**PRINCIPLES OF ACCOUNTING I**
**ACCT 2121-006    Spring 2014**
**WF 12:30 pm–1:45 pm  CHHS 281**

Professor:   Kristin Luttecke, Ph.D., CPA  
Office:     Friday 253C  
E-Mail:    kluttecke@uncc.edu (best way to reach me)  
Office Phone:   704-687-1820  
Office Hours:   Wednesday, 10:30 am – noon and 2:00 – 3:30 pm, and by appointment  
Web Address:  Course material will be posted to Moodle

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**Course Description**
Fundamental accounting principles with emphasis on the use of financial accounting data and the 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.

**Required Materials**
1. WileyPLUS (includes the electronic version of the text and online resource through which you will submit your homework); and,  
2. Textbook: *Financial Accounting, Tools for Business Decision Making*, 7th Ed. By Kimmel, Weygandt, and Kieso; publisher: Wiley (may be the electronic version - which *is included* in WileyPLUS, or the hardcover version, or the binder-ready version); and,  
3. a very basic four-function calculator (more on this below)  
4. Clicker

I recommend you purchase the publisher’s "bundle" which is available to you at a reduced cost at the UNCC Bookstore and Gray’s.
Other options are available and posted on our class Moodle.
**Communication**
I will communicate with the class through email and Moodle2. Please check your official UNCC email and Moodle2 frequently. You are responsible for the information contained in both. Moodle2 is accessible through 49er Express on the UNC Charlotte website (www.uncc.edu) or directly through moodle2.uncc.edu. You will need to enter your NinerNet user name and password to log in.

**Lecture Materials**
I will frequently post materials to Moodle that we will use in class. You may either print them out or access them via a digital device during class although it is generally easier to have a hard-copy in class.

**Nature of the Course and Some Strategies for Success**
Accounting Principles can be a challenging and time-consuming course. I tell you this up-front so that you can prepare accordingly and get the most out of the semester. Some strategies that can help you succeed:

1. Set aside adequate time in your schedule to read through the slides BEFORE the associated lecture. I will frequently give “pop” quizzes in class to encourage you to come to class prepared.
2. Set aside adequate time in your schedule to work through the homework. Accounting homework takes a long time to complete and I suggest you work on it over the course of several days so you do not get overwhelmed.
3. Bring a pencil, paper, calculator, clicker and textbook pages from the current chapter to every lecture. I will work through A LOT of problems in class so that you will be better prepared when it is time to do homework and exam problems.
4. Ask questions in class. I know you’ve heard this a thousand times before, but it is true: if you have a question, chances are that others do too and will appreciate that you asked it.
5. PRACTICE. There’s no way around it. Re-work the homework, the class assignments, and the practice problems until you understand the material.

**Attendance**
Regular class attendance is expected. Students assume full responsibility for material covered and assignments given during a missed class. Missing class may adversely affect a student’s grade as missed quizzes may not be taken at a later date.

**Homework**
Timely completion of homework assignments is ABSOLUTELY CRITICAL to your success in this course. I cannot stress the value of PRACTICE enough. Homework will be completed through WileyPLUS, which allows you to receive immediate feedback as to whether the assignment was completed correctly. Homework assignments and the associated due dates will be posted in Moodle. It is your responsibility to know the due date for homework assignments throughout the semester. You should print the blank questions and answers so that you can bring your work/questions to class and also be able to study the problems later. Late homework is not accepted; however, I will drop your one (1) lowest homework score.

Students will frequently have questions as they are working on the homework. I suggest students spend adequate time trying to solve the homework on their own, but when all else fails, students should post a question to our class Moodle2 forum for the chapter. Other students may reply with helpful hints (not the answer or something that gives away the answer completely) and may receive extra credit for doing so (discussed later in the syllabus). Please do not email the professor for homework help before allowing other students adequate time to respond to your question. Also, if it appears that students are abusing this forum (i.e., trying to complete the homework without putting in much effort), we will discontinue its use.
In-class Assessments (Quizzes and Clicker questions)
Unannounced quizzes and clicker questions will be given throughout the semester. They will be short and consist of multiple-choice questions similar to those that will be encountered on exams, and/or short exercises or problems. The purpose of these activities is to encourage you to stay current on the material and to practice the material. Any material that you have been assigned is fair game (for example, the Chapter 1 PowerPoint slides could be quiz material on the first day of class). For that reason, you need to keep up on the reading and make sure that you are aware of all assignments posted to Moodle2. No make-up quizzes will be allowed; however, I will drop your one (1) lowest daily quiz/clicker score to allow for illness, car problems, etc.

