

COURSE INFORMATION

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|------------------------|-----------------------------|-----------------|---|
| Course title: | Foundations in Accounting I | Credits: | 1.5 |
| Course code: | BAAC 550 | Class location: | Online – Zoom |
| Session, term, period: | 2022 Winter | Class times: | Vancouver time (PST): Feb 11 th , 12 th , and 18 th Shanghai time (CST): Feb 12 th , 13 th , and 19 th |
| Section(s): | 821 | Pre-requisites: | N/A |
| Course duration: | Feb 11 – Mar 4, 2022, PST | Co-requisites: | N/A |
| Division: | N/A | | |
| Program: | IMBA | | |

INSTRUCTOR INFORMATION

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|-------------|--|------------------|--|
| Instructor: | Sabrina Rai, CPA, MPAcc, BCom | Office location: | Via Zoom |
| Phone: | N/A | Office hours: | Available through appointment on Canvas |
| Email: | sabrina.rai@sauder.ubc.ca | | |

COURSE DESCRIPTION

Students should be able to read and understand basic financial statements. Financial information is used in all walks of life. In order to gain a meaningful appreciation of financial statements, you must understand the various components and be familiar with the fundamental principles used in preparing this information. Accounting is not an exact science – accountants exercise professional judgment when recording transactions and preparing financial statements. This course will take you through the various stages of preparing financial accounting information with emphasis placed on analysis and interpretation of the results. Unlike an accounting course taught to Commerce students, this course will concentrate on fundamental principles and concepts which will allow you to acquire a general understanding of accountancy rather than an in-depth review of the technical rules.

COURSE FORMAT

Classes in this module will follow a problem set/lecture format. The course outline includes the chapters from the text that will be covered in this course. I will expect that you have done the assigned readings and viewed the recorded lectures prior to the webinar discussion.

During the recorded sessions I will lecture on the important concepts that are contained in the relevant chapters. Where appropriate, I will use selected problems from the end of the chapters to provide a partial setting for putting the topics into play. It is important for you to read and view the assigned materials and chapters in advance of the webinars in order to keep abreast of the topics under discussion.

LEARNING OBJECTIVES

After completing this course, students will be able to:

- Gain an appreciation for how the financial statements for corporations are prepared
- Understand what the measurement principles of financial accounts are
- Understand the valuation of individual accounts in the balance sheet
- Apply valuation and recognition concepts to various decisions concerning the financial statements
- Evaluate how the use of judgment affects the financial statements and apply that judgment in financial situations
- Understand how financial statements play in influencing users' decisions

ASSESSMENTS

Summary

| Component | Weight |
|--|--------------------|
| Online Test Your Knowledge Chapter Quizzes | 15% |
| Participation | 10% |
| In-class Activities | 5% |
| Assignments (each @ 10%) | 30% |
| Final Exam | 40% |
| Total | <u>100%</u> |

Details of Assessments

Class members will be assessed through the assessment activities noted below. The multiple-choice component of the examinations assesses the class member's knowledge of principles and concepts while the problems assess their ability to identify and apply the core knowledge. The assessment considers each class member's ability to 1) communicate in a professional manner, 2) apply core knowledge appropriately, and 3) formulate a reasonable and practical response.

- **Test Your Knowledge quizzes** are multiple-choice questions submitted through new Wiley PLUS on Canvas on the dates stipulated on the attached Course Schedule **(12 quizzes, 15%)**.
- **Online Assignments** are submitted on Wiley PLUS per the Course Schedule. These problems are evaluated to determine whether course concepts and principles can be applied to given scenarios. **(3 Assignments, 30%)**
- **Participation** – your contribution is important to your progression in your career. Everyone is expected to make meaningful contributions to our class. Unless you have been excused with an accommodation, **2 marks will be deducted for each class or partial class you are absent. (10%)**
 - *A few considerations for participation include:*
 - *Attendance. Are you prepared for the discussion? Do you make quality comments? Have you thought out your position prior to the class? Can you adapt yourself to the path of the discussion? Do you participate?*

