

381119: Principles of Financial Accounting

MGMT-X 1A

Summer 2021 Section 1 4 Credits 06/22/2021 to 08/31/2021 Modified 06/18/2021

Description

This course is the first in a two-course Principles of Financial Accounting sequence and provides an introduction to accounting theory, principles, and practice. Instruction covers the uses, communication, and processing of accounting information, as well as the recording, analyzing, and summarizing of procedures used in preparing balance sheets and income statements. Additional topics include accounting for purchases and sales, receivables and payables, cash and inventories, plant and equipment, depreciation and natural resources, intangible assets, and payrolls. Sole proprietorships and partnerships also are examined. Transferable for UC credit.

Objectives

This course is the first in a two-course Principles of Accounting sequence and provides an introduction to accounting theory, principles, and practice. Instruction covers the uses, communication, and processing of accounting information, as well as the recording, analyzing, and summarizing of procedures used in preparing balance sheets and income statements. Additional topics include accounting for purchases and sales, receivables and payables, cash and inventories, plant and equipment, depreciation and natural resources, intangible assets, and payrolls. Sole proprietorships and partnerships also are examined.

Outcomes

Students must receive a minimum 2.5 GPA or better for courses completed in their certificate.

Materials

Accounting Principles

Publisher: Wiley (WileyPLUS Products)

Edition: 13

ISBN: 978-1119411482

Required

The hardback book (included WileyPlus reg code) costs about \$330.00. It will be used for Accounting 1A and 1B.

The text must include a registration code for WileyPlus so buying a used textbook alone will not be sufficient. However, a registration code alone can be purchased for about one half the cost of the hardback text.

Do NOT get the "International" version.

Deliverables

Complete the following tasks each week:

1. Familiarize yourself with the chapter prior to the time it is covered in class (see schedule)

2. Attend class chapter lecture, ask questions
3. Read the chapter in detail the day following class
4. Do the Orion chapter assignment. Your goal should be 80%
5. Do the assigned homework. View the video examples as needed

✓ Evaluation

Students must receive a minimum 2.5 GPA or better for courses completed in their certificate.

Criteria

The final course grade is based on the following. See **WEEKLY COURSE TASKS** below.

| Item | Number | Points | Total | % |
|-------------------|--------|--------|------------|------------|
| Homework | 12 | 10 | 120 | 24 |
| Adaptive Practice | 12 | 10 | 120 | 24 |
| Midterm | 2 | 70 | 140 | 28 |
| Final Exam | 1 | 100 | 100 | 20 |
| Attendance | 11 | 20 | 20 | 4 |
| Total | | | 500 | 100 |

GRADING RUBRIC

| Item | Grading Methodology |
|----------|---------------------|
| Homework | graded in WileyPlus |
| Quizzes | graded in WileyPlus |
| Orion | graded in WileyPlus |
| Midterm | graded in WileyPlus |
| Final | graded in WileyPlus |

Breakdown

The standard grading scale applies (%) will be granted ~ **All grades are final.**

| | | | | |
|------------|-----------|-----------|-----------|----------------|
| 90-100 = A | 80-89 = B | 70-79 = C | 60-69 = D | 59 & below = F |
|------------|-----------|-----------|-----------|----------------|

Students must receive a minimum 2.5 GPA or better for courses completed in their certificate.

* Course Policies

Instructor Expectations

Course Format: Online

This course is designed to be completed entirely online. All course activities and assignments will be managed through Canvas – you will use your unique username and password to log into the course, interact with your instructor and fellow students, and submit any required assignments.

Since attendance is asynchronous (not in real time), you may login at any time of the day. However, you are expected to participate in the virtual classroom on a weekly basis and complete all readings, discussion requirements and assignments/exams as required (see **Course Policies** below for more information).

Please keep a copy of all assignments and work submitted. Print the syllabus for your reference. It is your responsibility to be aware of all assignments, due dates and guidelines.

