

*****NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE*****

**ACCT 2010 - PRINCIPLES OF ACCOUNTING I (Financial Accounting)
COURSE SYLLABUS AND SCHEDULE
(AS OF 1/13/2017)
SPRING 2017**

INSTRUCTOR: Professor Allison M. McLeod, LL.M., CPA
OFFICE: BLB 399C
EMAIL/TELEPHONE: Allison.mcleod@unt.edu/940.369.8809

CLASS TIME & LOCATION: Tuesday/Thursday
Section .005 12:30 – 1:50 in BLB 155
Section .006 2:00 – 3:20 in BLB 090

OFFICE HOURS: Tuesdays 6:00 to 6:30
Tuesdays and Thursdays 11:30-12:30
After class or by appointment

TEXT/MATERIALS: Harrison, Horngren, Thomas, Financial Accounting 11e,
and Pearson My Accounting Lab (MAL). Bring a
network-enabled device (e.g. Smartphone, tablet, laptop)
with the Reef-Polling app to class every day.

COURSE DESCRIPTION

This course deals with uses of accounting information by persons external to the firm; the analysis of financial statements and the interpretation of accounting data; income and cash flow analysis; the nature of assets and liabilities; and understanding the accounting reporting process.

This course may not be taken more than twice at UNT. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

Please note that this syllabus may change at any time and the change communicated via Blackboard and/or class announcement. It is the student's responsibility to keep up with any changes.

PREREQUISITES

- ECON 1100 (may be taken concurrently); MATH 1100 or higher (MATH 1180 preferred).
- ACCT 2010 is a prerequisite of ACCT 2020. You may not be enrolled in both courses at the same time.

COURSE OBJECTIVES

Accounting is the language of business. The primary objective of the course is for you to become fluent in this language so that you can operate your business and communicate with others in business. If you cannot speak the language, you will be at a huge disadvantage in your career. You will use the language of financial accounting to tell the story of your business to stakeholders such as providers of financing (e.g. your banker and investors),

suppliers, customers, employees, and regulators. This course will teach you the concepts and procedures used to measure, report and analyze the transactions and events that affect your business. In addition, the concepts introduced in this course will show up repeatedly in your future coursework to earn your business degree. This is a core business course because of its universal application to all business disciplines.

PERFORMANCE EVALUATION

Your course grade will be weighted as follows:

Engagement	10.00%
Homework	15.00%
Exams	60.00%
Comprehensive Final	
Exam	<u>15.00%</u>
	<u><u>100.00%</u></u>

The grading scale is:

A	≥ 90%
B	80% - 89.99%
C	70% - 79.99%
D	60% - 69.99%
F	< 60%

GRADING NOTES

1. No other work can be substituted for the required work.
2. There are no opportunities for extra credit in this course. Your grade will be determined exclusively on the criteria noted above under Course Grade. Please do not ask for any extra credit opportunities.

EXAMS

We will take six exams during the semester. Exams 1 through 5 will cover material from specific chapters as noted on the class schedule. The sixth exam will be a departmental comprehensive final.

The best preparation for all of the exams will be: 1) careful reading of the text material, 2) working all assigned problems, and 3) extensive practice time with MAL problems as well as the comprehensive MAL customized learning materials (e.g. Study Plan, Dynamic Study Modules). Additionally, review of the glossary and the chapter review problems provided at the middle and end of each chapter of the textbook will be very helpful. Students have traditionally found this course very challenging. You will spend three hours (or more) outside of class for every hour in class reading, studying, doing homework and practice problems, and reviewing. Block out ten hours per week outside of class to be successful.

If you make less than 70% on an exam:

1. Attend two Supplemental Instruction (SI) or tutoring sessions per chapter until you earn 70% or above on an exam. These tutoring/SI sessions are designed to help you get back on track. Make sure you sign in at the session so you get credit for your efforts. If you opt for individual tutoring, have the tutor email me and the course grader immediately after the session.

2. Attend a Learning Center Study Skills session. This is designed to give you tools to efficiently take notes, manage your schedule, and study and review the material.
3. SI/tutoring and study skill sessions are part of your engagement in the course.

Please note the following:

1. You are required to take each of the exams in this course.
2. When you take an exam, the grade will be recorded and cannot be dropped.
3. If you miss an exam, you will earn a zero on that exam. Please do not miss an exam.
4. You can make up a missed exam if the absence is based on religious beliefs (see below). For all other excused absences, your score on the Comprehensive Final Exam will replace the previously recorded zero for the missed exam. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero. Make-up exams are not given.
5. The exam dates are listed on the attached Tentative Class Schedule. Although I do not expect to change any of the exam date, please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard.
6. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam if possible.