Details of Assessments Cont'd

- **In-class Activities** – are a collection of straightforward exercises done **independently** or in **small groups** during the webinars, either immediately after a topic or after a break. These are marked only for participation and are not returned to the student. **(5%)**
- **Final Examination** – The final examination will be cumulative based on the content covered in Chapter 1 – 13. The examination will represent 40% of your final grade in the course. Students should note that you are required to achieve a passing grade of 50% on the examination to pass the course. **The final exam is a closed book exam.** Students who do not achieve 50 will be given a failing grade regardless of the assignment marks achieved. **(40%)**

Professionalism

You should treat each class as a business meeting. As such, it is important to act professionally by:

- *Being on time for all live lectures*
- *Being prepared and attentive*
- *Being ready to engage in class activities and be open to ideas*
- *Being courteous and attentive to fellow students*
- *Communicate in advance (via email) if you are unable to attend*
- *Prepare for each class as per the instructions provided on Canvas*

LEARNING MATERIALS

Financial & Managerial Accounting (4th ed.) by Kimmel & Weyandt, Wiley.

UBC Canvas: The **Canvas** site will contain the critical files for the course, including course note packages, assignments, and assignment solutions. Students are advised to check **Canvas** often for updates and announcements.

Other Learning Resources:

Other material for the course (additional readings, datasets, solutions, etc.) will be found directly on or linked from the course's **Canvas** site, and you will be directed to it throughout the course.

Online: the following is useful for more help

- Principles of Accounting: <http://principlesofaccounting.com>

COURSE-SPECIFIC POLICIES AND RESOURCES

Missed or late assignments, and regrading of assessments

Late submissions will not be accepted and will receive a grade of zero.

Academic Concessions

If extenuating circumstances arise, please contact the RHL Graduate School program office as early as reasonably possible, and submit an [Academic Concession Request & Declaration Form](https://webforms.sauder.ubc.ca/academic-concession-rhlee) <https://webforms.sauder.ubc.ca/academic-concession-rhlee>. If an academic concession is granted during the course, the student will be provided options by RHL, or by the instructor in consultation with RHL, per [UBC's policy on Academic Concession](#).

POLICIES APPLICABLE TO COURSES IN THE ROBERT H. LEE GRADUATE SCHOOL

Attendance

Excepting extenuating circumstances, students are expected to attend 100% of their scheduled class hours. Absent students limit their own academic potential, and that of their classmates, and cause unnecessary disruption to the learning environment. Students missing more than 20% of the total scheduled class hours for a course (including classes held during the add/drop period) without having received an academic concession will be withdrawn from that course. Withdrawals, depending on timing, could result in a “W” or an “F” standing on the transcript.

COVID-19 Policies for Attendance & Academic Concessions:

If a student feels unwell, they should stay home and send a courtesy email to each impacted instructor and cc their program manager. The student should also submit an [Academic Concession Request & Declaration Form](#).

If a student suspects possible COVID-19 infection, they should use the BC Ministry of Health’s [self-assessment tool](#), to help determine whether further assessment or testing for COVID-19 is recommended.

If a student is required to self-isolate (e.g., while waiting for test results), they should follow the steps above (stay home, email instructor(s) and program manager, submit an [Academic Concession Request & Declaration Form](#), and follow BC Health Guidance.

Students who are required to quarantine, should get in touch with their Program Manager to discuss the possibility of academic concessions for each impacted course. The Program Manager will work closely with your instructors to explore options for you to make up the missed learning.

COVID-19 Safety in the Classroom:

Masks: Masks are **required** for all indoor classes, as per the BC Public Health Officer orders. For our in-person meetings in this class, it is important that all of us feel as comfortable as possible engaging in class activities while sharing an indoor space. For the purposes of this order, the term “masks” refers to medical and non-medical masks that cover our noses and mouths. Masks are a primary tool to make it harder for COVID-19 to find a new host. You will need to wear a medical or non-medical mask for the duration of our class meetings, for your own protection, and the safety and comfort of everyone else in the class. You may be asked to remove your mask briefly for an ID check for an exam, but otherwise, your mask should cover your nose and mouth. Please do not eat in class. If you need to drink water/coffee/tea/etc, please keep your mask on between sips. Students who need special accommodation are asked to discuss this with the program office.