Examinations
Three mid-term exams (during class):
  Friday, February 7th
  Wednesday, March 19th
  Wednesday, April 16th

Cumulative final exam: Thursday, May 1st (8:00am-11:00am)

Policies related to Exams:

Make-up Exams
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 exams: severe personal illness and death in the family. These excuses must be appropriately documented and presented to me prior to class. Please use email to communicate an emergency – do not leave a note in my mailbox.

Retaining Exams
Exams will not be returned in class. You are encouraged to come to office hours to view your exams and ask questions. Students are not allowed to leave my office or the classroom with an exam or make any attempt to copy the exam. Non-adherence to this policy will result in an automatic grade of zero for the exam, as well as academic integrity charges being filed against the offending student.

Conduct during Examinations and Quizzes
Students are expected to be on time for exams and to respect each other at all times. Each student should behave appropriately during examinations. Hats with brims may not be worn during exams. Students must refrain from displaying behaviors that may be annoying to other students and must keep their focus on their test booklet.

The use of financial, scientific, and programmable calculators that accept text and/or cell phone calculators are prohibited during examinations and quizzes. A violation of this policy will result in a zero for the exam or quiz.

REMEMBER TO BRING YOUR CALCULATOR, ID AND TWO PENCILS TO EACH EXAM!
**Grading Policy**
A student's grade will be determined on the basis of his/her accomplishment in the following areas:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three midterm examinations (100 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Final examination (comprehensive)</td>
<td>150</td>
</tr>
<tr>
<td>Homework</td>
<td>75</td>
</tr>
<tr>
<td>Quizzes/Clicker questions</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

The following grading scale will be used:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100 percent of total points</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89 percent of total points</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79 percent of total points</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69 percent of total points</td>
<td>D</td>
</tr>
<tr>
<td>Below 60 percent of total points</td>
<td>F</td>
</tr>
</tbody>
</table>

**Extra Credit**
I will be providing one extra credit opportunity this semester. Students who respond to other students’ homework questions through Moodle may be eligible to earn up to fifteen (15) extra credit points for the semester. These points are awarded at the professor’s discretion only and are awarded to students who provide helpful hints (not answers) or strategies in response to other students’ questions. Please limit your responses to one per chapter.

**Classroom Conduct**
You are on the path to becoming professionals. Appropriate classroom etiquette and conduct are expected:

- Cell phones and beepers must be turned off.
- Disruptive and/or disrespectful behavior (for example, sleeping during class) is not allowed.
- Talking during a lecture is not allowed.
- Disrespectful and/or vulgar language is not allowed.
- No laptops should be used during class except to access the textbook.
- Please no “chew” or extremely odorous food in class.

Inappropriate behavior will result in a grade reduction, according to my discretion.

Additionally, your online presence should reflect a professional demeanor. Specifically, communication through email should be professional and free of texting lingo.

**FREE Tutoring**
Several opportunities for free tutoring will be available throughout the semester. Individual tutoring (by appointment) is provided at the tutoring center in Fretwell (Fretwell 318K, 704-687-2163). You may also login online to sign up for a tutoring appointment at [www.ucae.edu](http://www.ucae.edu) (click on Tutorial Services). Additionally, there will be several Supplemental Instruction sessions, led by students who have been successful in ACCT 2121, offered each week. Beta Alpha Psi, the Accounting Honor Fraternity, will provide tutoring near exam dates. There is no charge for any of these services.

**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 in
Room 230 of the Fretwell building 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.

**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.

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

1. Use of any calculator except a 4-function calculator during exams.
2. Use of a cell phone, programmable device or internet-accessible device during exams.
3. Not having all notes put away, completely out of sight, during all quizzes and exams. (If notes are not put away, it will be assumed that the student purposely kept the notes out with the intent of using them on the quiz or exam.)
4. Copying another student’s answers on any course assignment.
5. Having another student complete your on-line assignment.
6. Allowing another student to copy your work/quiz answers/exam answers - this is called “complicity” and makes you an accomplice.
7. Not reporting another student that you know is cheating – another type of complicity.
8. Removing an exam from the classroom or attempting to copy the exam questions.
9. In peer-grading, giving another student credit for incorrect work.

  Students are expected to report cases of academic dishonesty to the course instructor.

**Adjustments to the Syllabus**
This course syllabus provides a general plan for the course. Under certain circumstances, it may be necessary to deviate from the plan as situations dictate.