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ACCT 2010.013

**ACCT 2010 - PRINCIPLES OF ACCOUNTING I (Financial Accounting)
COURSE SYLLABUS AND SCHEDULE
FALL 2019**

****SUBJECT TO CHANGE****

INSTRUCTOR: Allison M. McLeod, LL.M., CPA
OFFICE: BLB 399C
EMAIL: Allison.mcleod@unt.edu
PHONE: 940-369-8809

CLASS TIME & LOCATION: TU/TH - Section .005 12:30-1:50 p.m. in BLB 155
Mondays - Section .009 6:30-9:20 p.m. in BLB 255
Thursdays - Section .013 6:30-9:20 p.m. in BLB 090

OFFICE HOURS: Tuesdays/Thursdays 11:30 am -12:20 p.m.
Mondays and Thursdays 5:45-6:25 p.m.
Or by appointment.

I will not be holding regular office hours during Finals Week.

TEXT/MATERIALS: Thomas, Tietz, Harrison, Financial Accounting 12e, and Pearson My Accounting Lab (MAL). Bring a network-enabled device (e.g. Smartphone, tablet, laptop) with the iClicker-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 Canvas 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.

This course serves as a prerequisite for all higher level Accounting Courses.

It may also be a prerequisite for some non-accounting courses. Please discuss your course schedule with your advisor.

COURSE OBJECTIVES

Upon satisfactory completion of this course, the students will be able to:

1. Define and identify accounting terminology and concepts.
2. Calculate the monetary values associated with financial transactions or events.
3. Analyze the impact of a transaction or event on the organization's financial statements.
4. Prepare external financial statements.
5. Interpret financial statements.

PERFORMANCE EVALUATION

Your course grade will be weighted as follows:

Engagement	85
Accounting Cycle Tutorial	45
Dynamic Study Modules	60
Homework	60
Exams (135 points each) – highest three scores	405
Comprehensive Final Exam - mandatory	200
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The grading scale is:

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

GRADING NOTES

- Please use the grading calculator as posted on Canvas to track your grades. Scores on My Accounting Lab do not reflect the scores we drop at the end of the semester and weightings, so averages on MAL may not be an accurate representation of your on-going average.
- No other work can be substituted for the required work.
- 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 five exams during the semester. Exams 1 through 4 will cover material from specific chapters as noted on the class schedule. The fifth 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 four Supplemental Instruction (SI) or tutoring sessions prior to the next exam after every exam you score 70% or less, even if you intentionally did not attend 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 score in the course.
4. You may attend sessions given by ANY SI, not just the one assigned to your class. As a result, there are over 35 SI sessions being presented to accommodate a variety of schedules on a weekly basis. Work schedules or other personal conflicts will not be an accepted excuse for missing SI sessions. 4 points will be deducted from your Engagement score for every required SI session you did not attend.

Please note the following:

1. The lowest score of the regular exams (Exams I-IV) will be dropped.
2. Your score for the Final Exam will NOT be dropped even if it is the lowest of all your exams. The Final Exam is mandatory – no other grades can substitute for this score.
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, military orders or approved UNT travel (see below). All other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero.
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 Canvas.
6. Should you have to miss an exam, it is your responsibility to notify me as far in advance as 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. **UNT TRAVEL:** Documentation from a UNT official must be provided in advance of the absence.
3. **MILITARY ORDERS:** Please provide a copy of your military orders in advance of the absence.

Should you miss an exam for any other reason (illness, vacation, attending a funeral, work, etc.), you will receive a score of zero.

EXAM RULES

1. All regular exams (unless noted) will be administered in our regularly scheduled classroom. The exam grade will be available immediately after submitting your exam. You may review your exam with the Supplemental Instructor or me 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. These items must be put in your bag and cannot remain on your person.
3. No digital/smart watches or internet-enabled eyewear are permitted. These items must be put in your bag.
4. ***Anyone caught with a prohibited device on their person will, at a minimum, receive a zero for the exam. If your cell phone rings during an exam, even if it is in your bag, will at a minimum result in a zero for the exam. I reserve the right to assign an overall grade of Failing for any exam protocol infractions.***
5. You may not use your own calculator on the exam. An on-screen calculator or four function calculator will be made available with the exam.
6. No books or notes may be used during exams. All material you bring will need to be put at the front of the classroom.
7. I will supply all “scratch” paper.
8. I reserve the right to seat and/or re-seat any student before or during an exam.
9. Place your student ID or driver’s license on the right side of your testing station.
10. ***It is strongly suggested you bring simple Styrofoam earplugs (not electronic) to use during the exam.*** There will be significant construction going on outside of the building, so you may need the earplugs to help with extraneous sound.