Seating in class: To reduce the risk of COVID-19 transmission, please sit in a consistent area of the classroom each day. This will minimize your contacts and will still allow for the pedagogical methods planned for this class to help your learning.

Visit the following website for the most recent updates regarding COVID-19 protocol on campus: <https://students.ubc.ca/campus-life/returning-to-campus>

Punctuality

Students are expected to arrive for classes and activities on time and fully prepared to engage. Late arrivals may be refused entry at the discretion of the instructor or activity lead. Students arriving later than halfway through a scheduled class will be treated as absent for that class.

Electronic Devices

During online lectures, students are not permitted to use any electronic devices other than the primary one used for attending the online lecture (e.g. laptop or desktop). Only Zoom should be open during the online lecture unless an instructor advises the use of another program/website for an in-class activity. Feedback from students indicates that personal devices are the number one distraction from effective learning and participation in the online learning environment.

Citation Style

Please use the American Psychological Association (APA) reference style to cite your sources.

Details of the above policies and other RHL Policies are available at:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,1625>

UNIVERSITY POLICIES AND RESOURCES

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available on the UBC Senate website at <https://senate.ubc.ca/policies-resources-support-student-success>.

Respect for Equity, Diversity, and Inclusion

The UBC Sauder School of Business strives to promote an intellectual community that is enhanced by diversity along various dimensions including status as a First Nation, Metis, Inuit, or Indigenous person, race, ethnicity, gender identity, sexual orientation, religion, political beliefs, social class, and/or disability. It is critical that students from diverse backgrounds and perspectives be valued in and well-served by their courses. Furthermore, the diversity that students bring to the classroom should be viewed as a resource, benefit, and source of strength for your learning experience. It is expected that all students and members of our community conduct themselves with empathy and respect for others.

Academic Integrity

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

Academic Freedom and Students Studying from Outside Canada

During this pandemic, the shift to online learning has greatly altered teaching and studying at UBC, including changes to health and safety considerations. Keep in mind that some UBC courses might cover topics that are censored or considered illegal by non-Canadian governments. This may include, but is not limited to, human rights, representative government, defamation, obscenity, gender or sexuality, and historical or current geopolitical controversies. If you are a student living abroad, you will be subject to the laws of your local jurisdiction, and your local authorities might limit your access to course material or take punitive action against you. UBC is strongly committed to academic freedom, but has no control over foreign authorities (please visit <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,33,86,0> for an articulation of the values of the University conveyed in the Senate Statement on Academic Freedom). Thus, we recognize that students will have legitimate reason to exercise caution in studying certain subjects. If you have concerns regarding your personal situation, consider postponing taking a course with manifest risks, until you are back on campus or reach out to your academic advisor to find substitute courses. For further information and support, please visit: <http://academic.ubc.ca/support-resources/freedom-expression>

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All materials of this course (course handouts, lecture slides, assessments, course readings, etc.) are the intellectual property of the instructor or licensed to be used in this course by the copyright owner. Redistribution of these materials by any means without permission of the copyright holder(s) constitutes a breach of copyright and may lead to academic discipline and could be subject to legal action. Any lecture recordings are for the sole use of the instructor and students enrolled in the class. In no case may the lecture recording or part of the recording be used by students for any other purpose, either personal or commercial. Further, audio or video recording of classes are not permitted without the prior consent of the instructor. Students may not share class Zoom links or invite others who are not registered to view sessions.

ACKNOWLEDGEMENT

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the x^wməθk^wəyəm (Musqueam) people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

ONLINE TEACHING TOOL & REQUIREMENTS

This course will be taught using Zoom for synchronous classes and office hours. You are encouraged to use a Zoom account during synchronous classes and office hours.

To help replicate the classroom experience, make sessions more dynamic and hold each person accountable, both students and instructors are required to have their cameras on during Zoom sessions. Students who require an accommodation with regard to the "camera on" requirement must contact their instructors in advance of the first class to discuss options. As professional graduate students, students are expected to conduct themselves professionally by joining on time, muting mics when not speaking, refraining from using any other technology when in-session, attending in business casual dress, and participating. Content from synchronous sessions will be selectively recorded per instructor discretion and made available to students on Canvas for a maximum duration of the course length.

