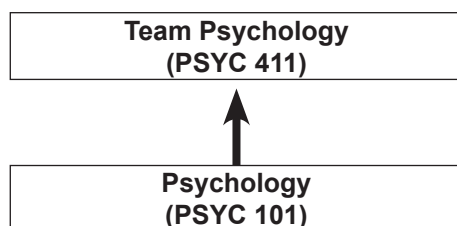
2. COURSE DESCRIPTION

This course focuses on group dynamics, interpersonal behaviour and communication by using theories of the social psychology, team roles according the theory of Belbin, and active listening techniques.

Credit: 1

Lecture Hours: 15

3. ROLE IN CURRICULUM



Prerequisites

Students should have successfully finished Psychology before entering the course Team Psychology.

4. LEARNING OUTCOMES

The learning outcomes of this course focuses on three main area's: Group Dynamics, Inter-personal behaviour and communication. On successful completion of this course, students will be able to:

4.1 Knowledge

Level of Learning	PLO	CLO	Learning Outcome
Understand	PK1	CK1	Describe different team roles and the effects of team diversity
Understand	PK1	CK2	Illustrate different effects of power and influence on teams

4.2 Cognitive Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PC3	CC1	Apply psychological theories about learning, thinking and social influence in the workplace.
Apply	PC3	CC2	Apply interventions in the team processes according to identified possible problems in group dynamics and
Create	PC3	CK3	Develop ways to reduce common team decision making fallacies
Apply	PC3	CC3	Apply theories of motivation and rewards in managing teams

4.3 Communication, Information Technology, and Numerical Skills

Level of Learning	PLO	CLO	Learning Outcome
Apply	PCIT3	CCIT1	Report self-reflective information in a professional manner.

4.4 Interpersonal Skills and Responsibilities

Level of Learning	PLO	CLO	Learning Outcome
Evaluate	PIP2	CIP1	Reflect on own interpersonal behaviour in teams and being able to adjust this behaviour to the needs of a team.
Apply	PIP2	CIP2	Use active listening as a way to prevent miscommunication and to strengthen the team process.

5. STUDY PLAN

The course targets the 10 lessons in the study plan below. Each lesson is 1.5 class hours each; there are a total of 15 class hours. The study plan below describes the learning outcome for each lesson, described in terms of what the student should be able to do at the end of the lesson. Readings should be done by students as preparation before the start of each class. Implementation of this study plan may vary somewhat depending on the progress and needs of students.

	Lesson Learning Outcomes	Teaching and Learning Activities, Assessment
1	Course introduction Group Dynamics: Roles and Diversity Identify different group roles and the need of diversity (CK1)	- Lecture - Group Discussion Reading: Chapter 13
2	Group Dynamics: Basic processes Describe basic processes in groups according social psychology and group dynamics. (CK1)	- Lecture - Group Discussion Reading: Chapter 3 & 4
3	Group Dynamics: Team success Identify key factors to team success (CK1)	- Lecture - Group Discussion Reading: Chapter 1 & 2
4	Group Dynamics: Power and Influence Identify and analyze influences on group dynamics (CK2, CC2, CIP1)	- Lecture - Group problem Reading: Chapter 8
5	Group Dynamics: Decision making Analyze fallacies in decision making and apply correct decision making strategies (CK3, CC2)	- Lecture - Demonstration Decision making processes - Group Discussion Reading: Chapter 9
6	Group Dynamics: Motivation and Rewards Evaluate group motivation and being able to enhance motivation by using rewards (CC1, CC2, CC3)	- Lecture - Review test Reading: Chapter 16
7	Group Dynamics: Competition - Cooperating - Identify team culture and its effects - Create a cooperating team culture (CC1, CC2, CIP1)	- Lecture - Group Discussion Reading: Chapter 5