EXCUSED ABSENCES:

1. **ABSENCES BASED ON RELIGIOUS BELIEFS:** The student must notify me **in writing** of an exam scheduled on a day he or she will be absent due to observance of a religious holy day. **Notification must be made as soon as possible** by written correspondence, delivered to me, and acknowledged as received by me.
2. **DOCUMENTED MEDICAL REASON:** If you miss an Exam for **Medical** reasons, the following must occur: you (or your spouse or your parent) must communicate with me within 18 (eighteen) hours of the missed Exam, and you must subsequently provide a written doctor's excuse. The written doctor's excuse must include a telephone number at which I can reach the doctor's office to confirm the validity of the excuse. I will not inquire about private medical information, but rather time affirmation. Remember that any UNT student may visit the UNT Health Center for medical assistance.
3. **UNT TRAVEL:** Documentation from a UNT official must be provided in advance of the absence.
4. **DEATH OF IMMEDIATE FAMILY MEMBER:** The student must notify within 48 hours after the missed exam and will be required to submit the obituary notice or other appropriate documentation to support this claim.

The following are examples of unexcused absences: vacation travel, travel scheduled by someone other than yourself, weddings, work responsibilities, or the illness of anyone other than yourself.

EXAM RULES

1. All exams will be administered in the Sage Hall Testing Center. The exam grade will be available immediately after submitting your exam. You may review your exam with the course grader after all sections have taken the exam.
2. Turn off and remove from your desk all cellular phones. Remove all phone ear pieces and/or Blue-Tooth devices. You may not use your wireless phone as a calculator or as a time piece on exam days. Any cellular phone that is not turned off and rings can result in penalties including a failing grade on the exam.
3. You must use the calculator provided and may not use your own calculator on the exam.
4. No books or notes may be used during exams. All material you bring to the testing center

must be placed in the storage units provided.

5. I will supply all “scratch” paper.
6. I reserve the right to seat and/or re-seat any student before or during an exam.
7. Place a picture ID on the right side of your testing station.

HOMEWORK

Homework is due at the time and date assigned in MAL. The lowest homework score will be dropped from your homework average. To be efficient and cover material on exams, but not included on the homework, read and study the relevant pages in the textbook before doing the homework. This is very important. For each homework calculation, there are several conceptual questions that support the calculation. A significant portion of each exam is conceptual material gleaned from reading and studying the textbook, and not covered on the homework.

If you have problems with MAL at any time, **you must contact the Pearson helpdesk** immediately to attempt to resolve the problem. A link to MAL support is provided in Blackboard. Students who report issues they had with MAL **will not be able to receive further assistance from the Instructor or the Pearson UNT Representative if they do not have a related incident number documenting the work previously done by the Pearson technicians on their incident.** Hardware issues such as computers/laptops crashing or internet not working are **not** legitimate reasons to re-open a homework assignment for a student.

ENGAGEMENT

Engagement is a measure of whether you are taking the actions that students take to succeed. You will begin (and hopefully end) the semester with 10% of your final grade already earned. The key to engagement is time management, self-discipline, and a growth mindset. To maintain this 10%, you will:

1. Attend class regularly with few, if any, exceptions.
2. Score higher than a 50% on the homework.
3. Participate in group discussions.
4. Attend any required remedial Supplemental Instruction/Tutoring sessions.
5. Use technology appropriately (if you pick up your cell phone or other device when the rest of the class is not using their tech, then your body is in the classroom, but your mind is not – you are not engaged).
6. Not leave before class is over. If you have to leave early for a good reason, let me know before class.
7. Be in class on time.
8. Score more than 60% on in-class quizzes. If you score less than 60%, this indicates you are not really mentally involved in grasping the material.
9. Attend any needed Learning Center study skills training. If you score less than a 70% on exams, you will attend a Learning Center study skills training. This isn't intended to be punitive. A score less than 70% indicates that what you are doing in class is not working. The study skills training will help get you back on the right track.
10. Display appropriate classroom behavior. See the separate section below.

Each of these will result in a loss of .5 to 1 percent reduction in the engagement component of the course. The engagement portion of the grade is intended to give you credit for doing what you should be doing anyway – coming to class, doing the homework, paying attention, and being a committed student.

