**Law 6930: 2 Credit Hours**

 **Accounting For Lawyers**

**Syllabus**

Prof. Willis

Office: 331

Phone: 352-273-0680

Office Hours: Thusday 10:00 – 1:00 (for Tax Timing) plus Wednesday from 1:00 – 4:00 (all classes).

Email: willis@law.ufl.edu; best way to contact is through Canvas.

**Please stop by my office: *if the door is open*, you are welcome (even if someone is in there). Please do not be hindered by the listed office hours: we must post those, but I do not restrict you to those. I want to know you and know how you are progressing.**

**Required:**

* Course Materials on Canvas after 1/10/20.
* I will post the materials required for Class One and Class two initially. I will post the remaining materials later (likely after 1/17/20). I will encrypt some of the remaining materials. You will receive decryption information ***after the drop-add period***, once the class roll is finalized. UF will automatically place you into the Canvas course: I have nothing to do with that. If you add the course, that process may take a day or two. **Nothing is due during the drop-add period, so do not fear getting behind**.
* *You* ***must*** *have Adobe Reader on your computer for this course*. Preview (a MAC product) and other pdf readers ***will not*** work on the encrypted materials (post-Lesson Two). After the class roll is set, I will send an Announcement (through Canvas) regarding settings you must change on Reader, but most are listed herein below. That process will take most of you about five minutes, but it is essential. ***Do not delay***. If you need help, please let me know. Occassionally, one or two settings do not “save” on Reader for some students (I did not write that software, so I do not know why), but we can work around that. You should set Reader as your default pdf viewer (at last that will make your life easier, trust me).
* *I strongly encourage you to update your computer operating system now, and then not update it again until the semester is complete*. The same is true with Adobe Reader: obtain it now and then do not update it. Nearly all mechanical/electronic issues are triggered by software updates. I have always figured out solutions for compatibility issues, but that sometimes takes minutes to hours to days. If you must acquire a new computer or have a computer crash, of course I will understand, but please keep things simple: update now and then wait until finals are complete.
* I have a contract with West to publish the Text. They want me to complete the Finance Text first (by 1/31/20) and then the Accounting Text. I expect to have most of the Accounting Text complete during the semester, but do not expect to have Lesson Ten (and we will see about Lesson Nine).

**Course Objectives:**

* See Course Objectives on Canvas.

**Preparation:**

* This is an on-line non-synchronous course. You should generally prepare at your own pace; ***however, you should not put this off for long***. You will find graded quizzes and assignments on Canvas ***with due dates***. I will accept them late, but I may contact you if I believe they are overly late. More than two weeks after the due date is overly late and that may affect your grade.
* ***In particular***, once I send the decryption information, I expect you to follow the decryption registration instructions soon thereafter: ***as in within a few days***. I’ve done this thousands of times and have never failed to get it to work; however, about 10-15% of the students seems to have difficulties. In almost all cases, I can resolve those via an email or in person. I will send an Announcement regarding special Office Hours during which you may stop by my office with registration issues or to show me that you have successfully completed them (I can tell electronically through FileOpen whether you have done so and whether you have opened the files). **PLEASE SEE ME REGARDING TECHNOLOGY ISSUES AND NOT THE IT DEPARTMENT.** Delay by you in installing the decryption registration (which should take a few seconds) after February 10 may result in my dropping you from the course (unless you have contacted me with problems and we are working on resolving them). Do not expect to receive the “decryption pdf” until after drop-add. I will create and distribute them in alphabetical order (and I’m a W, so I understand that is unfair, but gimme a break, the delay will be at most hours or a day).
* Not all Lessons currently have sample problems with audio. I am working on adding them; however, West asked me to re-design the Finance course first. I will be moving the objectives into the Text and will be adding “Questions” at the end of each Lesson (answers to be available in a Teacher’s Manual). Thus, I will be changing the pagination of the Text during the semester (not the substance). ***I will be adding quizzes and assignments, so watch Canvas for those.***
* Students should expect to spend, on average, approximately two hours preparing for every hour of class, according to ABA and University guidelines. The ABA and the University requires a statement to this effect, although it does not comport exactly with Distance Learning. Essentially, you should spend three hours for each credit hour (2) times 14 (the allotted number of weeks) for a total of 84 hours.

**Participation and Attendance:**

* I enjoy questions and generally will try to answer all of them. Canvas has easy-to-use ways to communicate with me: please use them.
* Canvas has several discussion topics. Participation is voluntary, but strongly encouraged. Strong participation can affect your grade.
* Students requesting classroom accommodation must first register with the Office of Disability Resources.  The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.

