

Principles of Accounting I

Accounting 2121 - Spring 2021

Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. To participate in this course students must understand and abide by these policies and expectations. The standards and requirements set forth in this syllabus may be modified at any time. Any changes will be communicated using Canvas announcements and/or email.

1 Contact information

Instructor: Richard Carrizosa, Ph.D., Visiting Assistant Professor of Accounting

Email: rcarrizo@uncc.edu, **Office:** Friday 267, **Phone:** 704-687-7593

Office hours: Wednesday & Friday 2:30 pm-4:00 pm by appointment. We will use Zoom to meet and I will provide the meeting details prior to the meeting time (see details in Section 5.6)

2 Sections, meeting times, course format

Section 1: Principles of ACCT I - ACCT 2121 - 004 (CRN: 21493)

Class meetings: Tuesdays and Thursdays, 2:30 pm - 3:45 pm

Section 2: Principles of ACCT I - ACCT 2121 - 005 (CRN: 21565)

Class meetings: Tuesdays and Thursdays, 1:00 pm - 2:15 pm

2.1 Course format

This course will be administered completely online. You should plan to join the synchronous class session that corresponds to your section (either Section 1 or 2) on Tuesdays and Thursdays. We will use the Zoom application on Canvas to meet synchronously during our scheduled class times. Use the Zoom menu in Canvas to view the scheduled class meetings and join the class sessions. Zoom class sessions will be recorded and the recordings will be made available on Canvas.

All course deliverables (e.g., chapter exercises, quizzes, exams) must be completed and submitted using Canvas. You should plan to attempt/complete course deliverables in advance of deadlines when possible and have a backup plan in case your internet access is interrupted (many on-campus resources are available and reliable). No accommodations will be made for failures to complete or submit course deliverables that are caused by problems with your computer/device or internet access.

3 Course materials and resources

- Textbook / WileyPlus access:
 - Kieso, Paul D. Kimmel; Jerry J. Weygandt; Donald E. *Financial Accounting: Tools for Business Decision Making*. 8th edition. Wiley Global Education US, 2015.
 - WileyPlus is the publisher software we will use to complete/submit assignments and quizzes and access other resources. You must purchase access to WileyPlus for this course. Once you have registered for WileyPlus, you will be able to view, complete and submit assignments from Canvas.

- The publisher has made a custom textbook, which consists of the new printed text and a WileyPlus code, available at a reduced cost. It can be purchased at the UNCC bookstore. The custom version is also available directly from the publisher. See the instructions in the 'Wiley Direct-to-Student (DTS) Purchasing Instructions ACCT 2121 20-21' document uploaded to the Canvas homepage. You may choose an eTextbook-only option for this course as long as it includes WileyPlus access.
- Canvas:
 - All of the resources we need for this course will be accessed using Canvas, including announcements, course modules (slides, practice problems, chapter exercises, videos), Zoom meetings, quizzes, exams and other assignments. Complete details regarding Canvas resources are available on our Canvas homepage.
- Calculator: Any four-function calculator will be sufficient, but financial calculators will work best. Scientific calculators are acceptable as well. You will need a calculator that is not on your computer or phone to complete exams.

4 Course description and objectives

This course is an introductory study of financial accounting concepts. We will focus on the principles and procedures of the measurement, recording, and reporting of financial accounting information according to generally accepted accounting principles (GAAP). After completing this course, you will be able to achieve the following course learning objectives (CLO):

- CLO1: Describe the purpose of financial accounting measurement and reporting, the business activities measured, and the uses and limitations of accounting information
- CLO2: Analyze basic business activities and record their effects in the accounting system as assets, liabilities, and owner's equity
- CLO3: Aggregate and organize the effects of business activities into the four financial statements
- CLO4: Interrelate information in the four financial statements (balance sheet, income statement, statement of cash flows, and retained earnings statement)
- CLO5: Analyze basic accounting information to make business decisions

5 Assignments, grading, and course policies

5.1 Grading Policies

Activity	Points
Exams (4, 100 points each)	
Exam 1 (Ch. 1-3)	100
Exam 2 (Ch. 4-6)	100
Exam 3 (Ch. 8-10)	100
Exam 4 (Ch. 11-12)	100
Quizzes (2 quizzes, 25 points each)	50
Chapter Exercises (11, drop lowest percentage)	100
Accounting Cycle Review Assignment	25
Financial Statement Analysis Project	25
Total Points	600

Course grades will be determined by the total course points as follows:

Grade	Points
A	537-600
B	477-536
C	417-476
D	357-416
F	Below 357

The grading scale above already reflects rounding (i.e., 89.5% = A, 89.4% = B). Students must obtain at least the minimum number of points for a letter grade to earn that grade. Points may be deducted as outlined in this syllabus. The course will not include any extra credit.