8	Group Dynamics: Managing conflicts Identify conflicts and apply conflict solving strategies accordingly (CC1, CC2)	- Lecture - Group Discussion Reading: Chapter 7
9	Communication: Active Listening - non verbal communication - Describe the effect of non verbal communication and apply non verbal communication accordingly (CC2, CIP2) Communication: Active Listening - Questions - Illustrate the use of different types of questions and their effects. (CC2, CIP2)	- Lecture - Video demonstration - Role play: Questions - Group Discussion - Review test
10	Communication: Active Listening - Preventing miscommunication - Identify miscommunication - Prevent miscommunication by using active listening (CC2, CIP2)	- Lecture - Video demonstration - Role play: Miscommunication - Group Discussion
Total Hours : 15 hours		

6. TEACHING METHODS

This course is primarily lecture based. Assigned readings will support topics covered in class and a workbook will further support learning. Lectures will have an emphasis on interactive group practices where around half of the lecture will be lecture based and the other half will focus on class assignments, group discussions and practising with soft skills.

During the term there will be one assignment.

For this assignment students have to reflect on their own interpersonal behaviour and put this in context of group dynamics. The assignment will be an essay describing own team role preference according to the theory of Belbin and an analysis of the potential strengths and challenges this can give in teams when taking group dynamics into account.

7. ASSESSMENT AND GRADING

Grades will be determined based on a grading score, calculated using the following assessments and score allocations:

Assessment	Weight of each assessment	Learning Outcome Assessed	
		CLO	PLO
Participation	20%	CCIT1, CIP1	PIP3
In-class tests	20%	CK1, CK2, CK3, CC1, CC2, CC3, CCIT1	PK1, PIP3
Assignments	25%	CK1, CK2, CK3, CC1, CC2, CC3, CCIT1	PK1, PIP2, PIP3
Midterm exam	10%	CK1, CK2, CK3, CC1, CC2, CC3, CCIT1	PK1, PIP1, PIP3
Final exam	25%	CK1, CK2, CK3, CC1, CC2, CC3, CCIT1	PK1, PIP1, PIP3
Total grading score	100%		

8. TEXTBOOKS AND REFERENCES

Textbook

1. Levi, Daniel, Group Dynamics for Teams, 5th Edition, Sage Publications, London, 2016.

References

1. Gleitman, Henry, et al, Psychology, 8th Edition, W.W. Norton & Company, New York, 2011.
2. Goleman, Daniel, Working with Emotional Intelligence, New York, 1998.

APPENDIX 1

BACHELOR OF ACCOUNTING AND FINANCE (HONOURS) COURSES AND CREDITS

128 CREDITS

Course	Class Hours	Credits	Ministry of Education Foundation Year Requirement	IFAC International Education Standard Requirement ¹	Draft KICPAA Curriculum ²	CAT or ACCA Course ³
First Year						
English for Academic Purposes 1 (ENGL 111)	45	3	Yes: Foreign Language	Yes, IES 3 p7, (b)(ii)	No	No
English for Academic Purposes 2 (ENGL 112)	45	3	Yes: Foreign Language	Yes, IES 3 p7, (b)(ii)	No	No
Statistics 1: Foundations in Statistics (STAT 111)	45	3	Yes: Math, Science	Yes, IES 3 p7, (a)(i), (d)(vi)	Yes (Statistics for Accountancy)	No
Statistics 2: Quantitative Methods for Business (STAT 112)	45	3	Yes: BA Course	Yes, IES 3 p7, (a)(i), (d)(vi)	Yes (Statistics for Accountancy)	No
Cambodian Studies (HIST 111)	45	3	Yes: Arts and Humanities	None	No	No
Introduction to Computer Science (COSC 101)	45	3	Yes: Math, Science	Yes IES 2 p7 (h)(ii), (h)(iii)	No	No
History: Colonialism and Trade Empires in Asia (HIST 121)	45	3	Yes: Arts and Humanities	None	No	No
Leadership Philosophy (PHIL 111)	45	3	Yes: Arts and Humanities	Yes IES 3 p7 (b)(vii), (d)(iii), (d)(v)	No	No
Marketing (MKTG 101)	45	3	Yes: BA Course	Yes IES 3 p7 (a)(i)	No	No
Political Science: The Cold War and Asia (POLS 111)	45	3	Yes: Social Science	None	No	No
Psychology (PSYC 101)	45	3	Yes: Social Science	Yes, IES 3 p7, (b)(i), (b)(vi), (b)(vii)	No	No
Second Year						
English for Accounting 1 (ENGL 221)	37.5	2.5	No	Yes, IES 3 p7 (b)(ii), (b)(iii), (b)(iv)	No	No
English for Accounting 2 (ENGL 222)	37.5	2.5	No	Yes, IES 3 p7 (b)(ii), (b)(iii), (b)(iv)	No	No
Microeconomics (ECON 201)	75	5	No	Yes IES 2 p7 (j)(i), (j)(iii)	No	No
Macroeconomics (ECON 202)	75	5	No	Yes IES 2 p7 (j)(i), (j)(ii)	No	No
Financial Accounting 1 (ACCT 211)	75	5	No	Yes IES 2 p7 (a)(i), (a)(ii)	Yes	Yes (CAT FA2)
Financial Accounting 2 (ACCT 212)	75	5	No	Yes IES 2 p7 (a)(i), (a)(ii), (a)(iv), (a)(v)	Yes (8 Credits)	Yes (CAT FFA and ACCA F3)

