

MANAGEMENT 1A – PRINCIPLES OF ACCOUNTING

Fall 2022 – 4 Units

Course Syllabus

Instructor Information

Faculty of Record: Elizabeth Woo
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Office location: Anderson A-4.09
Office hours: MW 10:00 – 10:45
I am also available for virtual office hours via Zoom (by appointment only)

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Course meeting times and location

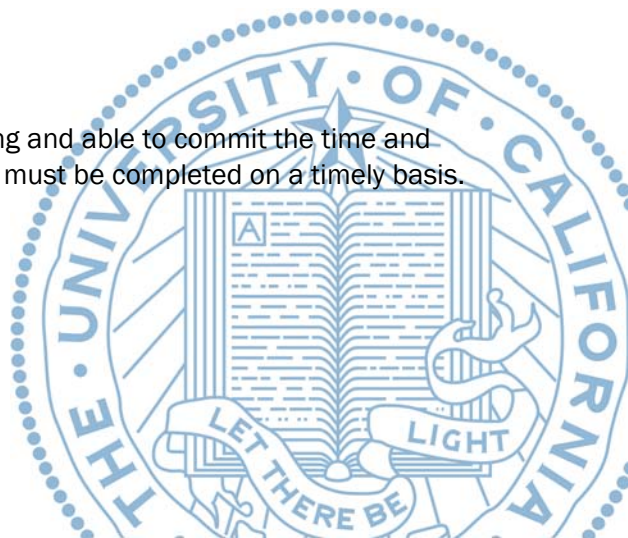
Course Day & Time: Section 1: MW 12:30 PM – 1:45 PM
Course Location: C 3.14 Entrepreneurs Hall
Course Site: <https://bruinlearn.ucla.edu/courses/142245>

Course Description

This course introduces financial accounting principles, including financial statement preparation and analysis. The course also covers accounting for assets and current liabilities. Topics covered include:

- Cash
- Receivables
- Investments/Marketable Securities
- Inventories and Cost of Sales
- Plant Assets
- Intangible Assets
- Other Long-Lived Assets
- Current Liabilities and Payroll

Accounting is a learn-by-doing subject. Decide today that you are willing and able to commit the time and resources it will take to succeed in this class. Reading and homework must be completed on a timely basis.
Do not fall behind.



Course Objectives

To introduce students to accounting theory and procedures, including preparing and using the basic financial statements; to obtain a basic understanding of accounting terminology and bookkeeping mechanics; to understand the accounting cycle from transactions to financial statements; and to provide an introduction to careers in accounting, finance, and consulting. In this course you will:

- Develop an introductory understanding of generally accepted accounting principles (GAAP)
- Apply generally accepted accounting principles to real-world scenarios
- Appropriately use computers and technology to complete accounting related tasks
- Develop effective interpersonal communication skills (electronic, written and oral)
- Develop a sense of curiosity
- Develop analytical, critical and strategic thinking skills

Course Materials

Required Text:

- *Financial & Managerial Accounting*, Ninth Edition by Wild, et al, published by McGraw Hill
 - Do not use an old edition. Accounting standards change frequently.
 - Page and problem numbers change between editions and may not align to assigned homework.

This course is part of the UCLA Inclusive Access program. Your course materials are being automatically provided to you, digitally, through the course website upon enrollment. The materials are being provided at a reduced price. You will receive an e-mail from the UCLA Store directly to your email address on file with the UCLA Registrar with program and cost details. It is ***your responsibility*** to read all communication coming from the bookstore. (Check your spam folder if not received.)

Everyone enrolled in this course is automatically a participant to start and will have access to the materials through 2nd week of class. Those remaining in the program after 2nd week will be billed for the materials directly to their BruinBill account and will continue to have access to the course materials. ***If you do not wish to participate in Inclusive Access, you must opt-out by the Friday of 2nd week opt-out deadline or you will be billed.*** Those who opt-out will lose access to the digital materials starting week 3 and will be responsible for getting the materials on your own.

Do not pay for your materials through the publisher website, unless you are opting out of Inclusive Access. If the link provided requires an access code, it will be delivered to you in your welcome e-mail from the bookstore. All Inclusive Access course materials will be billed to your BruinBill account.

Any questions regarding the Inclusive Access program can be directed to inclusiveaccess@asucla.ucla.edu.

Lecture Notes:

- Fill-in-the blank style lecture notes are available to you on the course website, organized by Chapter.

