

ACG 2021
Introduction to Financial Accounting
Summer A 2017

PROFESSOR: Jill K. Goslinga, CPA, J.D.
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Email: ACG2021Instructor@warrington.ufl.edu
World Wide Web: <https://lss.at.ufl.edu/> (canvas login)
LIVE CLASS: Monday, Tuesday and Wednesday 11:00-1:30 and Thursday 11:00-12:15 in HVNR 150
OFFICE HOURS: Tuesday 1:30-2:30 and Thursday 9:45-10:45 in Gerson 315

Purpose and Objectives:

This is an introductory course intended to develop an understanding of the environment, role, and basic principles of financial accounting, primarily from the standpoint of the user of financial information. The course is not directed towards the needs of any particular major. The objectives of this course are as follows:

1. Identify the information conveyed in each of the four basic financial statements and the way that it is used by different decision makers.
2. Identify what constitutes a business transaction and apply transaction analysis to record the effects of those transactions.
3. Prepare basic financial statements based upon Generally Accepted Accounting Principles.
4. Describe common financial statement relationships used in financial analysis.

Text: Harrison, Horngren & Thomas, Financial Accounting, 11th edition, Pearson.

The purchase options for the textbook are as follows:

UF Bookstore

- Full package with value edition of textbook, e-text, and access to my accounting lab
- E-text and access code to my accounting lab

Direct from Pearson

- E-text and access code to my accounting lab
- value edition of textbook (print upgrade)
- access code to my accounting lab

My Accounting Lab

This course requires the use of My Accounting Lab from Pearson publishing company. All quizzes will be assigned and graded through My Accounting Lab (accessed through the canvas class website).

Registering for MAL:

1. Sign in to Canvas and enter the ACG2021 Canvas course.
2. Select MyLab & Mastering in Course Navigation pane to the left, and then select any course link on the Pearson page.
3. Go to Get Access to Your Pearson Course Content.
4. **Accept** the End-User License Agreement and Privacy Policy.

If you previously linked your Canvas & Pearson accounts, go directly to Pearson payment page. Skip to step 6.

5. To link your Canvas and Pearson accounts, do one of the following:
 - If you already have a Pearson account, enter your username and password.

Tip: To look up your Pearson account, select **Forgot your username or password?**

- If you do not have a Pearson account, select **Create** and follow the prompts to create a new account.
6. To get access to your Pearson course, do one of the following:
 - Select **Access Code**, enter your access code, and select **Finish**.
 - Under Use a Credit Card or PayPal, select the button with the applicable price and enter your payment information.
 7. When the registration is complete, the **You're Done** page appears and you get a confirmation email. You can close the You're Done page and return to your Canvas course. From now on, when you select any of the MyLab & Mastering links in your Canvas course, your MyLab & Mastering course immediately opens in a new tab.

Contact Pearson 24/7 Technical Support. After providing your name and email to the agent, make sure to tell them you access your course through Canvas. They will need the detail of your course, which can be found by clicking **MyLab/Mastering** from the navigation bar, then clicking the **Diagnostics** link at the top of the page. This information may be downloaded and attached to your chat. Please always provide an incident number to your professor if your issue remains unresolved.

Prerequisite:

Sophomore standing or completion of 24 semester hours.

How to Succeed in this Course

In order to succeed in this course you must keep up with the material. There is a lot of material covered in this course and the concepts in each chapter build on the concepts discussed in the previous chapter. You should plan to spend between 15 to 20 hours a week in addition to lecture preparing for the course. The following steps will ensure you perform to the best of your ability:

1. Read the assigned chapter and take notes on the chapter prior to lecture
2. Complete the pre-work assigned for each chapter prior to lecture (accessed by clicking modules/do homework in canvas)
3. Attend or watch lecture (Do not let yourself get behind if you are watching lecture online)
4. After lecture complete the applicable homework using the notes you completed in step 1 above and additional study plan problems for any concepts that you need more practice. (accessed by clicking modules/do homework in canvas)
5. Attend office hours to review any issues from the homework.
6. Take the assigned quiz (or if no quiz is assigned for the chapter complete extra practice problems in the study plan)

Getting Assistance and Staying in Touch:

There is an announcement section within the class website. This will be the vehicle by which all announcements will be made. You are expected to check the class website on a **DAILY** basis to check for any new announcements and to check the calendar to make sure due dates have not changed. Any change in office hours, exam dates, quiz dates, or class schedule will be announced in the announcement section of the class website. You are responsible for all announcements posted on the class website.

