



Course Syllabus for PRINCIPLES OF ACCOUNTING I

Fall 2017

ACCT 2121-003 MW 11:00am – 12:15pm; College of Health & Human Services 161

ACCT 2121-004 MW 12:30pm – 1:45pm; Friday 141

ACCT 2121-005 MW 3:30pm – 4:45pm; Friday 142

Lecturer: Mr. Robert E. Russell

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Office: Friday 251D; 704-687-7615

Office Hours: Monday & Wednesday 2:15pm to 3:15pm preferably by appointment

Welcome to ACCT 2121, Principles of Accounting I at UNC-Charlotte! I am looking forward to getting to know each of you this term and helping you succeed in this course, at the University, and in your career. I appreciate the opportunity to lead you on this journey this semester.

Keep in mind that your primary goal in this course is to enhance your professional career. Accounting is the language of business and thus is vital to any business career. An understanding of accounting is also very useful in many other careers and life in general. We have a challenging curriculum, but you will find our study very rewarding if you stay on top of the materials and give the class the proper time and attention.

Communication is important in this course. Absent face to face meetings, email is the best way to contact me. Note that I am a part time lecturer with responsibilities outside the university as such I pledge to respond to properly written emails within 48 hours. You may email me to schedule an appointment in my office as well.

Textbook & Course Resources

You are required to purchase:

1. **WileyPlus** (software through which you will submit your homework);
2. **A textbook** (may be the electronic version automatically included in WileyPlus, or a hard copy)

Textbook:

Financial Accounting, 8th Edition, by Kimmel, Weygandt & Keiso; publisher is Wiley

The publisher has made a "bundle", which consists of the new printed text and a WileyPlus code, available at a reduced cost through their website (see the course Canvas page for additional information.) It can also be purchased at the UNCC and at Grays off-campus bookstores but prices might vary. Additionally, you may be able to "rent" the book.

Alternatively, you will need to purchase access to WileyPlus separately if you prefer to (a) rent the textbook; (b) purchase a new textbook online; (c) purchase a used textbook; or (d) use only the e-text included with WileyPlus.

Note: I recommend that you purchase the "bundle". Purchasing only WileyPlus is an acceptable option but we often work problems in class and it is tough to follow what's going on unless you have the text with you.

Another point to consider is that it is extremely important to read the textbook as we cover the chapters. Some people have difficulty reading so much material from a screen and regret the inability to make notes in the margins.

Important! (#1) The code for WileyPlus comes with all NEW textbook **bundles** sold through the publisher's website, at the UNCC bookstore and at Grays. It MAY NOT come with a new textbook purchased online. If you purchase a USED book, it will NOT have the WileyPlus code. **The code for WileyPlus is packaged with your textbook bundle so be careful to not throw it away when you remove the plastic wrap. You'll have to purchase another code if you throw yours away.**

Important! (#2) To register for WileyPlus, you should be able to simply click on the link given on the class Canvas page and follow the prompts. **Please see the WileyPlus Module in Canvas to enter your code.**

The publisher is offering a 14-day open access grace period beginning the day you register in WileyPlus. During this period, you do not have to purchase access from WileyPlus.com or enter your registration code from the bundle but you will still be able to complete homework through the software. At the end of the grace period, you will have to enter the code or purchase access so **save your registration code** if you purchase the bundle.

Important! (#3) If you took the course in Spring or Summer 2017, you do not have to buy a new code. Simply locate the Course ID above and enter the same email address and password from last semester.

Course Description

Fundamental accounting principles, with emphasis on the use of financial accounting data and analysis of financial statements. **Prerequisite:** sophomore standing or consent of department.