Course Outline

Week	Date(s)	Topic	Assigned Homework
0		Welcome to MGMT 1A	<ul style="list-style-type: none"> Read Entire Syllabus Watch Welcome Videos
1	9/26/2022	Chapter 1: Accounting in Business	<ul style="list-style-type: none"> QS 1: 2, 7-11, 13, 14 E 1: 9, 10, 14 P 1: 1A (part a. only), 1B (part a. only)
1/2	9/28/2022 & 10/3/2022	Chapter 2: Accounting for Business Transactions	<ul style="list-style-type: none"> QS 2: 2-9, 12, 13 E 2: 5, 7, 9, 10, 12, 13, 17, 18, 25-27 P 2: 1A, 4A, 7A
2	10/5/2022	Chapter 3: Adjusting Accounts for Financial Statements	<ul style="list-style-type: none"> QS 3: 4-11, 13, 14 E 3: 6-9, 11 P 3: 2A, 7B
2	10/7/2022	Quiz #1 (covers Ch. 1 & 2 only)	
3	10/10/2022	Chapter 3: Worksheets	<ul style="list-style-type: none"> QS 3: 18, 20 E 3: 20, 21 P 3: 3A, 3B
3	10/12/2022	NO CLASS	
3	10/14/2022	Quiz #2 (covers Ch. 3 only)	
4	10/17/2022	Chapter 6: Cash, Fraud and Internal Controls Multiple Step Income Statement	<ul style="list-style-type: none"> QS 6: 1, 4, 10, 11 E 6: 3, 5, 11-14 P 6: 4A
4	10/19/2022	Appendix C: Investments	<ul style="list-style-type: none"> QS C: 3-9, 11 E C: 2, 5-7 P C: 1A, 2A
5 & 6	10/24/2022 & 10/26/2022 & 10/31/2022	NO CLASS	
6	11/2/2022	Chapter 7: Accounting for Receivables	<ul style="list-style-type: none"> QS 7: 1-3, 6-10, 18, 21 E 7: 1-5, 10, 13, 14, 17-21 P 7: 1A, 3A, 4A, 5A
6	11/4/2022	Quiz #3 (covers Ch. 6, 7 & App. C only)	
7	11/7/2022 & 11/9/2022	Chapter 4: Accounting for Merchandising Operations	<ul style="list-style-type: none"> QS 4: 2-7, 10, 14, 15, 20, 21, 23, 26-28 E 4: 1, 3, 6, 8-11, 15, 17, 28, 29 P 4: 1A, 3A
8	11/14/2022 & 11/16/2022	Chapter 5: Inventories and Cost of Sales	<ul style="list-style-type: none"> QS 5: 1, 2, 4-10, 23, 25, 26 E 5: 1-5, 8, 14, 16, 17, 19-21 P 5: 1A (Part 3, omit c. & d.), 2A, 5A, 7A
8	11/18/2022	Quiz #4 (covers Ch. 4 & 5 only)	
9	11/21/2022 & 11/23/2022	Chapter 8: Accounting for Long Term Assets	<ul style="list-style-type: none"> QS 8: 1, 4-6, 9, 10, 12, 13, 15, 21, 22 E 8: 1-8, 11-15, 17-19, 21, 22, 25, 26 P 8: 1A, 5A, 7A
10	11/28/2022 & 11/30/2022	Chapter 9: Accounting for Current Liabilities	<ul style="list-style-type: none"> QS 9: 3, 4, 8, 10, 13, 15, 17, 19 E 9: 2, 7-12, 19, 20 P 9: 2A, 4A
10	12/2/2022	Quiz #5 (covers Ch. 8 & 9 only)	
F	12/5/2022	** PRACTICE SET DUE BY 8:00 PM (PST) **	

Evaluation and Grading

Required Assignments and Weighted Percentages

This course will be graded using the following weighted percentages for each of the assignments in the course. Feedback and grades are typically posted within one week of assignment due dates.

Assignments	% of Grade
Quiz #1	10%
Quiz #2	10%
Quiz #3	10%
Quiz #4	10%
Quiz #5	10%
Practice Set Assignment	50%
Total	100%

Grades

Course grades will be curved in accordance with the grade distribution system used by the Accounting Area of the Anderson School.

Class Attendance and Homework

- You are responsible for completing the assigned reading **before** attending the related lecture.
- Assigned homework is intended to be completed **after** the related lecture and is the best way to reinforce concepts introduced in class and prepare for the quizzes. Homework will not be collected, but quiz questions will be very similar to homework questions.
- Email, recorded lectures and office hours are not to be used as a replacement for attending class.