COURSE SCHEDULE

(Subject to change with class consultation)

| # | Synchronous Or Asynchronous | Vancouver Date (PST) | Shanghai Date (CST) | Topic | Readings or Activities | Assessments due (CST) |
|---|--|---|---|---|--|---|
| 1 | Asynchronously <i>Note: Canvas course site available: Jan 24th, 2022</i> | To be completed during the weeks of Feb 1 st to 10 th | To be completed during the weeks of Feb 2 nd to 11 th | <ul style="list-style-type: none"> • Chp 1: Accounting in Action • Chp 2: Recording Process • Chp 3: Adjusting the Accounts | Watch: <ul style="list-style-type: none"> • Chapter 1 video • Chapter 2 video • Chapter 3 video • Pre-read: Chps 4,5,6 | <ul style="list-style-type: none"> • Chapter 1 Quiz • Chapter 2 Quiz • Chapter 3 Quiz |
| 2 | Live Lecture via Zoom | February 11 th 4pm – 9pm | February 12 th 8am – 1pm | <ul style="list-style-type: none"> • Overview of Chapters 1 – 3 • Chp 4: Completing the Accounting Cycle • Chp 5: Accounting for Merchandising Operations • Chp 6: Inventories • Introduce Assignment #1 | <ul style="list-style-type: none"> • Pre-read Chps 7,8,9 for Feb 13th CST | <ul style="list-style-type: none"> • Chapter 4 Quiz • Chapter 5 Quiz • Chapter 6 Quiz |
| 3 | Asynchronously | Between Feb 12th and 13th (CST): Complete pre-readings and quizzes for Chapters 7,8 and 9 if not already completed by this date. | | | | |
| 4 | Live Lecture via Zoom | Feb 12 th 4pm – 8pm | Feb 13 th 8am – noon | <ul style="list-style-type: none"> • Chp7: Fraud, Internal Control, Cash • Chp 8: Accounting for Receivables • Chp 9: Plant Assets, Natural Resources, & Intangible Assets • Introduce Assignment #2 | <ul style="list-style-type: none"> • Chapter 7 • Chapter 8 • Chapter 9 | <ul style="list-style-type: none"> • Pre-read: Chapters 10, 11 and 12 for Feb 19th • Assgn #1 Due |

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| 5 | Asynchronously | | | <ul style="list-style-type: none"> • Chp 10: Liabilities • Chp 11: Corporations: Organizations, Stock Trans, Stockholders' Equity | <ul style="list-style-type: none"> • Watch: Chapter 10 Video • Watch: Chapter 11 Video • Watch videos on practice problems | <ul style="list-style-type: none"> • Chapter 10 Quiz • Chapter 11 Quiz |
| 6 | Live Lecture via Zoom | Feb 18 th 4pm – 8pm | Feb 19 th 8am – noon | <ul style="list-style-type: none"> • Overview of Chapters 10&11 • Chp 12: Statement of Cash Flow • Chp 13: Financial Statement Analysis • Introduce Assignment #3 • Crouse Wrap | | <ul style="list-style-type: none"> • Chapter 12 Quiz • Chapter 13 Quiz • Assgn #2 Due |
| 7 | Asynchronously | To be completed between February 19th and March 4th CST: <ul style="list-style-type: none"> • Watch videos on selected practice problem walkthroughs • Self-assessment for participation • Practice final exam | | | | <ul style="list-style-type: none"> • Assgn #3 Due |
| 8 | Final Exam* | March 4 th , 2022 | March 5 th , 2022 | <i>The final exam will be completed on March 5th, 2022 (CST). The exam will be a cumulative exam and will include topics from Chapters 1 – 13. It will include a mix of multiple choice, short answer, and long answer questions.</i> | | |

** Final Exam: Students should note that they are required to achieve a passing grade of 50% on the examination to pass the course. Students who do not achieve 50% will be given a failing grade.*