Course Objectives

The primary objective of the first year of accounting (Principles of Accounting I and II) is for students to learn about accounting as an information development and communication function that supports decision making by investors, loan officers, managers, government agencies, and any party that bases its decisions on accounting information. Upon completion of the first year of accounting, students will:

1. Have a better understanding of basic business activities in the service sector, merchandising sector and manufacturing sector;
2. Understand the purpose of accounting and the uses and limitations of accounting information in making investment as well as business decisions;
3. Possess enhanced analytical, communication, inter-personal, and critical-thinking skills for success in the world of business;
4. Increase the awareness of the importance of information technology with regard to financial information; and
5. Understand the global perspective of accounting and business.

Grading Policy

A student's grade will be determined on the basis of his/her accomplishment in the following areas:

Three midterm examinations (100 points each)	300 points
Final examination (comprehensive)	120 points
Homework	100 points
Accounting Cycle Review Problem	30 points
Quizzes	25 points
Polling Questions	<u>25 points</u>
Total	<u>600 points</u>

The following grading scale will be used:

<u>Points Accumulated</u>	<u>Letter Grade</u>
90 to 100 percent of total points	A
80 to 89 percent of total points	B
70 to 79 percent of total points	C
60 to 69 percent of total points	D
Below 60 percent of total points	F

***It is the student's responsibility to keep track of his/her grades. ***

Grades will be based solely on the numerical ratio of the total points accumulated to the total points available (i.e., 89.5% = A, 89.4% = B). Points may be deducted as outlined in this syllabus.

Extra assignments may be assigned to the class for credit at the instructor's discretion and extra questions may be available on exams. However, there will be no "curves" on any graded work or exams and no extra credit work will be given on an individual basis.



Attendance

Regular class attendance is expected but not required. Attendance will be taken at each class meeting. Students are expected to arrive on time and remain for the entire class. Excessive tardies may result in a grade reduction at the discretion of the professor, as they are disruptive to other students. Students will receive a warning regarding excessive tardies prior to the grade reduction. ***Students assume full responsibility for material covered and assignments given during a missed class.***

A Word to the Wise – To be successful in this course **you must come to class and listen; study the assigned material; and work LOTS of problems.** Accounting is the language of business. To learn a new language, you must practice. That is why the homework is equivalent to a test grade. You need to read the chapter BEFORE the chapter is discussed in class. We will cover a lot of material and move very quickly in this course. Thus, it is imperative that you **keep up on a daily basis.** As a rule of thumb, you should **allow 10 hours per week of study time for ACCT 2121.** You should make every effort to **attend every class.** If you occasionally skip class, you will find it a great struggle to catch up. Your wisest strategy is to plan ahead and budget your time carefully so you can keep up in every class.

Examinations

Please see the attached class schedule for exam dates. It is the student's responsibility to make arrangements to take the exams at the designated times. **Make-up examinations will be given only for documented exceptions**. Exceptions are at the discretion of the Professor and are limited to university sanctioned conflicts and must be pre-arranged. An unexcused absence from an examination will result in a grade of zero for that exam. There are only two acceptable explanations for an unexcused absence from an exam: severe personal illness and death in the family. The excuse must be appropriately documented and presented to me within two days following a missed exam. **Please contact me via email if you have a true emergency!**

Students are required to bring their UNCC Student ID Card and #2 Pencils to each exam.



Conduct During an Examination

Students are expected to be on time for exams and to respect each other at all times. Each student should behave appropriately during examinations. Students must refrain from displaying behaviors that may be annoying to other students and must keep their focus on their test booklet. Speaking to anyone other than the exam proctor during the exam is not permitted.

You may leave the class when you are finished with the exam but you may not leave during the exam and return to finish it.

The CPA Exam only allows a simple four function calculator to be used during the exam.
The UNCC Department of Accounting will follow this policy as well.

Therefore, the use of financial, scientific and programmable calculators, calculators that accept text, and/or cell phone calculators are not allowed during examinations. This includes wearable technology. If in doubt ask, don't assume your calculator is acceptable. The risk is too high for you.

Students should bring a VERY basic calculator for use during each exam in this course. Calculators should be a "four function" type calculator that mostly offers add, subtract, multiply, and divide functions.