Contact Information

Questions regarding My Accounting Lab (including any questions related to quizzes) contact the student assistant at: ACG2021MAL@warrington.ufl.edu

All other questions: Contact the student assistant at ACG2021SA1@warrington.ufl.edu .

Emails to Professor Goslinga must be sent to ACG2021instructor@warrington.ufl.edu and must be sent from your UF email address.

For technical difficulties with access to class website, video lectures, and other technology-based resources, please contact Student Support at the Technology Assistance Center (TAC):

TAC@warrington.ufl.edu

352-373-0248

122 Bryan Hall

For technical issues within **My Accounting Lab** you should contact Pearson 24/7 Technical Support. After providing your name and email to the agent, make sure to tell them you access your course through Canvas. They will need the detail of your course, which can be found by clicking **MyLab/Mastering** from the navigation bar, then clicking the **Diagnostics** link at the top of the page. This information may be downloaded and attached to your chat. Please always provide an incident number to your professor if your issue remains unresolved. Please make sure that you are on a stable connection when completing any high stakes assignments, such as quizzes or tests. A stable connection would be a campus computer lab or your home wifi network. An unstable connection would be a Starbucks or Panera network or an air card. As an additional tip, please always do a browser check and clear your cache and cookies often throughout the semester. For more information on this, please visit: <https://support.pearson.com/getsupport/s/?tabset-dd12d=1>

Feedback

In most cases, you can expect:

- A response to your email from the instructor or a Student Assistant within 2 business days.
- Grades to be posted within 3 days of taking your exam.

Office Hours

My office hours are listed at the top of this syllabus and are held in Gerson 315. In addition to my office hours, each student assistant will hold office hours. You may attend the office hours of any of the student assistants. Contact the class website for a list of the office hours held by each student assistant.

The student assistants will hold both actual and virtual office hours. The class website includes instructions for accessing virtual office hours. Virtual office hours allow you to receive help from one of the student assistants remotely. The schedule of student assistant office hours located on the class website denotes which office hours are actual office hours (held in Gerson 125) or virtual office hours.

Accessing the Course Website:

****You must use Google Chrome to access the canvas class website****

Go to <https://lss.at.ufl.edu/> and click on the canvas login.

Then: 1. Log in using your GatorLink Username and password

2. Choose ACG 2021 from the list of courses

Note: You must be registered for this course to be allowed access to the course materials. It may take 24-48 hours for the website to be updated with the latest enrollment data from the Registrar's Office.

Therefore, if you have just added the course and are denied access, try again in 24 hours.

Lectures:

The class format is live lectures for those students wishing to attend the live lecture, space permitting, and online lectures for those students that want to watch a taped version of the live lecture. There may be a few times during the semester where there is not a live lecture due to Professor Goslinga attending educational

seminars. During those limited times, the lecture may be prerecord ahead of time.

You are expected to attend or watch all lectures according to the schedule outlined below. The lecture notes cannot and should not be a substitute for class attendance. The lecture notes do not include all information discussed in class. Lecture notes are available on the class web site. You should print out a copy of the lecture notes or be able to view the lecture notes on your computer while you are watching lecture. Students are expected to read the assigned chapters before the related topics are discussed in class, this will aid in your understanding of the material we will be discussing in class. Students that attend the live lecture are encouraged to ask questions throughout the lecture.

For issues with **technical difficulties related to the video lectures** please contact the Technology Assistance Center.

- TAC@warrington.ufl.edu
- (352) 373-0248
- 122 Bryan Hall

Homework:

Homework is assigned in My Accounting Lab. Homework is assigned a due date to keep you on track in the course, but can be accessed for extra review after the due date. You can access the homework once in the canvas class website by clicking on the modules tab and then clicking on “do homework.” Homework is not graded, but should be completed prior to taking the quiz.

In addition to assigned homework, My Accounting Lab provides many additional problems and resources to help with any areas of concern. It is suggested that you use the study plan to do additional problems.

