Course Syllabus
ACCT2122 | Principles of Accounting II | 3 credits
Fall 2021

Sect. 007 (TR 11:30 AM - 12:45 PM) CHHS 376
Sect. 008 (TR 1:00 PM - 2:15 PM) CHHS 281

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Office: Friday 258
Phone: 704-687-1473
Office Hours: Tuesday / Thursday by appointment

Welcome!

I am exciting about teaching Principles of Accounting II this year at UNC Charlotte. I look forward to getting to know each of you this semester and helping you succeed in this course, at the University, and in your future career.

This course will help to develop skills that will allow you to be successful in your professional career. Accounting is vital to any career in business. Although the curriculum may seem challenging, it will also be very rewarding. I ask that you do your best to complete the assignments and give the class the proper time and attention.

It is your responsibility to fully read and follow the requirements outlined in this syllabus and those outlined in Canvas. The class structure is set up to help you start to transition from student to professional. Following the class requirements will help you to do well in the class. Just like in the workplace, excuses for not following the requirements will not be accepted.

Course Resources:

See APPENDIX 1 for details on what you need to buy before the first day of class.

Class Information:

For classroom materials and assignments due dates, see http://canvas.uncc.edu. Students may get Canvas and other computing help by visiting the IT Service Desk—see http://itservices.uncc.edu/student-services/help-services.
**Class Structure**
This class will consist of lecture and active learning. You will be required to read the book and watch the videos prior to attending class. During class, in addition to some lecture, we will build upon your learning by mostly focus on problem solving exercises. Students will be graded on participation in the problem solving, so advance preparation is critical to good performance. You will also be required to complete assignments outside of class online using MH Connect.

See the Canvas page entitled “Suggested Study Approach” for the suggested general sequencing of this course. Also, see the Canvas page entitled “How to Perform Well in This Class” for suggestions on how you can maximize your grade. Finally, if you are struggling in this course or need additional help, see the Canvas page entitled “Click Here if You Need Additional Help to Succeed in This Course.”

**Polling**
Polling questions will be used to assess classroom participation and attendance. We will have polling questions during class, so make sure you have registered a polling device. **Polling points cannot be made up or excused. As well, alternative forms of submission will not be allowed** (e.g., if you leave your polling device in your car, you will not be allowed to write the answers down and submit them at the end of class.) See Canvas for information on polling device set-up and use guidance.

**On-line Assignments**
In addition to the polling questions, typically, there are four **online** graded assignments for each chapter:

- **Video** and questions embedded in the video completed outside of class (in McGraw Hill Connect),
- **Lab** assignments that will generally be completed either in class or as a homework assignment (in McGraw Hill Connect),
- **Pre-Quiz** assignments (in McGraw Hill Connect), and
- **Practice Quizzes** (in McGraw Hill Connect).

It is your responsibility to pay close attention to the cut-off dates and times for all assignments. After an assignment has closed, it will not be opened back up. See the tabs in Canvas for details on how to set up and use MH Connect.

**Email Etiquette and Office Consultations**
See the Canvas page entitled “Contact Information and Office Hours” for my office hours, required email etiquette, etc.

**Attendance/Absence Policy For Non-Exam Days (see APPENDIX 3 for info regarding exams)**
See the Canvas page entitled “Attendance/Absence For Non-Exam Days” for details.

**Classroom Conduct**
You are on the path to becoming a professional. Appropriate classroom conduct is expected.
• Be prepared. Have access to the textbook and supplemental materials (e.g., the Reading Notes). These should be brought to class. It will make note-taking much easier. You also should bring your polling device and a calculator to each class.
• You are expected to come to class on time and to remain the entire time.
• Recording and camera devices are not permitted.
• Cell phones and other communication devices should be silenced.
• Electronic devices are allowed in class as long as they are used for purposes of the class.
• Disruptive and/or disrespectful behavior (e.g., loud yawning, sleeping during class are considered inappropriate and disrespectful).
• Talking during a lecture is not allowed.
• Disrespectful and/or vulgar language is not allowed.
• Eating, reading, and use of tobacco products in class are considered inappropriate and disrespectful.