Examples are available on the class Canvas page. The cost of these are less than \$5.00

Possession of a cell phone, headphones, other wearable technology or any text or class notes in the exam room not secured completely in a backpack or otherwise not completely out of sight is prohibited during exams.

The brim of baseball caps should be turned to the rear during exams or the hat should be removed and stored in a backpack or otherwise completely out of sight.

Any violation of these policies will result in a ZERO for the particular exam.

Use of Scantron Answer Sheets

Exams will use the machine-graded “Scantron” answer sheet. These Scantron sheets will be provided. You do not need to purchase them in advance. All answers to multiple choice questions must be on the Scantron sheet in order to be considered. Answers on the test will not be considered. Be certain that all stray marks and “erased” wrong answers are fully erased prior to submitting the Scantron. No grade adjustments will be made due to errors in completing the Scantron. You should complete the Scantron answer sheet as you are taking the exam or quiz; don’t wait until the end of the allotted time to complete the Scantron.

Policy on Regrading Exams

Students may sometimes justifiably question the grading of specific questions or problems on their exams. If you wish to question the grading of an exam question, write your name, the number of the question to be regraded, along with the reason, on the cover of the examination. Request for regrading must be submitted immediately after you review your exam results. Regrading requests must be done in writing and will not be discussed during the classroom review of the exam.

Policy on Retaining Exams

Graded exams will be returned, discussed and then re-collected, generally during the first class meeting following the exam. **This will be your only opportunity to view your exam outside of an office appointment. Students are not allowed to leave the classroom with the exams.** Violation of this policy will result in an automatic grade of zero for the exam, as well as an academic integrity violation being filed against the offending student.



Homework

Students can earn up to 100 points from homework. Timely completion of homework assignments is ABSOLUTELY CRITICAL to your success in the course. The weighting of homework is equal to one exam. The wise student will embrace this like an open book test. None of the exams are open book but homework clearly is.

Homework will be completed using WileyPlus, through which students will receive immediate feedback as to whether the assignment was completed correctly. It is your responsibility to know the due date for homework assignments throughout the term. You should print the answers so that you can bring your work/questions to class and also be able to study the problems later. **Late homework will not be accepted and no assignments will be dropped when calculating grades.**

While not required it is often good to work in groups on homework. Learning from each other is highly efficient. In keeping with UNCC’s Academic Integrity Code, do not pass off the work of others as your own.

I will be happy to go over any homework problems with which a student has a legitimate question. **If you have no questions, I will assume that you had no difficulty.**

The homework course component will be determined as follows:

$$\text{Homework Grade} = 100 \text{ points times } \frac{\text{Homework Points Earned}}{\text{Homework Points Available}}$$

You can see your homework points earned and homework points available in WileyPlus by clicking on the “Gradebook” in Canvas. **You can verify your Canvas Homework score by looking at the Gradebook in WileyPlus. If these two grades are not the same (allowing for minor rounding), contact the instructor.**

I will assign additional problems for students who need added practice or who are contemplating a career in accounting. These will give bonus points on your homework grade for those who complete them accurately. There will be no penalty if you chose not to complete these additional problems. The bonus point value of these additional problems will be noted in WileyPlus.

Quizzes

Students may earn up to 25 points from quizzes. Several quizzes will be given throughout the semester after the applicable lecture. Quizzes will be announced in class and will consist of multiple choice questions, short exercises or problems similar to the assigned homework. **The lowest quiz grade will be dropped but no makeup quizzes will be given.**



Polling Questions

Each class period, questions will be asked that students can only answer using Poll Everywhere (free to students; <https://www.poll.everywhere.com/> and click on “login”. Upon entering your UNCC NinerNet email address, you will be prompted to sign in via the Single-Sign on (SSO). The ACCT 2121 –Russell response link for Poll Everywhere will be given during class). You must be physically present in class and bring a Wi-Fi enabled device (i.e. smart phone, tablet, etc.) to answer and earn the polling points. The questions will focus on the material covered in the textbook readings or lecture and the difficulty level will vary. Students should not convey answers to polling questions to their colleagues who are absent from class; violation of this policy will result in the loss of all polling points for the semester for any and all offending students.