Quizzes

1. There will be one syllabus quiz worth 5 points due by **Friday, May 12th**. The syllabus quiz is assigned and must be completed in canvas.
2. There will be seven chapter quizzes assigned during the semester in My Accounting Lab worth 5 points each. There will be a quiz for the following chapters: 2, 3, 5, 6, 7, 8 and 9.
3. Chapter quizzes are due the day after the chapter is covered in lecture. If the chapter is completed early (earlier than the outline listed at the end of the syllabus) the quiz will not be moved up, but if the chapter takes longer than scheduled, the quiz will be moved back.
4. Based on the course schedule at the end of the syllabus the tentative quiz dates are as follows:
 - Chapter 2 Quiz: Wednesday, May 10**
 - Chapter 3 Quiz: Friday, May 12**
 - Chapter 5 Quiz: Wednesday, May 17**
 - Chapter 6 Quiz: Tuesday, May 23**
 - Chapter 7 Quiz: Thursday, May 25**
 - Chapter 8 Quiz: Wednesday, May 31**
 - Chapter 9 Quiz: Wednesday, June 7**
5. All chapter quizzes are assigned in My Accounting Lab.
6. You can access the chapter quiz from anywhere with internet access. You are required to access a quiz on the date assigned. Having a computer that cannot access My Accounting Lab or a computer without internet access is not a valid excuse for missing a quiz.
7. Each chapter quiz will be open for a 24-hour period from 12:01 a.m. to 11:59 p.m. on the assigned date (i.e. you will be able to take the quiz at any time during the 24-hour period.)
8. Once the quiz is opened, you will not be able to close out of the quiz and start over later.

9. Make sure you only press the submit button when you have answered all questions. Once you press the submit button your quiz will be graded and it cannot be re-opened. Please note, in order for your quiz to be graded you must press the submit button when you are finished with your quiz. If you close out of the browser without pressing the submit button your quiz will not be graded and you will not have another opportunity to take the quiz.
10. If you are ill and unable to take a quiz on the assigned date you must bring medical documentation to the My Accounting Lab student assistant's office hours (or send via email to ACG2021MAL@warrington.ufl.edu) within **one week of the quiz date**. Once medical documentation is received, you will be granted access to take the quiz.
11. If you know you will miss a quiz for an excused reason (as determined at the instructor's discretion), you must bring documentation of the absence to the My Accounting Lab student assistant (or send via email to ACG2021MAL@warrington.ufl.edu) at least one week **PRIOR TO** the quiz date. The My Accounting Lab student assistant will work with you to set up a time to take the quiz.
12. **You must follow the instructions included in each question and format your answer as requested in the instructions. Any answer formatted incorrectly will be marked incorrect (i.e. if the instructions state to round the answer to two decimal places and instead of answering 95.41 you answer 95.4 the answer is incorrect.) See the tutorial "How to enter answers" in My Accounting Lab.**
13. If you cannot access My Accounting Lab within the canvas site for any reason during a scheduled quiz you must contact Pearson support. When you contact Pearson support you will be assigned an incident number. Once you receive the incident number, you will need to contact the My Accounting Lab student assistant at ACG2021MAL@warrington.ufl.edu. You must include the incident number from Pearson in your email. If you do not have an incident number that was assigned prior to the quiz due date you will not be granted access to take the quiz.
14. You may review your quiz in my accounting lab after the quiz due date has passed.
15. Any questions regarding your quiz or the grade received on a quiz must be sent to the My Accounting Lab student assistant at ACG2021MAL@warrington.ufl.edu within **1 day** of the quiz due date. There will be no exceptions to this policy.

Examinations and other Matters:

1. Only students that are officially registered for the course at the time of the exam may sit for the exam.
2. Students registered for sections **02F7** will take an assembly exam on campus in a location determined by the first letter of your last name (locations to be posted on the class website prior to the exam).
3. Students registered for sections **02GE and 02G4** will take their exam online through ProctorU. Please see ProctorU instructions on the class website.
4. **For students taking exams through ProctorU please note that exam appointment times are only available from 5:00-7:00 pm (Eastern Standard Time) on the date of the scheduled exam. If you are not located in the Eastern Standard time zone, you should check the appointment times offered for the exam prior to the end of drop/add. Available exam times will not be adjusted according to the time zone that you are located.**
5. The policies in this syllabus do not change throughout the term. **However, circumstances may require changes in exam dates. These will be announced in lecture and announcements on the class website only.** You will receive a zero if you miss an exam/quiz because of an exam date change or any other unexcused reason.
6. All examinations will be comprehensive. Examination questions can relate to materials presented in class, assigned readings, and homework problems.
7. Examinations are scheduled at times set aside by the University for that purpose and have priority over regular classes and examinations scheduled at the same times. There should be little, if any, reason for a valid conflict with these times. In some cases, other courses offer make-ups that allow conflicts to be avoided. If you believe you have a valid conflict, notify your instructor at least 10 days before the