Principles of Management (MGMT 201)	75	5	No	Yes IES 2 p7 (f)(i), (f)(ii), (f)(iii), IES 3 p 7 (b)(i), (b)(vi), (b)(vii)	Yes (6 Credits)	Yes (CAT FAB and ACCA F1)
Management Accounting 1 (ACCT 221)	75	5	No	Yes IES 2 p7 (b)(i), (b)(ii)	Yes	Yes (CAT MA2)
Third Year						
Management Accounting 2 (ACCT 321)	75	5	No	Yes IES 2, p7 (b)(i), (b)(ii), (b)(iii), (b)(iv), (b)(v)	Yes (8 Credits)	Yes (CAT FMA and ACCA F2)
Behavioral Economics (ECON 311)	15	1	No	None	No	No
Business Ethics (MGMT 311)	45	3	No	Yes IES 4 p11 a-c	No	Yes (ACCA Ethics Module)
Accounting Information Systems (ACCT 331)	45	3	No	Yes IES 2 p7 (h)(i), (h)(ii), (h)(iii)	Yes (6 Credits)	No
Accounting Software (ACCT 332)	45	3	No	Yes IES 2 p7 (h)(i), (h)(ii), (h)(iii)	No	No
Cambodian Business Law (LAWS 311)	75	5	No	Yes IES 2 p7 (g)(i), (g)(ii); IES 3 p7 (a)(iii); IES 4p11 (c)(iii)	Yes (6 Credits)	Yes (Exemption from ACCA F4)
Audit Theory and Practice (ACCT 341)	75	5	No	Yes IES 2 p7 (e)(i), (e)(ii), (e)(iii), (e)(iv), (e)(v), (f)(iv); IES 3 p7 (a)(ii), (c)(ii), (c)(iii), IES 4 p 11 (a)(i), (a)(ii)	Yes (8 Credits)	Yes (CAT FAU)
IFRS for SMEs (ACCT 311)	75	5	No	Yes IES 2 p7 (a)(i), (a)(ii), (a)(iv), (a)(v)	No	No
Finance 1 (FINC 301)	75	5	No	Yes IES 2 p7 (c)(i), (c)(ii), (c)(iii)	Yes (6 Credits)	Yes (CAT FFM)
Fourth Year						
Finance 2 (FINC 401)	75	5	No	Yes IES 2 p7 (c)(i), (c)(ii), (c)(iii), (c)(iv), (c)(v), (c)(vi)	Yes (6 Credits)	Yes (ACCA F9)
International Financial Reporting (ACCT 411)	75	5	No	Yes IES 2 p7 (a)(i), (a)(ii), (a)(iv), (a)(v), (a)(vi); IES 3 p7(a)(ii), (c)(ii), (c)(iii)	Yes (8 Credits)	Yes (ACCA F7)
Banking and Financial Institutions and Services (FINC 411)	75	5	No	None	No	No
Cambodian Tax (ACCT 451)	75	5	No	Yes, IES 2 p7 (d)(i), (d)(ii), (d)(iii), (d)(iv); IES 3 p7 (a)(iii)	Yes (8 Credits)	Yes (Exemption from ACCA F6)
Business Strategy (MGMT 421)	75	5	No	Yes IES 2 p7 (k)(i), (k)(ii), (k)(iii), (k)(iv), (k)(v); IES 3 p7 (a)(i), (a)(ii), (a)(iv), (a)(v)	No	No, but covers much of the ACCA SBL
Team Psychology (PSYC 411)	15	1	No	Yes, IES 3 p7, (b)(i), (b)(vi), (b)(vii)	No	No
Valuation and Investments (FINC 412)	75	5	No	No	No	No