# **Student Course Evaluations:**

* 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>.

# Academic Honesty and Integrity:

* Academic honesty and integrity are fundamental values of the University community. Students should understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>
* You may not work with other persons on the exam, quizzes (other than for installation of materials) or assignments to be submitted unless clearly provided

 otherwise.

**Exam and Evaluation:**

* The Final Examination is open book, which includes anything written (printed or electronic). You may *not* work with another person, however. If you copy something from a source, you should cite or link to it.
* Your grade will be based 90% on the final exam and 10% on class participation and quizzes/assignments on Canvas (TBA). I expect most students will receive most points for participation and quizzes based on reasonable participation and attempts. Exceptional participation may result in a half-letter bump in grade.
* The law school policy on delay in taking exams can be found at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#12>

# **UF Law Grading Policies:**

Grade Points Grade Points Grade Points

A (Excellent) 4.0 C+ 2.33 D- 0.67

A- 3.67 C (Satisfactory) 2.00 E (Failure) 0.0

B+ 3.33 C- 1.67

B (Good) 3.00 D+ 1.33

B- 2.67 D (Poor) 1.00

* The law school grading policy is available at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>. **The grading policy generally does not apply to LL.M. courses**.

Before viewing any of the lectures, you should re-set the preferences for Adobe Reader®. These involve:

* Preferences/Full Screen: *uncheck* “Alert when document requests full screen mode.”
* Preferences/Documents: *uncheck* “Save As optimizes for Fast Web View” and set “View documents in PDF/A mode” to “Never.”
* Preferences/Forms: *uncheck* “Show border hover color for fields.”
* Preferences/Multimedia Trust (legacy): set all audio programs to “Always,” using the drop-down menu.

If you are using a PC, open Edit/Preferences to complete these tasks.

If you are using a MAC, open Adobe/Preferences to complete these tasks.

In both cases, *be sure to save the changes*. Then double-check to ensure you saved them (sometimes Adobe does not save the audio changes: email me and stop by my office if that occurs).

Each Lecture contains PowerPoint™ Slides in Adobe PDF™ Format, encrypted with FileOpen™ Software. Audio accompanies each presentation. Lectures range in length from 10 minutes to one hour. You must use Adobe Reader® for all materials: *do not use* Preview (Macs) or any other pdf viewer: *they will not work properly*.

Each Lecture links to a list of Lesson Objectives, which are in addition to the Course Objectives. Each Lesson also has accompanying Problems that you may use for *practice* (do not submit them unless otherwise instructed). Many Problems have accompanying audio explanations. Together these three items – Lectures, Objectives, and Problems - comprise the Lesson.

The Text provides a more traditional, linear analysis of most issues. You should read it in addition to watching/listening to the Lectures.

The Glossary file provides a dictionary of financial terms used in the various Lessons. Two separate but related courses: Finance for Lawyers and Accounting for Lawyers use the same Glossary; hence you will find terms that your course does not use. Reading them, however, will not hurt you. The Text provides more complete definitions. The Acronyms contains a list of important acronyms used in Finance and Accounting.

The Lecture Time is the actual pre-set time for the slides and accompanying audio. You may want to view some lectures more than once. The Total Lesson Time includes the Lecture time plus time to review the Lesson Objectives, to read the assigned Text, and to work the associated Problems. This Total Lesson Time is the minimum amount of time you should spend on each Lesson. You may need to spend more time with the Problems and with the Text.

On the following pages, you will find a brief description of each Lesson, along with the links to the Lectures, Objectives, Problems, and other material.

The Examination will contain problems very similar to the practice problems. It may also ask for definitions of important terms (use the Glossary and Acronyms). Unless otherwise indicated for your section/College, the exam will be open-book.

Work at your own pace. You should spend at least six weeks covering the Lessons; however, you may use as much time as you deem appropriate within the semester constraints imposed by your College. Unless otherwise indicated for your particular section/College, your grade is a function of your exam performance (pay close attention to whether Assignments and/or Quizzes appear on Canvas™).

Each Lesson has a button on each page. Use it to stop the audio. It will take you to a page that has options regarding where to re-start. These are logical start places: you should note where you stop the audio and then re-start it at the spot closest to where you left off.

**Stop/Replay Audio**

The Lessons appear in “full screen mode” in the Adobe program: this is an essential function for the audio and transitions to work. If you press “escape” on your keyboard, you can take the Lesson out of “full screen mode.” The audio will continue to run; however, the slides will not transition automatically. *Do not* press the down or forward keys while listening to the Lessons in “full screen mode.” They are designed to transition automatically.