Homework suggestion:

- First: review class material and re-do class problems; review corresponding textbook material;
- Then: attempt quick study (QS) using the text and notes to help you, if needed;
- Finally: work Exercises (E) and Problems (P) as if you are taking a quiz (no notes, no textbook)
- Note – do not look at any solutions until you have completed each problem. Your goal should be to get a high percentage of the homework problems correct on the first attempt.

Practice Set Assignment

The practice set is accessible via the “Practice Set” tab in our class site. The practice set can be printed, completed by hand, and scanned; or completed electronically by typing/writing your responses onto the PDF doc. The assignment must be turned in PDF format via the course website by the due date and time. Late submissions will not be accepted and will result in a score of zero on the assignment.

The practice set provides students an opportunity to practice the concepts learned in class in a simulated start up business environment. The practice set will improve your understanding and application of the accounting process by walking through the various transactions at a small company, journalizing, posting, and creating the basic financial statements, and closing the books at period end.

The practice set is to be completed **on your own**. Anything you turn in must be **your own work only**. This means you are not to work on the assignment in groups, copy work from any other student, etc.

Quizzes

There will be 5 periodic quizzes. Each quiz will cover the Chapter(s) presented in the week(s) just prior to the quiz. Remember: Accounting by its' nature is cumulative – each subject area builds on the last area. Quizzes will thus be “cumulative”, but the material covered in each quiz will be limited to the material covered since the last quiz.

- Each quiz will consist of 10 multiple choice questions.
- **All quizzes are closed book, closed note.** Given our remote test taking environment, you are on the honor system. **Please do not take advantage of the situation and circumstances.**
- **Absolutely NO sharing of quiz information, questions, answers, etc. is permitted.**
- Each quiz will open at 8:00 AM (PST) and close at 8:00 PM (PST). You must begin the quiz during this time period. Once you begin the quiz, you will have **20 minutes** to complete the quiz.
- Due to the high number of students enrolled in the class, quizzes must be taken on the scheduled day. Failure to take a quiz will result in a score of zero for that quiz. **There will be no make-up quizzes** (other than for the normal accommodations for confirmed disabilities through CAE; religious observances; confirmed illness and/or death in the immediate family).
- You may use a simple calculator. Graphing, financial or scientific calculators are not necessary.

The quizzes are application focused, requiring you to understand and apply the accounting principles learned, not just memorize information. Quiz questions will consist of material presented in the lectures and covered in the homework problems. Quiz questions and answer choices will be randomized in nature and presentation (i.e., not all students will be asked the same questions, in the same order). **The quizzes will get progressively harder as the quarter goes on and the material gets more complex.**

Once the quiz period has closed for everyone (i.e., after 8:00 PM PST), you will be able to review your responses and see which questions you got correct/incorrect.

UCLA Policies

Code of Conduct

All participants in the course are bound by the **UCLA Student Conduct Code**:
(<https://deanofstudents.ucla.edu/individual-student-code>)

Netiquette

The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such a lack of the face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose your comments in a positive, supportive, and constructive manner.

Academic Integrity

UCLA is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, instructors, students, and administrative officials are all responsible for maintaining this environment. It is essential that all members of the academic community practice academic honesty and integrity and accept individual responsibility for their work. Academic misconduct is unacceptable and will not be tolerated in this course. Cheating, forgery, dishonest conduct, plagiarism, and collusion in academic misconduct erode the University's educational, research, and social roles.

Students who knowingly or intentionally conduct or help another student engage in acts that violate UCLA's expectations of academic integrity will be subject to disciplinary action and referred to the Dean of Students' Office.

Please familiarize yourself with **UCLA's Academic Integrity Policy** (<https://www.deanofstudents.ucla.edu/Academic-Integrity>) and speak to your instructor if you have any questions about what is and is not allowed in this course.

Integrity in Research

Integrity in research includes not just the avoidance of wrongdoing, but also the rigor, carefulness, and accountability that are hallmarks of good scholarship. All persons engaged in research at the University are responsible for adhering to the highest standards of intellectual honesty and integrity in research.

Please familiarize yourself with the **University of California Policy on Integrity in Research** (https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-190-b.pdf)

Accessible Education & Inclusive Education

Disability Services

is committed to providing a barrier free environment for persons with documented disabilities. If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation in the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodation via the CAE website. Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the CAE website (www.cae.ucla.edu), visit the CAE at A255 Murphy Hall, or contact CAE by phone at (310)825-1501.

Equity, Diversity, and Inclusion

Please familiarize yourself with UCLA Anderson's commitment to maintaining an equitable, diverse, and inclusive community:

(<https://www.anderson.ucla.edu/about/equity-diversity-and-inclusion>)