¹ IFAC IES Requirements

The International Federation of Accountants (IFAC) is the main international organization setting standards for professional accountant and audit organizations worldwide. For a professional accounting or audit association qualification to be recognized internationally, it is generally a necessary first step to be a recognized member of IFAC.

IFAC sets educational standards which list the competences required by professional accountants and auditors who wish to be internationally recognized by IFAC. These standards are called International Education Standards (IES).

The IESs relevant to the bachelor of accounting and finance are IES 2, IES 3, and IES 4. The CamEd Bachelor of Accounting and Finance fulfills the educational requirements of each of these standards. However, the following IES requirements are not specifically matched to courses in the above table because they are taught more generally through a number of courses:

- IES 3 (c)(i) Demonstrate a commitment to lifelong learning.
- IES 3 (c)(iii) Set high personal standards of delivery and monitor personal performance, through feedback from others and through reflection.
- IES 3 (c)(iv) Manage time and resources to achieve professional commitments.
- IES 3 (c)(v) Anticipate challenges and plan potential solutions.
- IES 3 (c)(vi) Apply an open mind to new opportunities.
- IES 3 (d)(i) Undertake assignments in accordance with established practices to meet prescribed deadlines.
- IES 3(d)(ii) Review own work and that of others to determine whether it complies with the organization's quality standards.
- IES 3 (d)(v) Apply delegation skills to deliver assignments.

² Draft KICPAA Syllabus

Cambodians who act as a public accountant or auditor must be a member of the Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA). KICPAA requires that applicants to be a CPA in Cambodia hold an internationally recognized CPA or CA qualification. KICPAA does not currently have its own examination scheme, but it has regularly communicated that it will introduce its own examinations. KICPAA has not set out the bachelor degree requirements for a candidate to sit its future exams. However, in 2010 KICPAA with World Bank advising produced a draft curriculum for a qualifying bachelor degree. To date, this draft was not adopted nor has it been amended or replaced. Nevertheless, the draft KICPAA remains the sole benchmarking reference for potential KICPAA educational requirements. As CamEd is eager to insure its graduates can meet local requirements, CamEd continues to benchmark this draft. The CamEd curriculum meets all of the requirements of the KICPAA draft curriculum, except for the number of credit hours as disclosed in the table above.

³ ACCA and CAT Courses

The Association of Chartered Certified Accountants (ACCA) is the largest international professional body for accountants and auditors. The ACCA provides examinations that lead to qualifications including a Certified Accounting Technician (CAT) qualification and a higher level professional qualification with the same name as the association “ACCA”. The ACCA qualification is currently accepted in Cambodia to admit Cambodians to KICPAA. The CamEd Bachelor of Accounting and Finance aims to prepare students for these professional exams, partly by including the ACCA exam syllabuses in this curriculum. Below is list of CAT and ACCA courses and the corresponding CamEd Bachelor of Accounting and Finance course that fully adopts the CAT/ACCA syllabuses:

CAT Exam	CamEd Course
FA1 Recording Financial Transaction	None (exemption from ACCA is claimed)
MA1 Management Information	None (exemption from ACCA is claimed)
FA2 Maintaining Financial Records	Financial Accounting 1
MA2 Managing Costs and Finances	Management Accounting 1
FFA Financial Accounting	Financial Accounting 2
FMA Management Accounting	Management Accounting 2
FAB Accountant in Business	Principles of Management
FAU Theory and Practice of Audit	Audit Theory and Practice
FFM Foundations in Financial Mgmt	Finance 1
ACCA Exam	CamEd Course
F3 Financial Accounting	Financial Accounting 2
FMA Management Accounting	Management Accounting 2
FAB Accountant in Business	Principles of Management
F4 Corporate and Business Law	Exemption is claimed for Cambodia Business Law
F5 Performance Management	None
F6 Taxation	Exemption is claimed for Cambodian Taxation
F7 Financial Reporting	International Financial Reporting
F8 Audit and Assurance	None
F9 Finance Management	Finance 2
Strategic Business Reporting	None
Strategic Business Leader (SBL)	Business Strategy partially adopts SBL
Advanced Performance Management	None
Advanced Financial Management	None

APPENDIX 2

CURRICULUM COMMITTEE AND POLICIES

1. RESPONSIBILITIES OF THE CURRICULUM COMMITTEE

The Curriculum Committee is a committee of the Board of Trustees and acts as an advisory body to it. The Curriculum Committee is headed by the President of the school and is supported by an appropriate number of committee members. The specific responsibilities of the Curriculum Committee are to:

- 1.1 Develop, review and approve the requirements for any degree or diploma issued by the school;
- 1.2 Review the program specification and curriculum for conformity with the vision and mission of the school;
- 1.3 Evaluate, develop and improve the program specification and curriculum;
- 1.4 Review program specification curriculum changes, additions and deletions proposed by faculty or other stakeholders; and
- 1.5 Address any other related program specification or curricular issues.

2. COMPOSITION OF THE CURRICULUM COMMITTEE

The composition of the Curriculum Committee shall be as follows:

- 2.1 The President of the school shall serve as chairperson of the Curriculum Committee.
- 2.2 The Committee shall be supported by a number of members deemed appropriate and necessary by the Board of Directors. These members may be of three types: Board Members, Faculty, and Experts. The curriculum committee members shall be selected and approved by the Board of Directors.
- 2.3 In selecting the members of the Curriculum Committee, the Board shall consider an appropriate mix of expertise to achieve a quality curriculum.
- 2.4 Curriculum Committee Members shall have at least a master degree in a relevant subject or a professional qualification of a similar level, such as CPA/ACCA/CFA.
- 2.5 Curriculum Committee Members must have professional experience in higher education or significant professional or academic experience in the fields of finance, management, accounting or audit.

3. SELECTION OF MEMBERS OF THE CURRICULUM COMMITTEE

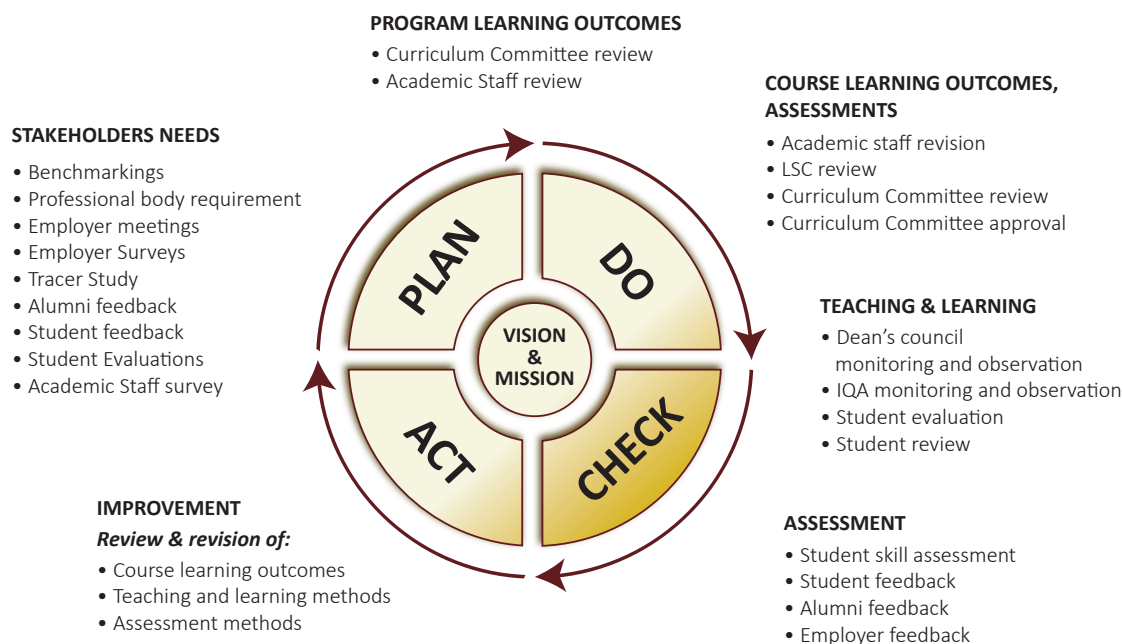
- 3.1 The President is a permanent member of the Curriculum Committee.
- 3.2 Curriculum Committee Members are approved by the Board.
- 3.3 Board members, faculty members and outside experts may be invited to join the Curriculum Committee for periods of one year or less, as determined necessary by the Board to achieve the objectives of the Committee.