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

Grades
It is your responsibly to monitor your Canvas gradebook. You should check your Canvas gradebook at least each week. Notify me immediately of any errors. If grades are missing and/or wrong, and you do not notify me timely (within two weeks of the grade posting), I cannot correct your grade. You will be stuck with what Canvas has recorded.

Syllabus Revision:

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class or by written or email notice or by changes to this syllabus posted on the course website at https://canvas.uncc.edu.

APPENDIX 1 - Course Resources
APPENDIX 2 - Grading Policy
APPENDIX 3 - Exam Taking Requirements
APPENDIX 4 - Other Items
APPENDIX 5 - Course Description in the University Catalog and Course Objectives
APPENDIX 6 – Policies Related to Covid 19
APPENDIX 1 - Course Resources

1. You MUST have access to the online website called McGraw-Hill Connect. McGraw-Hill Connect includes the electronic version of the textbook (e-book). You will also use Connect™ to watch videos and complete graded assignments.


3. To make it easy for you and get you the best price, by enrolling in this course, you are automatically enrolled in the First Day program.
   - You do not need to buy anything from the bookstore.
   - The First Day program provides you with access to McGraw-Hill Connect starting on the first day of class.
   - As part of First Day Program, the Connect cost of ~$115 was already included when you registered for the course. This is an almost $100 savings vs if you buy Connect separately.
   - If you drop the course by the Add/Drop deadline, you will be automatically refunded the cost of Connect.
   - You can opt out of First Day Program. But it will then cost you much more to purchase Connect, which includes the online materials necessary for the course.

4. The First Day Program does NOT include a hard/paper copy of the textbook (it only includes an online version). If you want a hard/paper copy of the textbook, in addition to the online version that is included with the First Day Program, you can buy one at the UNCC bookstore for $40. You can also purchase a hard copy of the textbook via the publisher’s website through Connect.

You are also required to have:

5. Polling device. To be able to answer polling questions, you will need a wi-fi enabled device that can access a browser. This could be a smart phone, tablet and/or laptop. See Canvas for some pointers on setting up and using your polling device.

6. Simple 4 function calculator – you should buy a basic four-function calculator (i.e. a cheap calculator which performs addition, subtraction, multiplication and division only—no Texas Instrument type calculators). If it cost more than $5-$10, it is likely not allowable. This will be the only type of calculator you can use during an exam.

7. Laptop—You will need a fully charged laptop for most days to complete assignments in class (including exam days). You may check out a laptop from the library, if needed. If you are unsure if your computer has the required hardware and software, contact Connect for help on how to run a diagnostic to check your computer—see the “Pointers on Using McGraw Hill Connect” tab in Canvas for more details.

8. Internet access-- to complete the online homework outside the classroom. UNCC has Wi-Fi.

9. Printing capability-Canvas has materials you will want to print and bring to class as a resource.
APPENDIX 2 - Grading Policy

A student’s grade will be determined on the basis of his/her accomplishment in the following areas weighted to determine the overall total grade:

<table>
<thead>
<tr>
<th>Course Element</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video and video problems (A), Lab Problems (B), Pre-Quiz Problem (A)</td>
<td>19%</td>
</tr>
<tr>
<td>Polling questions during class lecture (B)</td>
<td>1%</td>
</tr>
<tr>
<td>Practice Quiz (B)</td>
<td>5%</td>
</tr>
<tr>
<td>Four midterm examinations (A)</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

(A) This work is not a group problem – it should reflect your individual effort.
(B) This work may and should be worked on in a group basis by students in the classroom. Students not in the classroom the entire period may not complete these assignments – doing so is a violation of academic integrity.