CLASS ATTENDANCE

As mentioned above, engagement in the class is critical to your success in learning accounting concepts. You cannot be engaged if you are not there. I reserve the right to withdraw from the class any student who misses more than 20% of class meetings. Attendance will be recorded either by a roll sheet or by your scores to the in-class quizzes. Scores of “0” to the in-class quizzes shows that you either were not in class or were sufficiently unengaged that you were not present mentally.

CLASS PREPARATION

I expect, at a minimum, that you will read the assigned text material before the first class meeting during which a chapter is scheduled to be discussed. Prior to our first class meeting on a particular chapter, I will expect you to have worked through the mid-chapter and end of chapter review exercises, and to have carefully reviewed the vocabulary listing at the end of the chapter. Reading the text material and doing the suggested work prior to the first class meeting in which a chapter is discussed will aid in your understanding of the material. When we begin the discussion of a new chapter, I will briefly discuss any of the concepts contained therein but by no means will my lectures be comprehensive with respect to the material covered in the text. Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand.

In short, Class Preparation includes ALL of the following:

1. Read the textbook.
2. Work through the Quick Check and short problems in the back of the chapter as well as any similar problems in My Accounting Lab.
3. Attend class on a regular basis.
4. Be engaged in class and come prepared to ask questions.
5. Go to the Accounting Lab or SI sessions as needed/assigned.
6. Visit with me during office hours if you have any questions or your class preparation is not helping you attain success in this class.
7. Allocate adequate time for class preparation. If you have a heavy work schedule or have other responsibilities that prevent you from having enough time to adequately prepare for this class, you should consider dropping ACCT 2010 and re-enrolling later when your circumstances change.
8. Be sure to select an “Accounting Buddy” from your class and have a reciprocal agreement to share notes and alert each other as to class announcements in the event you need to miss class. I do not take notes on my own lectures and cannot replicate an entire class during office hours, so you will need to get notes from a classmate.

MyAccountingLab/TEXTBOOK/REEF Polling

Along with your course textbook you will need to purchase access to Pearson’s online package called MyAccountingLab (MAL).

We frequently refer to the textbook. Bring it to class. The eBook that comes with the text is an excellent choice because of the links to related exercises and problems.

MAL provides you with a large set of problems with which to practice the concepts we will discuss in this course. Practice is the key to success in accounting. Persistent use of the features of MAL provides you with a superior tool with which to work for success in this course. I urge you to make use of the system to the fullest extent possible!

REEF Polling is an app used to get instant feedback on the classes understanding of course

topics. Each student must be registered to REEF and have a device (computer, smartphone or tablet for polling responses).

Because REEF is flexible across devices, you may participate by choosing one of the two options below:

1. REEF Polling app: You may use your own smartphone or tablet by downloading the REEF app – available for iOS and Android.
2. REEF Polling website – app.reef-education.com – for browser-based use.
With either option, you will create an account with REEF, enter your EUID (your Blackboard login ID) in the *Student ID* space, select University of North Texas as your institution, and search for each course in which you will use REEF. Licenses for REEF at UNT-Denton are provided for your use at no cost to you.

Please ensure your device meets REEF Polling's [minimum system requirements](#).

This course is listed as follows: Sp 17 Acct 2010 Sections 5 and 6 - McLeod

ACADEMIC INTEGRITY

Honesty and integrity are very important characteristics of an accountant or any business person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your discontinuance in this course with a grade of F and could lead to expulsion from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. The university's recently revised academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

WITHDRAWALS

University policy relative to withdrawals will be followed. You should consult with your academic advisor prior to withdrawing from or dropping this course and prior to the following dates if you are considering to drop this course:

Friday, 2/24/2017: Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing.

Tuesday, 4/4/2017: Last day for a student to drop a course with the consent of the instructor; W or WF may be assigned.

I am not permitted to give you a W after April 4 even if I want to, so please be aware of the drop dates! Additionally, please take note that the dates above are administered by the Registrar's office. They do not represent policy, only estimates based on a reading of the Registrar's calendar at the beginning of the semester. If you think you may have to drop the course, always consult with the Registrar's office early to get official dates.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. It is your responsibility to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. UNT's Office of Disability Accommodation (ODA), is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. You must contact ODA who will instruct you how to proceed. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive.