Students may earn up to 25 points by answering questions correctly.

The Polling Question grade component will be determined as follows:

$$\text{Polling Question Grade} = 25 \text{ points times } \frac{\text{Polling Points Earned}}{\text{Polling Points Available}}$$

Accounting Cycle Review Problem (ARC)

Students may earn up to 30 points from the ARC Problem. The Accounting Cycle is a key learning objective for this course and is critical to understanding how transactions are analyzed, recorded and ultimately reported in financial statements.

All students will complete a Comprehensive Accounting Cycle Review problem. This assignment will be completed on WileyPlus and will be available for students to complete during the month of November. The assignment will be scored in WileyPlus. It will help as you study for the comprehensive final exam at the end of the course.

Lecture Notes and Handouts

Lecture notes will be posted on Canvas as we complete the lectures for each chapter. These will be helpful in studying for exams and are intended to supplement the notes students take during class time. Class Handouts will be posted on Canvas in advance of class and should be printed and brought to class. Not all lectures will have handouts.

General Expectations

Students are expected to come to class prepared. Textbook chapters are to be read prior to the class period for which they are assigned. Handouts (if any) are to be printed prior to the class period during which the chapter will be discussed. Assigned homework is to be completed prior to the class period during which the homework will be reviewed. Students are expected to arrive on time for class and remain engaged the entire period.

Classroom Conduct

Students are expected to treat the instructor and their fellow students with professional courtesy and respect. Appropriate classroom etiquette and conduct are expected:

- Cell phones should be silenced or turned off and put away out of sight
- Laptop computers and tablets should be used only for note taking and for accessing class materials
- Texting or checking e-mail is not permitted
- Disruptive and/or disrespectful behavior (for example sleeping during class) is unacceptable
- Talking during a lecture other than to address the class on the topic at hand is not permitted
- Disrespectful and/or vulgar language is unacceptable
- ***Inappropriate behavior will result in a student being asked to leave the classroom and may result in grade reduction, at the instructor's discretion.***

Academic Integrity

Students have the responsibility to know and observe the requirements of The UNCC Code of Student Academic Integrity. This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor and are binding on the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type. Grades in this course, therefore, should be and will be adversely affected by academic dishonesty. Students who violate the code can be expelled from UNCC. The normal penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. Copies of the code can be obtained from the Dean of Students Office or online.

The following are considered violations of the Code (but note that this is not an all-inclusive list):

1. Use of any calculator except an approved calculator during exams.
2. Use of a cell phone, programmable device, internet-accessible or text capable device during exams. This includes wearable technology.
3. Not having all cell phones, texts or notes put away, completely out of sight, during all exams. (If these items are not put away, it will be assumed that the student purposely kept them out with the intent of using them during the exam.)
4. Copying another student's answers on any course assignment or exam.
5. Having another student complete your on-line assignment.
6. Submitting "polling" answers for another student or asking another student to submit answers for you.
7. Calling out or sharing a "polling" answer before the time for answering has expired.
8. Allowing another student to copy your work/polling answers/exam answers.
9. Removing an exam from the classroom.

University policy indicates that students are expected to report cases of academic dishonesty to the course instructor.



Free Tutoring

Several opportunities for free tutoring will be available throughout the semester. Individual tutoring (by appointment) is provided at the Center for Academic Excellence. Students may sign up for an appointment online (www.ucae.uncc.edu; click on Tutorial Services.) Additionally, each week there will be opportunities for small group (drop in) sessions that may consist of: (1) labs led by graduate accounting students and (2) Supplemental Instruction sessions led by undergraduate students who were very successful in Acct 2121. **Again, there is no charge for any of these services.** Students should take advantage of these opportunities regularly during the semester.