The grading for each individual activity (outlined above) will be determined as follows:

\[
\text{Grade} = \left( \frac{\text{Points earned}}{\text{Points available}} \right)
\]

**Grading Scale:**

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89% +</td>
<td>A</td>
</tr>
<tr>
<td>79% to 88%</td>
<td>B</td>
</tr>
<tr>
<td>69% to 78%</td>
<td>C</td>
</tr>
<tr>
<td>59% to 68%</td>
<td>D</td>
</tr>
<tr>
<td>Below 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

The grading scale assumes that the student’s class behavior is professional. The instructor may reduce the final grade if a student exhibits unprofessional behavior.

NOTE: It is your responsibility to keep track of your grades. Check Canvas often for your current average in the class. If there is a dispute with any grade, you have 5 days to contact me after the grade is posted or the grade stands as is.

For the University’s policy relating to course grades, click on the following link:

https://legal.uncc.edu/policies/up-410

Your overall semester grade for this course will be determined by the grades earned by you during the semester. There will be no “extra credit” work available. There will be no “do-overs” or forgiveness for poor grades. I do not give credit for effort. I will follow the grading scale above and not give extra credit by rounding up. Assume exams will not be curved.
APPENDIX 3 - Exam Taking Requirements

Online Exam Delivery

Exams are expected to be delivered online. If there is a system-wide technology issues (e.g., UNCC Wi-Fi crashes) during an exam time (as determined solely by me), you might be exempted from the exam, if you did not submit the exam before the time of the system wide issue. Or instead, I may reassign the exam due date, whereby you complete the exam outside of class.

Exam Taking Requirements

Examinations (also referred to as exams and/or tests) will be given on the dates and times that are shown on Canvas. Exams are expected to be delivered online where you will be required to bring a fully charged laptop to class.

Conduct during an Examination

You are expected to respect each other at all times. You should behave appropriately during an examination. Refrain from displaying behaviors that may be annoying to other students. Keep your focus on your screen. I reserve the right to move you to a different seat during the exam.

Expected conduct during an exam may include but not be limited to the following:

- If you wear a hat with a brim, you will be asked to either take it off or to turn it backward.
- You’ll have to leave all of your belongings (including purses, computers, cell phones and bookbags) in the front of the room, so it's not a good idea to bring those things to the exam.
- You may not wear any type of watch, fitbit or other wearable technology device during an exam.
- You will be asked to show your UNCC ID when turning in your exam, so make sure you bring your UNCC ID on each exam day—a picture of your UNCC ID is not an acceptable substitute. Once an exam begins, you will not be allowed to leave the room until you are done with the exam.

If exam conduct instructions are projected at the beginning of the exam and/or included as an instruction sheet to the exam, you are also expected to follow those as well.
Use of a Calculator during an Exam

Only simple four-function calculators are allowed to be used during an exam in this course. You should buy a basic four-function calculator (i.e., a cheap calculator which performs addition, subtraction, multiplication, and division only—no Texas Instrument type calculators). If it cost more than a couple dollars, it is likely not allowable—if uncertain, bring to class and ask me before the test date. Cell phones are not permitted to be used as calculators.

Alternatively, I may instruct you to use a provided online calculator.

Note – the Final Exam for all sections is scheduled from 8:00am to 11:00am. Date and Location to be announced.

It’s your responsibility to make arrangements to take the course exams at the designated times. Make-up examinations will be given only for documented exceptions. These exceptions are at my discretion. An unexcused absence from an examination will result in a grade of zero for that examination. There are only three acceptable excuses for missing an exam: personal illness, death in the family and required school functions. Students with a conflicting required school functions must furnish documentation prior to the exam. Other excuses must be appropriately documented and presented to me within 24 hours of the missed exam.

An excused illness requires an official signed statement from a doctor or emergency room stating that you were under their care on or shortly before the exam date.

Make-up exams may be a different format/questions than the regularly scheduled exams.