examination date. If an examination is missed without a valid, documented excuse, you will receive a grade of zero for the exam. There will be no exceptions to this requirement. More detail on acceptable reasons for absence and UF policies on attendance are found <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

4. Excused absences from exams are at the discretion of the course instructor. Events such as weddings, family vacations and reunions, cruises, conventions and other student organization events, job interviews and club sports will NOT be considered excused absences. Consistent with University policies, accommodations for religious observances will not include time for travel. Excused absences due to illness require a doctor's note dated within one day of the exam date (one day before or after) and must be received within one week of the exam.
5. Any student who misses **Exam 1 or Exam 2** due to illness will receive an excused absence once medical documentation is received. There are no makeup exams given. Instead of a makeup exam, the student's other two exam grades will be averaged and will be counted in place of the missed exam.
6. If a student is sick and decides to take the exam an excused absence cannot be given retroactively (i.e. once a grade is received it cannot be removed) consistent with University policy. Therefore, you should not take an exam if you are sick.
7. If a student misses **Exam 3** due to a documented illness, or other excused reason, and has completed all other course requirements, the student will receive an incomplete in the class and will be required to make up the exam at the end of the next semester. If a student misses Exam 3 and has an excused absence from either exam 1 or exam 2 an incomplete is not available under University policy and the student must request a medical withdrawal from the course.
8. Examination locations will be announced during lecture and posted on the class web site.
9. Calculators are not required. The exam computation will consist of simple arithmetic that can certainly be done by a University of Florida student, but can create significant time pressure. If you wish to use a calculator on exams, it must be non-programmable. Use of a programmable calculator will be considered a violation of the honor code.
10. The official University of Florida "Gator 1" identification card must be presented at each examination without exception. Any student who takes an exam without a valid picture ID will receive a grade of zero.
11. Students will only be allowed to have a non-programmable calculator, their Gator 1 ID card, and pencils at each exam. Any other belongings that are taken to the exam must be left at the front of the room. The course instructor and proctors will not be responsible for any belongings taken to the exam. For this reason, you should only bring the items listed above.
12. **No student will be allowed to enter the exam room more than thirty (30) minutes after the exam begins.**
13. For on campus students all exams will consist of multiple choice questions and require answers on a scantron. You will have two hours to complete each exam. Only answers included on your scantron will be graded and you will not be allowed extra time to bubble in your answers after the two hour period has ended. Any student who continues to bubble their scantron after time is called will lose an automatic 12 points.
14. For students taking the exam through ProctorU all exams will consist of multiple choice questions and require an answer be selected. You will have two hours to complete each exam. At the end of two hours the exam will close. Only answers selected prior to the exam closing will be graded.
15. Students may review their exams during the **student assistants' office hours** for one week following the date the exam grades are posted. The instructor will post an announcement on the class website to notify students when the exam/scantron review period begins and ends. The reviews are intended to enhance the understanding of students and not for grade negotiations.

Grading:

Your grade will be based solely on the following:

Syllabus Quiz	5
My Accounting Lab Quizzes	35
Exam 1 (Wednesday, May 17, 7:00-9:00 PM)	120
Exam 2 (Thursday, June 1, 7:00-9:00 PM)	120
Exam 3 (Wednesday, June 14, 7:00-9:00PM)	<u>120</u>
	400

Final course grades will be based on the following numeric scale indicating the minimum number of total course points needed to achieve each letter grade (Course grades are based on total points, **not percentages**):

Minimum Points	Course Grade
360	A
348	B+
320	B
308	C+
280	C
268	D+
240	D
Below 240	E

Course Grade: Grades will be determined solely by your performance on the exams and quizzes. Grades are not subject to negotiation. For the avoidance of doubts, being close (e.g., 1 point away from) to the next higher grade is NOT a relevant consideration. **Keep this in mind, as I will not respond to emails raising these and similar “sympathy evoking” concerns.** Extra credit in this course is not available.

