

**ACCT 2010 - PRINCIPLES OF ACCOUNTING I (Financial Accounting)
COURSE SYLLABUS AND SCHEDULE
FALL 2018**

****SUBJECT TO CHANGE****

INSTRUCTOR: Allison M. McLeod, LL.M., CPA
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CLASS TIME & LOCATION: Tuesdays/Thursdays
Section .005 8:00-9:20 a.m. in BLB 225
Section .008 12:30-1:50 p.m. in BLB 170

OFFICE HOURS: Tuesdays/Thursdays 11:30 am -12:20 p.m.
Mondays & Tuesdays 5:45-6:30 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	30
Quizzes (3) – points each	15
Dynamic Study Modules	30
Accounting Cycle	30
Homework	60
Exams (80 points each) – highest four scores	320
Comprehensive Final Exam - mandatory	160
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	645
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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.
- 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 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 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 in the course.

Please note the following:

1. The lowest score of the regular exams (Exams I-V) 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.
3. No digital/smart watches or internet-enabled eyewear are permitted. These items must be put in your bag.
4. 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.

5. No books or notes may be used during exams. All material you bring will need to be put at the front of the classroom.
6. I will supply all “scratch” paper.
7. I reserve the right to seat and/or re-seat any student before or during an exam.
8. Place your student ID or driver’s license on the right side of your testing station.

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 accounting cycle is not a substitute for reading the book!

TEXTBOOK/ MY ACCOUNTING LAB/ iCLICKER POLLING

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.

Along with your course textbook you will 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.

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.** Hardware issues such as computers/laptops crashing or internet not working are **not** legitimate reasons to re-open a homework assignment for a student.

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.

ACCOUNTING CYCLE TUTORIAL

The Accounting Cycle is designed to show the student how the skills you are obtaining fit into the overall accounting process. You will solidify your knowledge through preparing journal entries, posting the entries to the ledger pages, preparing a trial balance, making adjusting entries, preparing the financial statements from the adjusted trial balance and finally, closing the books. 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. Similar to the class attendance policy, I reserve the right to withdraw from the class any student who receives an overall engagement score of 0%.

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. 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>

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. Rather than spend class time lecturing about all of the concepts from each chapter, my expectation will be that you have carefully read the text material so that class time can be spent solving exercises and problems.... applying the concepts about which you have read in the text. The best method of study with which to approach accounting is to first read the material, and secondly work problems associated with what you have read, such as the short exercises at the end of each chapter. Repetition through working problems will help prepare you for class and for exams.

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, 11/5/2018: 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 judgment with regard to your personal safety in coming to campus.

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=PLXqOPL1_YKY8hJpHWfiGO7SIOZ5AIJDZZ) or
https://www.youtube.com/playlist?list=PLK6rmAKVLnP8mqAt6Ilgc43o13A_LCxbM)
3. www.principlesofaccounting.com