TEXTBOOK

Reading the textbook in this class ***is not optional!*** Accounting is a difficult topic and I am only able to convey so much information in class and in the assignments. Reading the book will assist you in obtaining all the detail you will need to understand this topic thoroughly, not just in a surface manner. Please note that completing and studying the homework, dynamic study modules and study plan is not a substitute for reading the book!

TEXTBOOK/ MY ACCOUNTING LAB/ iCLICKER POLLING

We frequently refer to the textbook. Bring it to class. While the eBook has links to related exercises and problems, consider purchasing the physical textbook as most student experience better retention of the material by reading a paper textbook.

You will also need to purchase access to Pearson’s online package called MyAccountingLab (MAL). 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!

iClicker Polling is an app used to get instant feedback on the classes understanding of course topics. Each student must be registered to iClicker and have a device (computer, smartphone or tablet for polling responses. You will register for iClicker through a link I will provide in Canvas.

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.

Internet and systems issues are a way of life, so do not wait until the last minute to complete your homework! Hardware issues such as computers/laptops crashing or internet not working are **not** legitimate reasons to re-open a homework assignment for a student. 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 Canvas. 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.**

DYNAMIC STUDY MODULES

Dynamic Study Modules are a series of short questions designed to help you solidify concepts you are learning from reading the book and class attendance. Please note that these exercises are merely one of several tools you should employ to help you understand the material. Note that working through these problems *is no substitute* for attending class and reading the book.

PRACTICE AND REVIEW QUESTIONS

These practice sets include nearly all questions available in the study plan. Practice and Review questions *will not be graded and are optional*. I recommend you use these modules as a supplement to class attendance and reading the book as an aid to thoroughly understanding the learning objectives.

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 part of your final grade already earned. The key to engagement is time management, self-discipline, and a growth mindset. To maintain this score, you will:

1. Attend class on a regular basis.
2. Participate in group discussions.
3. 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).
4. Score more than 60% on in-class iClicker polling quizzes.
5. Attend required SI sessions. If you score less than a 70% on exams, you will be required to attend 4 Supplemental Instructor sessions before the next exam. This isn't intended to be punitive. If you score less than 70%, what you are doing in class is not working. The SI sessions will help get you back on the right track.
6. Exhibit appropriate classroom behavior. See the separate section below.

Each of these will result in a loss of points on 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, being a good 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 lower a student's overall grade up to one letter grade if the student has unexcused absences for more than 20% of class meetings.* Leaving class early or late will count as an absence unless excused by me.

Attendance will be recorded either by a roll sheet or by your scores to the in-class quizzes. If you are not in class during the in-class quizzes or decide not to participate, you will be counted as absent that day. 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. Please refer to UNT's official attendance policy here: <https://policy.unt.edu/policy/06-039>

Anyone trying to check in during the quizzes who is not actually in class at the time is considered to be cheating. You will be turned into the Office of Academic Integrity. I reserve the right to assign you an overall grade of F for the course.

CLASS PREPARATION

I expect, at a minimum, that you will read the assigned text material, 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. This will aid in your understanding of the material. I have put on Canvas for each chapter a document entitled "**Directed Reading WS.**" This is an optional worksheet to help you read the textbook carefully instead of skimming over important concepts. This worksheet is for your own benefit and is not for a grade.

My best students have in common excellent preparation, which includes most of the following activities on a consistent and frequent basis:

- Reading the book thoroughly (not just skimming it) and taking notes along the way (the Directed Reading WS will help with this)
- Working the problem sets at the end of each chapter ("EOC"), especially the Quick Check, Quizzes and Short Problems. The Quizzes (which are different than the Chapter Quiz you take for a grade) are a problem set within the EOC problems. The answers to the Quick Check is in the book, and I have posted the answers to the Quizzes on Canvas. You can find the answers to the Short Problems in the solutions manual available in the Accounting Lab (BLB 007), with your SI and professor. You should work the problems until you can do them easily.
- Getting assignments done early
- If confused, will promptly see SI or professor
- Reviewing old exams in order to improve test-taking strategy
- Working the Study Plan and Dynamic Study Modules
- Thoroughly reviewing and assimilate lectures and other materials
- Obtaining the SI's test review and working through it carefully.