Note the following points about online courses at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers such as Firefox, Safari, or Chrome.
- Students should familiarize themselves with Canvas and are responsible for meeting the minimum technical requirements for using Canvas.
 - For more information about the Canvas learning management system, please visit: <http://student.uclaextension.edu/our-platform/overview/> (<http://student.uclaextension.edu/our-platform/overview/>)
 - For information about the technical requirements for web-enhanced courses, please visit: <http://student.uclaextension.edu/support/technical-requirements/> (<http://student.uclaextension.edu/support/technical-requirements/>)
- Course materials will become available two days before the beginning date of the course.
- Students must follow all posted deadlines and must complete all work in Canvas by the end of the course. Students receiving an “Incomplete” may not complete work within Canvas and must work individually with their instructor to satisfy completion requirements.

Planning Your Study Time

To plan your study time, it is estimated that you will spend 3 hours per week "in class" with the instructor and approximately 7 additional hours per week outside of class studying for exams, reading, and completing assignments. Depending on the extent of your academic preparation and recent college-level coursework in this topic area, the amount of study time needed may vary considerably.

Policies about Deadlines and Late Work

Life happens and I understand that work and family emergencies occur. If your work is posted late but during the week that it is due, you'll receive full points. If you contact me before the assignment is late, we can try to work out something for your schedule. However, there are no extensions for the class. All work must be turned in by the last day of class.

Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services

such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by email at access@uclaextension.edu. For complete information see:

<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except *Incomplete* may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, 1145 Gayley Ave., Los Angeles, CA 90024; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at <http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

Additional Items

Protecting Privacy and Data During Live Instruction

Live meeting sessions for this class, when applicable, are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. Due to privacy, recordings are not available for download and are only accessible via Canvas for the duration of the class. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video and/or audio. If you also prefer to use a pseudonym instead of your name, please let the instructor know what name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to "everyone"). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be

deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
 - What are the basic computer specifications for Canvas? - <https://community.canvaslms.com/docs/DOC-10721>
 - Which browsers does Canvas support? - <https://community.canvaslms.com/docs/DOC-10720>
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as access to the online environment of a specific course is limited to 30 days after the final course date, as listed in the course catalog.

To download all your assignment submissions in Canvas, please refer to the [online support guide](https://community.canvaslms.com/docs/DOC-10606). (<https://community.canvaslms.com/docs/DOC-10606>) for more information or contact Canvas Support via the help menu within Canvas.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on **Help** (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

Campus Safety Escorts

For students taking classes held on the UCLA campus and in and around Westwood Village, the UCLA Police Department provides a free walking escort service every day of the year from dusk until 1 a.m. Community Service Officers (CSOs) are available to walk students, faculty, staff members and visitors to and from anywhere on campus, in Westwood Village, and in the village apartments. CSOs are uniformed students who have received special training and are employed by the UCLA Police Department. To obtain an escort, please call (310) 794-9255 and allow 15 to 20 minutes for your escort to arrive. For complete information, see: <https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts> (<https://www.ucpd.ucla.edu/services/community-service-officers-csos/evening-escorts>)

Schedule

| Week | Assignment | Topics | Homework Orion |
|---------|--------------------|-------------------------------------|-------------------|
| Week 1 | Chapter 1, 2 | Accounting | WileyPlus |
| Week 2 | Chapter 2, 3 | Recording, Adjustment | WileyPlus |
| Week 3 | Chapter 4 | Adjustment, Closing | WileyPlus |
| Week 4 | Chapter 5 | Merchandising Inventories | WileyPlus |
| Week 5 | Chapter 6 | Merchandising Inventories | WileyPlus |
| Week 6 | Chapter 7, 8 | Systems, Internal Control & Cash | WileyPlus |
| Week 7 | Chapter 9 | Receivables | WileyPlus |
| Week 8 | Chapter 10 | Capital Assets | WileyPlus |
| Week 9 | Chapter 11 | Payroll | WileyPlus |
| Week 10 | Chapter 12 | Partnerships | WileyPlus |
| Week 11 | Review, Final Exam | | WileyPlus |