Grade Values: The grade-point value per credit hour associated with each letter grade is assigned by the Office of the University Registrar: A = 4.0, B+ = 3.33, B = 3.0, C+ = 2.33, C = 2.0, D+ 1.33, D = 1.0, D- = .67, E = 0.0. For more information visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

University Policies

Attendance

Although attendance may not be taken at every class, students are expected to attend and participate in every class. Students should prepare for all classes even if they miss and are responsible for material covered in their absence. Students may not attend a class unless they are officially registered for the course. The Fisher School of Accounting does not approve requests to audit its courses. Students who do not attend at least one of the first two class meetings of a course or laboratory in which they are registered, and who have not contacted the School to indicate their intent, may be dropped from the course. The instructor adheres to all UF attendance policies.

Accommodating Students with Disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office

(<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations and must abide by the time periods set forth by the Dean of Students Office.

Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>. Cheating undermines the efforts of all honest students, and tolerance of cheating can damage the reputation of the University and Fisher School. Accordingly, we expect that all students will display academic integrity throughout the course. The penalties for academic dishonesty are severe and will be enforced in this class.

Coping with Stress

The following is an excerpt from a memo sent out to faculty by the Dean of Students:

During stressful periods of time, there is an increased tendency for students to isolate and alienate themselves from other, and many students will need help and encouragement in seeking assistance.

The University and the Gainesville community provide a variety of counseling and support services to assist students. A complete list of counseling & support services can be found on the Dean of Students Web site at: <http://www.dso.ufl.edu/supportservices/campuscounseling.php>

Complaints

Should you have issues with your experience in this course that cannot be resolved with the instructor, department, or program, please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

Civility

This course will be conducted in a courteous and professional manner. Inappropriate classroom behavior of any form will not be tolerated. At the instructor's discretion, students acting in an uncivil manner will receive a grade reduction commensurate with the infraction. Students can be withdrawn from the course for excessive unacceptable behavior.

Evaluation

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>

Caveat to Potential Accounting Majors:

Students interested in pursuing an accounting major should be aware that a "B" in ACG 2021 is a prerequisite to almost all upper-division courses in accounting and to admission to the Fisher School of Accounting. For non-accounting majors, a passing grade of "D" or better in ACG 2021 is a prerequisite for ACG 2071.

Other Matters:

1. Any student who drops ACG 2021 after the drop/add period will have the lowest priority for registering in ACG 2021 the next semester.
8. ACG 2021 is not available on an audit or S/U basis.

9. Pay attention to the examination dates and schedule your outside activities to avoid any conflicts with these dates. The examination dates take precedence over all outside activities. This policy will be strictly enforced.

Examination Dates:

May 17, Wednesday 7:00PM-9:00PM

June 1, Thursday 7:00PM-9:00PM

June 14, Wednesday 7:00PM-9:00PM

Key Drop Dates (Contact the University Calendar):

Tuesday May 9— Deadline to withdraw and receive full refund

Friday, June 9— Deadline to drop by College Petition without receiving a failing grade.

ACG 2021 TOPICAL OUTLINE		
Date	Chapter	Topic
M – May 8	1	The Financial Statements
T — May 9	2	Transaction Analysis
W — May 10	3	Accrual Accounting and Income
TH — May 11	3	Comprehensive Problem
M — May 15	5	Short-Term Investments and Receivables
T — May 16	5	
W — May 17	Review	Exam 1
TH — May 18	6	Inventory and Cost of Goods Sold
M – May 22	6	
T — May 23	7	Plant Assets, Natural Resources & Intangibles
W — May 24	7	
TH — May 25	8	Long-term Investments & the Time Value of Money
M — May 29		Holiday – No classes
T — May 30	8	
W — May 31	Review	
TH — June 1		Exam 2
M— June 5	9	Liabilities
T — June 6	9	
W — June 7	10	Stockholders' Equity
TH — June 8	10 and 12	The Statement of Cash Flows
M — June 12	12	
T — June 13	Review	
W — June 14		Exam 3

Disclaimer This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated through the Announcements on the Course Website, are not unusual and should be expected.