- 3.4 Upon Board decision, the role of an expert advisor may be ad hoc with responsibilities and duration of employment restricted to specific curriculum development activities.
- 3.5 Curriculum Committee Members may be recruited directly by the President, Board or representative, if the President or Board delegates such authority.

4. PROCEDURAL GUIDELINES OF THE CURRICULUM COMMITTEE

Procedural guidelines shall be as follows:

- 4.1 Program specification and curriculum proposals or recommendations may be offered to the Curriculum Committee by any member of the Committee, faculty or Board of Directors. Such proposals or recommendations should take into consideration the vision and mission of the institute.
- 4.2 The President shall set the Curriculum Committee agenda, taking into consideration the advice of the other Curriculum Committee members and based on the needs of the school, students and stakeholders and taking into consideration changes and findings regarding the economic and regulatory environment. The figure below represents the CamEd curriculum design and development process.



- 4.3 The Curriculum Committee may discuss its business in person or via email or other electronic means.
- 4.4 Approved documents and decisions shall be reported to the board and filed with the Learning Support Center, ideally in the school Google Drive or similar central storage.
- 4.5 Program specification and curriculum shall be developed and improved with research on the knowledge, skills and attitudes required by employers. Periodic formal and informal surveys of the needs of employers shall be conducted.
- 4.6 Lecturers will be a front-line quality control for the success of the curriculum. Management and lecturers will hold regular informal meetings to discuss the

effectiveness of the curriculum and syllabuses. Periodically, lecturers shall be formally invited to give comment on the overall curriculum as well as the syllabus for their courses.

- 4.7 A sample of individual students and alumni will be asked their opinion on the value and effectiveness of the curriculum during and after their studies. This will help the school to understand the impact on their studies and lives.
- 4.8 The Curriculum Committee will benchmark CamEd curriculum with that of respected universities in the United Kingdom and the United States.

5. VOTING PROCEDURES OF THE CURRICULUM COMMITTEE

Voting by Curriculum Committee members shall be conducted as follows:

- 5.1 Each member of the Curriculum Committee shall have one vote. If a voting member is absent, the member may vote by proxy.
- 5.2 The President shall endeavor to involve all members of the Committee in decision making, however no quorum shall be required to conduct the business of the Committee.

6. PROCEDURES FOR AMENDING POLICIES OF THE CURRICULUM COMMITTEE

Amendments to these Policies and Procedures shall be carried out by vote of the board of directors.

7. BUDGET OF THE CURRICULUM COMMITTEE

The Curriculum Committee shall have a minimum budget of \$10,000 per year per curriculum for purposes of conducting research and soliciting advice of experts, research and lecturers. Expenditure is not compulsory and any excess funds at the end of an academic year shall be returned to the institute general budget.



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