All activities listed above must be completed and submitted using Canvas by their respective due dates. Late submissions will not be accepted and will earn a score of zero. The lowest chapter exercise (CE) percentage will be dropped when calculating the total points for CEs. To calculate the total points I will first calculate the percentage for each CE by dividing each score by the total possible points for the CE. I will then drop the lowest CE percentage, calculate the average percentage for the remaining CEs, then multiply the average percentage by the total points possible (100). For example, if the average percentage for the 10 highest CEs is 85%, then the total points for CEs will be 85 (.85*100 total points).

5.2 Quizzes and exams

Quizzes

Quizzes are intended to provide students with timely feedback regarding the development of their understanding of material recently covered, and will be administered on Canvas following the completion of certain sections of material. You must use the Respondus Lockdown Browser to take each quiz and must complete the practice quiz prior to attempting the first quiz to ensure your computer is configured correctly. The practice quiz score will not count towards your course grade. You will have 80 minutes to complete each quiz. Quizzes will include 10 multiple choice questions. All quiz deadlines are at noon on the due date specified. There will be no make-up quizzes. All quizzes are open book/notes but should be completed individually.

Exams

Assessments are designed to increase in level of difficulty as students have more time to master the material. As a result, exams will be more challenging than quizzes. You will need a calculator for exams, but will not be allowed to use cell phone calculators or calculator applications on your computer. Exams are closed book/notes. All exams will be conducted online in Canvas and must be taken during your class meeting time. Students will be required to use Lockdown Browser and Respondus Monitor webcam proctoring for exams. It is the student's responsibility to ensure that they have downloaded the software using the instructions at the following link to the university Center for Teaching and Learning (CTL) website <https://teaching.uncc.edu/academic-technologies/respondus-monitor-online-proctoring>. If you do not have these tools downloaded and operational, you will not be able to take the exam. A test/practice exam will be assigned before Exam #1 to ensure that you have an opportunity to configure the software and work out any issues before the live exam. The practice exam score will not count towards your course grade.

It is the student's responsibility to make arrangements to take the exams at the designated times. An unexcused absence from an exam will result in a grade of zero for that exam. Every effort should be made to take exams as scheduled. However, if a student has a conflict between a university approved activity and an exam period, the student should notify the instructor at least one week prior to the exam with documentation of the university approved activity. If a student misses an exam due to a documented university approved conflict, the instructor will allow the student to take a makeup exam at an agreed upon time.

If a student has an emergency that prevents them from taking the exam at the designated time, the student should contact the Student Assistance and Support Services (SASS) and provide whatever documentation they require for absence verification as soon as possible. If the student had a legitimate documented emergency that prevented taking the exam at the designated time, the instructor may, at his discretion, choose to allow the student to take a makeup exam or apply the average score from the other exams to the missed exam. This should be very rare (e.g. severe illness) and will require documentation.

For the final exam, the course will follow the University Final Exam Policy, which can be found at the following link: <http://legal.uncc.edu/policies/up-202>. It is the policy of UNC Charlotte that students having three examinations on the same day should be allowed to reschedule the middle examination. If a student obtains university permission to reschedule the final exam for this class, the student must complete the Final Examination Conflict Form and notify the instructor prior to the date of the exam. The make-up examination day and time should be arranged by mutual agreement between the instructor and the student prior to the final exam date. Students who do not sit for the final exam on the day on which it is given will receive a grade of “incomplete” until they have completed the final exam.

Exam Conduct

Students will be required to conduct an “environment check” in Respondus Monitor prior to beginning each exam. This will include an “ID check”. Students must display their valid UNC Charlotte Student ID during the ID check. No other form of identification will be accepted. Once the environment check and ID check are complete, you will be directed to begin the exam.

A Canvas announcement with instructions for the entire procedure for the environment and ID checks and conduct during the exam will be provided before each exam. Each student should behave appropriately during examinations. Respondus Monitor will “flag” instances when students are not actively engaged in taking their exam, look away from the exam, leave the area visible by the webcam, log out and log back into the exam or if there is evidence of other individuals in the room.

The following are examples of violations of exam procedures:

- Speaking to, emailing or otherwise communicating with anyone other than the Respondus online help staff or the instructor during an exam is not permitted.
- Use of cell phones or “wearable” technology such as smart watches.
- Possession of a any text or class notes in the exam space (Showing that these items are not in your workspace will be part of your environment check.)
- Sharing exam questions with anyone for any reason.