The course has a dedicated website using the Canvas™ platform. That site contains all the course materials (Lessons, Objectives, Problems, Text, Glossary, and Acronyms). You will need to download the files to your computer hard drive to view them properly. You should save them into a single folder: that way the pre-set links will work. The Canvas™ site also includes additional Announcements, Discussions, Assignments, and Quizzes.

**Note: as of 1/6/20, lessons 1 through 7 are available (though I will only post 1 and 2 initially and then the others prior to the time you need them). Lessons Eight and Nine will be available by the end of Fbruary: they current exist but without audio. I expect Lesson Ten to be available during the semester, but without audio. *you will not be responsible for it*.**

1. **Lesson One:** **Introduction**: *“****Why Lawyers Need to Know Accounting”***

 **Lecture Audio Time: 29 minutes**

 **Problem Audio Time: 9 minutes**

 **Total Audio Time: 38 minutes**

**Total Lesson Time: 60 minutes**

**Lesson One Plan:**

1. Read **Lesson One Objectives**.
2. Read **Text** pages 1 to 7.
3. Examine **Glossary** and review definitions of new terminology.
4. Listen to **Lesson One Lecture** and watch accompanying Slide Presentation.
5. Work **Lesson One Problems**.
6. **Lesson Two:** **Introduction: *“Accounting is Not a Science”***

 **This Lesson divides into three subparts.**

 **Lecture Audio Time: 2A 34 minutes**

 **2B 26 minutes**

 **2C 45 minutes**

 **Problem Audio Time: 22 minutes**

 **Total Audio Time: 127 minutes**

**Total Lesson Time: 210 minutes**

**Lesson Two Plan:**

1. Read **Lesson Two-AB Objectives** and list of new terminology.
2. Read **Text** pages 8 to 31.
3. Examine **Glossary** and review definitions of new terminology.
4. Listen to **Lesson Two-A Lecture** and watch accompanying Slide Presentation.
5. Read **Lesson Two-AB Objectives** and list of new terminology.
6. Read **Text** pages 31 to 33.
7. Listen to **Lesson Two-B Lecture** and watch accompanying Slide Presentation.
8. Read **Lesson Two-C Objectives** and list of new terminology.
9. Listen to **Lesson Two-C Lecture** and watch accompanying Slide Presentation.
10. Work **Lesson Two Problems***.*
11. **Lesson Three:** **Audits and Opinions: *“Can We Trust the Numbers?”***

**This Lesson divides into three subparts.**

 **Lecture Audio Time: 3A 43 minutes**

 **3B 13 minutes**

 **3C 65 minutes**

 **Problem Audio Time: 26 minutes**

 **Total Audio Time: 147 minutes**

**Total Lesson Time: 240 minutes**

**Lesson Three Plan:**

* 1. Read **Lesson Three Objectives** and list of new terminology
	2. Examine **Glossary** and review definitions of new terminology.
	3. Examine **Acronyms** and review definitions of new terminology.
	4. Listen to **Lesson Three-A Lecture** and watch accompanying Slide Presentation.
	5. Read **Text** pages 34 to 39.
	6. Listen to **Lesson Three-B Lecture** and watch accompanying Slide Presentation.
	7. Read **Text** pages 39 to 63 (this is a work in progress and is subject to revision during the semester).
	8. Listen to **Lesson Three-C Lecture** and watch accompanying Slide Presentation.
	9. Read **Text** pages 63 to 77 (this is a work in progress and is subject to revision during the semester).
	10. Work **Lesson Three Problems.**
	11. Read Au Section 150.
	12. Glance at “About the Codification.”
	13. Glance at “IFRS and U.S. GAAP similarities and differences.”
1. **Lesson Four: The Accounting Equation: *“An Introduction to Double Entry Bookkeeping and Fundamental Accounting”***

**This Lesson divides into three subparts.**

**Lecture Audio Time: 4A 34 minutes**

 **4B 34 minutes**

 **4C 41 minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

**Lesson Four Plan:**

1. Read **Lesson Four Objectives** and list of new terminology.
2. Examine **Glossary** and review definitions of new terminology.
3. Examine **Acronyms** and review definitions of new terminology.
4. Listen to **Lesson Four-A Lecture** and watch accompanying Slide Presentation.
5. Read **Text** pages 78 to 85 (this is a work in progress and is subject to revision during the semester).
6. Listen to **Lesson Four-B Lecture** and watch accompanying Slide Presentation.
7. Read **Text** pages 85 to 112 (this is a work in progress and is subject to revision during the semester).
8. Listen to **Lesson Four-C Lecture** and watch accompanying Slide Presentation.
9. Read **Text** pages 85 to 112 (same as for 4-B).
10. Work **Lesson Four Problems**.
11. **Lesson Five: Depreciation, Amortization, and Depletion**