Please contact me via email if you have an emergency! If you know in advance that it is unavoidable for you to take your exam as scheduled (for one of the above reasons only) please let me know as soon as you become aware of the conflict so that alternate arrangements can be made. Since the exams are scheduled far in advance, work conflicts won’t be considered, as you should have time to make arrangements with your employer well in advance in the exam dates. Family vacations or other social activities will not be considered as valid conflicts.

Exam Do-overs
Your exam grade is the grade that you will receive. Do-overs or retaking an exam because a student did not perform as well as they had hoped will not be allowed.

Exam Date Absences
See the Canvas page entitled “Absence on Exam Days” for details.
APPENDIX 4 - Other Items

Academic Calendar – Key Dates:

The UNC Charlotte calendar can be found at:

Printable Calendar | Office of the Registrar | UNC Charlotte

University Closure:

In the event university operations are closed (e.g., such as for weather), I may send directions for you to complete assignments during the closure. You are expected to monitor email and Canvas during any closure and complete such assignments as indicated.

Instructor Absence or Tardiness:

If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent. And you must follow any written instructions (via Canvas and/or email) regarding any supplemental assignments I may give you in light of my absence.

Recording in the Classroom is Prohibited

Electronic video (including pictures) and/or audio recording is NOT permitted during class (including online classes) unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited.

Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission. However, the instructor must be notified by the student of any such accommodation PRIOR to recording. Any distribution of such recordings is prohibited.

Academic Integrity:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: http://legal.uncc.edu/policies/up-407. Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.
Student Support:

Disability Support Services:

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. Please visit the Office of Disability Services at for additional resources, email questions to disability@uncc.edu, or call 704-687-0040 (tty/v) for more information.

The Belk College 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. Such diversity includes, but is not limited to, ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Religious Accommodations:

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s academic calendar.
APPENDIX 5 - Course Description in the University Catalog and Course Objectives

An introduction to managerial accounting with an emphasis on using accounting information to make decisions.

ACCT 2121 with a grade of C or above and sophomore standing or permission of Department.

Course Objectives:

The primary objective of the first year of accounting (Principles 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 part that bases its decisions on accounting information. Upon completion of the first year of accounting, students will:

- Have a better understanding of basic business activities in the service sector, merchandising sector, and manufacturing sector
- Understand the purpose of accounting and the uses and limitations of accounting information in making investment as well as business decisions
- Help students gain a better understanding of interrelationships among the various units within an organization
- Enhance students’ ability to analyze a business situation so that proper and ethical decisions can be made
- Process enhanced analytical, communication, inter-personal, and critical thinking skills for success in the world of business
- Increase the awareness of the importance of information technology with regard to financial information
- Understand the global perspective of accounting and business
APPENDIX 6 – Policies Related to Covid 19

Face coverings in classrooms and labs:

It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings in all indoor spaces on campus, including classrooms and labs, regardless of vaccination status. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility.

Policy on absenteeism during COVID-19:

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- **Complete your Niner Health Check** each morning.
- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick:** If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact Student Assistance and Support Services.

To return to class after being absent due to a period of self-quarantine, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 diagnosis, students should submit an online request form to Student Assistance and Support Services (SASS). Supporting documentation can be attached.
directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: (updated 8/22/2021)

- At your specific written request, extend assignment due dates in Connect for seven days. If a longer period of time is needed you should email me and request a specific extension time period. In no case can the extension period go beyond the last day of classes for the semester.
- For assignments not in Connect an extension may be granted depending on the assignment or the assignment may be waived by me. You should request in email a specific extension timeline in an email to me.
- Make-up Tests/Exams may be given at a later date determined by me or some other accommodation may be made at my discretion. Make-up tests/exams may be in a different format or contain completely different questions from the original test/exam.
- Consultations during your absence may be conducted via Zoom.

The final decision for approval of all absences and missed work is determined by the instructor. See the Canvas page entitled “Absence on Exam Days” for more information.