Any violation of these policies will result in a zero for the exam.

5.3 Financial Statement Analysis Project

Understanding and analyzing financial information is a key learning objective for this course and is critical to understanding how financial statement information can be used to assess a company’s liquidity, solvency and profitability. Students will complete a Financial Statement Analysis Project worth 25 points. More information on the project will be distributed during the semester.

5.4 Accounting Cycle Review Assignment

The Accounting Cycle is a process that involves the analysis of a company’s economic events, the measurement and recording of the effects in the accounting system, and the reporting of the aggregate effects in financial statements. All students in this course will complete an Accounting Cycle Review assignment in Canvas (in the Accounting Cycle Review course module). The assignment is a comprehensive application of all parts of the accounting cycle for a single company/scenario. You will have unlimited attempts for this assignment and it is worth 25 points..

5.5 Class expectations, preparation, and attendance

Students are expected to: 1) attend class sessions regularly, 2) read the appropriate materials and be prepared to attempt and discuss related exercises during class, and 3) act in a professional manner and treat others in the class with respect. Regular class attendance is expected but attendance is not part of the course grade. Students must be on time.

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

If a student has an emergency or other documented reason for missing a due date for assigned work, the student should contact the SASS office and provide whatever documentation they require for absence verification as soon as possible. The instructor will rely on these policies in determining if the student has a valid reason for their absence and will make appropriate accommodations for students (extending due dates or excusing class work) as appropriate based on documentation from the SASS office.

5.6 Communication / feedback

Announcements

I will post announcements on an as-needed basis to communicate information regarding scheduling or other administrative issues. Please check announcements regularly as they will contain important information that may be time-sensitive.

Email

Email should only be used to communicate issues that are personal in nature (e.g., questions regarding grading, absences, etc.). All other questions regarding course content or administration should be posted to the discussion board (see details below). I typically check and respond to email each weekday morning and you can usually expect a response from me within 24 hours. I may not check email on weekends and you should expect to receive a response Monday morning for any email sent during the weekend or Friday afternoon.

Office hours

Office hours are by appointment and will take place twice per week on Wednesday and Friday from 2:30 pm-4:00 pm. Send an email with the specific questions/issues you would like to discuss by 8:00 am on the day office hours are to be held. I'll review any appointment requests I've received on Wednesday and Friday mornings and will respond with Zoom meeting details. Contact me by email if you would like to meet but are unable to meet at the scheduled times.

Discussion boards

The discussion board should be used to post questions regarding course content or general course-related issues. Students are encouraged to respond to posts from other students. I will review and respond to posts that are either unanswered or to correct any incorrect information at the end of each weekday.

Grade Posting / Assignment Feedback

Quiz results will be available when each quiz is completed. Exam grades will be posted within one week of the exam date. Chapter exercises results will also be available upon completion.

5.7 Regrading policy

If you want to discuss an assignment for which you believe an error in grading has occurred, write up your concern, including the reason you think your work was graded in error, and email it to me along with the graded assignment in question. Requests for regrades of assignments or exams must be made in writing and submitted within one week after the assignment has been graded and the grade is made available to students.

5.8 COVID-19 precautions

As outlined in the class attendance policy above (Section 5.5), students are encouraged to attend every class. Students are expected to follow the procedures outlined above for absences not related to COVID-19. 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.

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, as instructor I will make accommodations for any missed work during the documented absence as noted in the class attendance policy. The final decision for approval of all absences and missed work is determined by the instructor.

5.9 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 or online.

The following are considered violations of the Code (please note that this is not an all-inclusive list):

1. Communicating with anyone other than the Respondus help staff or the instructor during an exam (by any media: voice, text, email, mobile phone)
2. Use of a cell phone, programmable device, internet-accessible or text capable device during exams.
3. Not having all devices, textbooks or notes put away, completely out of sight, during all exams.
4. Copying another student's answers on any course assignment or exam.
5. Having another student complete your on-line assignment or doing so for someone else.
6. Allowing another student to copy your work.

7. Copying and/or sharing the content of a quiz or exam with anyone for any reason.

University policy indicates that students are expected to report cases of academic dishonesty to the course instructor. Students should review the Academic Integrity module in Canvas to familiarize themselves with the university's policies on this topic.

5.10 Policy prohibiting student recording in the classroom (in-person or online)

Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, 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 of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

5.11 Statement on students with disabilities

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

5.12 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.