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:

Monday, 11/4/2019: Last day for a student to drop a course with a W.

I am not permitted to give you a W after the drop date even if I want to unless you are passing and drop by the second drop date so please be aware of the deadlines! Additionally, please take note that the drop date is 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. For additional information, please refer to the following URL: <http://www.unt.edu/oda>.

COMMUNICATING WITH YOUR INSTRUCTORS

I, and the instructors of your other courses, 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:

- The best way to contact me is via email using my UNT email address at the top of the syllabus. Please do NOT send me a message through Canvas. I do not check Canvas every day and therefore cannot guarantee that I would receive your messages on a timely basis if you try to contact me using that method.
- 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.
- 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.
- 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. 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.

UNT believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care which includes the ability to respond adequately to one's emotional, physical, and educational needs. Some students who are distressed engage in behaviors that compromise their own welfare, as well as the welfare of the university community. If you or a friend need assistance with mental health resources on campus, please feel free to reach out to counseling and testing at 940-565-2741 or the care team at report.unt.edu.

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. You must use your own judgement with regard to your personal safety in coming to campus.

EMERGENCY EVACUATION PROCEDURES FOR THE BLB

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.
- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

CANVAS

We will use Canvas in this class. You can reach the Canvas site at <https://canvas.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 Canvas. I will post your individual scores on exams to Canvas. 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 Canvas to make

an appointment. The UNT Learning Center, located on the third floor of Sage Hall, offers tutoring services. Use the link on Canvas to make an appointment.

Your success not only in this course but throughout your UNT career is important to me, to the Department of Accounting, to the College of Business, and to the University. Always keep the following ideas in mind as you pursue the completion of this course as well as your degree.

Show up

Find support

Take control

Be prepared

Get involved

Be persistent

Take responsibility!

Remember, you did not come to UNT to be given a degree.....you came to earn it!

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=PLXqQPL1_YKY8hJpHWfiGO7SIOZ5AIJDZZ) or
https://www.youtube.com/playlist?list=PLK6rmAKVLP8mqAt6llgc43o13A_LCxbM)
3. www.principlesofaccounting.com

Accounting 2010, Class Schedule

Day	Date	Chapter	Topics
TH	A	29-Aug	Course Introduction, MAL, Ch 1 The Financial Statements
TH	B	Ch. 1	The Financial Statements
TH	A	5-Sep	Ch. 1 The Financial Statements
TH	B	Ch. 2	Transaction Analysis
TH	A	12-Sep	Ch. 2 Transaction Analysis
TH	B	Ch 2/3	Transaction Analysis/Accrual Accounting
TH	A	19-Sep	Ch. 3 Accrual Accounting & Income
TH	B		Accrual Accounting & Income
TH	A	26-Sep	Exam I Chapters 1, 2, & 3
TH	B	Ch. 4	Internal Control & Cash
TH	A	3-Oct	Ch. 5 Receivables and Revenue
TH	B	Ch. 5	Receivables and Revenue
TH	A	10-Oct	Ch 6 Inventory & Cost of Goods Sold
TH	B	Ch 6	Inventory & Cost of Goods Sold
TH	A	17-Oct	Exam II Chapters 4, 5 & 6
TH	B	Ch 7	Plant Assets, Natural Resources & Intangibles
TH	A	24-Oct	Ch 7 Plant Assets, Natural Resources & Intangibles
TH	B	Ch 7/Ch 8	Plant Assets & Intangibles/Liabilities
TH	A	31-Oct	Ch. 8 Current and Contingent Liabilities
TH	B		Current and Contingent Liabilities
TH	A	7-Nov	Ch 9 Long-term Liabilities
TH	B		Long-term Liabilities
TH	A	14-Nov	Exam III Chapters 7, 8, & 9
TH	B	Ch 10	Stockholder's Equity
TH	A	21-Nov	Ch 10 Stockholder's Equity
TH	B	Ch 10/11	Stockholder's Equity/The Statement of Cash Flows
TH	A	28-Nov	Ch 11 The Statement of Cash Flows
TH	B	Ch 11	The Statement of Cash Flows
TH	A	5-Dec	Exam IV Chapters 10 & 11
TH	B		Final Exam Review

Final Examination Schedule:

Departmental Final Exam

Wednesday, December 11, 2019