COMMUNICATING WITH YOUR INSTRUCTOR

I want to be responsive to you when you reach out to me for my assistance. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner:

1. The best way to contact me is via email (Allison.mcleod@unt.edu).
2. If you email me, do not assume that I received your email unless I confirm receipt. Please type "ACCT 2010 and your section number (or class time) in the email subject line.
3. Note that there may be times that it would be unwieldy to answer your question by email. I may ask you to instead contact me during office hours or before/after class so I can respond to your issue.
4. When leaving me a phone message, please speak clearly and slowly and make certain to leave me a number and time when I can return the phone call.
5. When you see me in my office, it will be helpful for you to remind me of your name and the section you are in.

STUDENT PERCEPTIONS OF TEACHING (SPOT)

The Student Perceptions of Teaching Effectiveness (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

CLASSROOM BEHAVIOR

Acting in a way that interferes with my ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated. Don't do it. Unacceptable behavior can result in a reduction of the final grade of up to and including 30 percent from the final grade. This is in addition to a reduction in the Engagement portion of the final grade. Students engaging in unacceptable behavior may be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

CANCELLATION OF CLASSES

In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class unless I otherwise communicate with you through the UNT email system. You must use your own judgment with regard to your personal safety in coming to campus.

BLACKBOARD

We will use Blackboard in this class. You can reach the Blackboard site at <https://learn.unt.edu>. Once on the site please log in with your UNT Username and Password. That will take you to your personal page that lists all of the classes for which you are registered that are using Blackboard. I will post your individual scores on exams to Blackboard. We will be using this system extensively during the semester. If you have had no previous experience with the system, you should take advantage of the available training resources early in the semester.

STUDENT HELP & TUTORING

The Accounting Lab, primarily for students taking ACCT 2010 and ACCT 2020 is in BLB 007. An appointment is recommended, but not required, to meet with the tutors in the Accounting Lab. Use the link (<http://www.cob.unt.edu/lab/tutor.php>) on Blackboard to make an appointment. The UNT Learning Center, located on the third floor of Sage Hall, offers tutoring services. Use the link on Blackboard to make an appointment.

ONLINE RESOURCES:

Many online accounting sites exist with resources relevant to the material we will cover this semester. Some of these are:

1. www.austincc.edu/accting/toolbox/ (Accounting Toolbox)
2. Youtube (www.youtube.com) has many videos over topics covered. Here are two examples:
https://www.youtube.com/playlist?list=PLXqOPL1_YKY8hJpHWfiGO7SIOZ5AIJDZZ) or
https://www.youtube.com/playlist?list=PLK6rmAKVLnP8mqAt6llgc43o13A_LCxbM)
3. www.principlesofaccounting.com

Day	Date	Chapter	Topics
T	January 17		Course Introduction, MAL
Th	January 19	Ch. 1	The Financial Statements
T	January 24		The Financial Statements
Th	January 26	Ch. 2	Transaction Analysis
T	January 31		Transaction Analysis
Th	February 2	Ch. 3	Accrual Accounting & Income
T	February 7		Accrual Accounting & Income
Th	February 9	Exam I	Chapters 1, 2, 3
T	February 14	Ch. 4	Internal Control & Cash
Th	February 16		Internal Control & Cash
T	February 21	Ch. 5	Short-Term Investments & Receivables
Th	February 23		Short-Term Investments & Receivables
T	February 28	Exam II	Chapters 4 & 5
Th	March 2	Ch. 6	Inventory & Cost of Goods Sold
T	March 7		Inventory & Cost of Goods Sold
Th	March 9	Ch. 7	Plant Assets, Natural Resources & Intangibles
T	March 21		Plant Assets, Natural Resources & Intangibles
Th	March 23		Hold for snow day. Possible lab day or add'l Ch 7 lecture.
T	March 28	Exam III	Chapters 6 & 7
Th	March 30	Ch. 9	Liabilities
T	April 4		Liabilities
Th	April 6	Ch. 10	Stockholders' Equity
T	April 11		Stockholders' Equity
Th	April 13	Exam IV	Chapters 9 & 10
T	April 18	Ch. 11	Evaluating Performance
Th	April 20		Evaluating Performance
T	April 25	Ch. 12	The Statement of Cash Flows
Th	April 27		The Statement of Cash Flows
T	May 2	Exam V	Chapter 11 and 12
Th	May 4		Final Exam Review
Wednesday, May 10, 2017 4:00-6:00 p.m.			DEPARTMENTAL FINAL EXAM Location: TBD