 **This Lesson divides into three subparts.**

**Lecture Audio Time: 5A 38 minutes**

 **5B 55 minutes**

 **5C 63 minutes**

 **5D 47 minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

**Lesson Five Plan:**

1. Read **Lesson Five-A Objectives** and list of new terminology.
2. Examine **Glossary** and review definitions of new terminology.
3. Examine **Acronyms** and review definitions of new terminology.
4. Listen to **Lesson Five A Lecture** and watch accompanying Slide Presentation.
5. Read **Text** pages 113 to \_\_\_\_\_ .
6. Listen to **Lesson Five-B Lecture** and watch accompanying Slide Presentation.
7. Read **Text** pages none .
8. Listen to **Lesson Five-C Lecture** and watch accompanying Slide Presentation.
9. Read **Text** pages none .
10. Listen to **Lesson Five-D Lecture** and watch accompanying Slide Presentation.
11. Read **Text** pages none .
12. Examine taxdepreciationcalculator.
13. Work **Lesson Five Problems***.*
14. **Lesson Six:** **Accrual Accounting: *“Methods of Accounting and Why Accrual is Essential”***

 **This Lesson divides into four subparts.**

**Lecture Audio Time: 6A 45 minutes**

 **6B 133 minutes**

 **6C minutes**

 **6D minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

**Lesson Six Plan:**

1. Read **Lesson Six Objectives** and list of new terminology.
2. Read **Text** pages .
3. Examine **Glossary** and review definitions of new terminology.
4. Examine **Acronyms** and review definitions of new terminology.
5. Listen to **Lesson Six-A Lecture** and watch accompanying Slide Presentation.
6. Listen to **Lesson Six-B Lecture** and watch accompanying Slide Presentation.
7. Listen to **Lesson Six-C Lecture** and watch accompanying Slide Presentation.
8. Work **Lesson Six Problems**.

1. **Lesson Seven:** **Inventories**

**This Lesson divides into three subparts.**

**Lecture Audio Time: 7A minutes**

 **7B minutes**

 **7C minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

 **Lesson Seven Plan:**

1. Read **Lesson Seven Objectives** and list of new terminology.
2. Examine **Glossary** and review definitions of new terminology.
3. Examine **Acronyms** and review definitions of new terminology.
4. Listen to **Lesson Seven-A Lecture** and watch accompanying Slide Presentation.
5. Listen to **Lesson Seven-B Lecture** and watch accompanying Slide Presentation.
6. Listen to **Lesson Seven-C Lecture** and watch accompanying Slide Presentation.
7. Work **Lesson Seven Problems***.*
8. **Lesson Eight:** **Goodwill and Other Intangibles**

**This Lesson divides into two subparts.**

**Lecture Audio Time: 8A minutes**

 **8B minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

 **Lesson Eight Plan:**

1. Read **Lesson Eight Objectives** and list of new terminology.
2. Read **Text** pages .
3. Examine **Glossary** and review definitions of new terminology.
4. Examine **Acronyms** and review definitions of new terminology.
5. Listen to **Lesson Eight-A Lecture** and watch accompanying Slide Presentation.
6. Listen to **Lesson Eight-B Lecture** and watch accompanying Slide Presentation.
7. Work **Lesson Eight Problems**.
8. **Lesson Nine:** **Capital Structure: *“The Fundamental Structure of an Entity”***

**Lecture Audio Time: minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

 **Lesson Nine Plan:**

1. Read **Lesson Nine Objectives** and list of new terminology.
2. Read **Text** pages .
3. Examine **Glossary** and review definitions of new terminology.
4. Examine **Acronyms** and review definitions of new terminology.
5. Listen to **Lesson Nine Lecture** and watch accompanying Slide Presentation.
6. Work **Lesson Nine Problems**.

**You will not be responsible for this lesson:**

1. **Lesson Ten: Ratio Analysis: *“Applied Accounting”***

**Lecture Audio Time: minutes**

 **Problem Audio Time: minutes**

 **Total Audio Time: minutes**

**Total Lesson Time: minutes**

 **Lesson Ten Plan:**

1. Read **Lesson Ten Objectives** and list of new terminology.
2. Read **Text** pages .
3. Examine **Glossary** and review definitions of new terminology.
4. Examine **Acronyms** and review definitions of new terminology.
5. Listen to **Lesson Ten Lecture** and watch accompanying Slide Presentation.
6. Work **Lesson Ten Problems***.*