Statement on Students with Disabilities

The Americans with Disabilities Act is a federal anti-discrimination statute that provides civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please see me within the first week and also contact the Office of Disability Services (Fretwell 230) and follow the instructions of that office for obtaining accommodations.

Statement on Diversity

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status

Adverse Weather

UNCC's Adverse Weather Policy states that, without exception, the University is open unless the Chancellor (or Chancellor's delegate) announces that the University is closed. Any changes to the University's operating schedule is posted on the school's website. The University's inclement weather number is 704-687-1900.

Adjustments to the Syllabus

This syllabus provides a general plan for the course which may need to be changed under certain circumstances. I reserve the right to make such changes as needed. Notice of changes will be posted on Canvas as well as announced in class.

Key Dates

Last day to register, add or drop course(s) with no grade	Aug 28
Connect Flags for Students that may not be successful in this course	Sep 15
Reporting of Unsatisfactory Grades	Oct 6
Fall Break	Oct 9/10
Last day to Withdraw from course with grade of "W"	Oct 24
Last day of Class	Dec 6
Reading Day	Dec 7



Accounting 2121 (Russell) - Fall 2017
Anticipated Class Schedule (Subject to Change)

Date	Day	Chapter #/Comments	Date	Day	Chapter #/Comments
23-Aug	W	Intro & Chapter 1	18-Oct	W	Exam 2 (Ch. 4-6) Bring UNCC Student ID, Pencils and Basic Calculator
28-Aug	M	1 - Intro to Financial Statements	23-Oct	M	8 - Reporting & Analyzing Receivables
30-Aug	W	2- A Further Look at Financials	25-Oct	W	8 - Reporting & Analyzing Receivables
4-Sep		Labor Day - No Class	30-Oct	M	9 - Reporting and Analyzing Long Lived Assets
6-Sep	W	2- A Further Looks at Financials	1-Nov	W	9 - Reporting and Analyzing Long Lived Assets
11-Sep	M	3 - The Accounting Info System	6-Nov	M	10-Reporting and Analyzing Liabilities
13-Sep	W	3 - The Accounting Info System	8-Nov	W	10-Reporting and Analyzing Liabilities
18-Sep	M	Exam 1 (Ch. 1-3) Bring UNCC Student ID, Pencils and Basic Calculator	13-Nov	M	Exam 3 (Ch. 8-10) Bring UNCC Student ID, Pencils and Basic Calculator
20-Sep	W	4 - Accrual Accounting Concepts	15-Nov	W	11-Reporting and Analyzing Stockholders Equity
25-Sep	M	4 - Accrual Accounting Concepts	20-Nov	M	11-Reporting and Analyzing Stockholders Equity
27-Sep	W	5 - Merchandising Operations	22-Nov	W	Thanksgiving Holiday - No Class
2-Oct	M	5 - Merchandising Operations	27-Nov	M	11-Reporting and Analyzing Stockholders Equity
4-Oct	W	5 - Merchandising Operations	29-Nov	W	12-Statement of Cash Flows
9-Oct	M	Fall Break - No Class	4-Dec	M	12-Statement of Cash Flows
11-Oct	W	6 - Reporting & Analyzing Inventory	6-Dec	W	12-Statement of Cash Flows/IFRS
16-Oct	M	6 - Reporting & Analyzing Inventory	8-Dec 8:00 AM- 10:30 AM	F	Final Exam (Comprehensive with Emphasis on Ch. 11 & 12) Bring UNCC ID, Pencils and Basic Calculator

By signing this page and giving it to my instructor, I am confirming that:

1. I have read carefully, understand, and will follow all of the guidelines, statements, and requirements stated in this ACCT 2121 Fall 2017 Syllabus.
2. I understand that the grade I earn in this class is my responsibility.
3. I understand that our class is a learning community. I will support my learning and the learning of my classmates and instructor by coming to class prepared, participating fully in class, completing my work, and complying with the classroom conduct section of this syllabus.

Please Sign Your Name Above

Please Print Your Name Above

Today's Date