PRINCIPLES OF ACCOUNTING I
ACCT 2121-007    Fall 2012
MW 2:00–3:15 pm; Friday 141

Professor:    Kristin Luttecke, Ph.D., CPA
Office:    Friday 241
E-Mail:    kluttecke@uncc.edu (best way to reach me)
Office Phone:    704-687-1820
Office Hours:   Monday & Wednesday, noon-1:30 pm, and by appointment
Web Address:   Course material will be posted to Moodle

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, 6th 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)

I strongly recommend you purchase the publisher’s "bundle" which is available to you at a reduced cost at the UNCC Bookstore, Gray’s, and Miner Books:
Other options are available and posted on our class Moodle.

Communication
I will communicate with the class through email and Moodle. Please check your official UNCC email and Moodle frequently. You are responsible for the information contained in both. Moodle is accessible through 49er Express on the UNC Charlotte website (www.uncc.edu) or directly through moodle.uncc.edu. You will need to enter your NinerNet user name and password to log in.
**Nature of the Course**
Students often come to the Accounting Principles class with no prior exposure to the terms accountants use. As such, I will spend considerable time in lecture explaining terms and concepts. Additionally, the nature of accounting requires that we work many examples in class so that students gain the confidence and skills to do homework on their own. Therefore, I ask that you bring a pencil, paper, calculator and pages from the current chapter to *every* lecture. You will also be better able to absorb the lecture if you have read the appropriate chapter before coming to class.

**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 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 two lowest homework scores.*

**Quizzes**
In-class quizzes will be given throughout the semester either after or during the applicable lecture. Quizzes will be not be announced beforehand – 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 the quizzes is to encourage you to stay current on the material and to attend lecture. *No make-up quizzes will be allowed; however, I will drop your two lowest quiz scores.*

**Project**
I will provide detailed information later.

**Examinations**
- **Three mid-term exams (during class):**
  - Wednesday, September 12th
  - Wednesday, October 24th
  - Monday, November 19th

- **Cumulative final exam:** Friday, December 7th (8:00am-11:00am)

**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.
Retaining Exams
Exams will be returned, discussed and then re-collected, hopefully during the first class meeting following the exam. This will be your only opportunity to view your exam and students are not allowed to leave the classroom with the exams 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.

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

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three midterm examinations (15% each)</td>
<td>45%</td>
</tr>
<tr>
<td>Final examination (comprehensive)</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Course Project</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</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>

Policy on “Curves”
This course will not be curved. A student’s final numerical average will determine his/her letter grade for the course (i.e., 89.5% = A, 89.4% = B). No extra credit work will be provided to any student, so please do not ask.

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.
- Laptops should not be used during class except to access the textbook.

*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.
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). Additionally, there will be several Supplemental Instruction sessions, which are small group sessions led by students who have been successful in ACCT 2121, offered each week. Beta Alpha Psi, the Accounting Honor Fraternity, will also provide tutoring near exam dates. **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 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.

**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.