Textbook & Course Resources

Required:
1. **WileyPlus NextGen** (software through which you will submit your homework);
2. a **textbook** (may be the electronic version automatically included in WileyPlus, or a hard copy)
3. a **computer with the following technical attributes:**
   - Windows 10, 8, or 7 / Mac OS X 10.10 or higher
   - Web camera (internal or external) and microphone
   - A broadband internet connection

Exams will be administered using the Respondus LockDown Browser and Respondus Monitor. Here are some helpful links:
- **Lockdown Browser** (set up in the Canvas Quiz settings)
- Step-by-step **FAQ** on setting up Respondus LockDown Browser and Respondus Monitor
- **Respondus Monitor guides** and the **LockDown Browser & Respondus Monitor Quick Start Guide**
- Remember to review the **Code of Student Academic Integrity**

Textbook:
*Financial Accounting, 8th Edition*, by Kimmel, Weygandt & Keiso; publisher is Wiley

The publisher has made a "bundle," which consists of a new printed text and a WileyPlus code, available at a reduced cost through their website (see the course Canvas page for additional information.) It can also be purchased at the UNCC bookstore but prices might vary. Additionally, you may be able to rent the book.

You will need to purchase access to WileyPlus separately if you prefer to (a) rent the textbook; (b) purchase a new textbook online; (c) purchase a used textbook; or (d) use only the e-text included with WileyPlus.

**Note:** I recommend that you purchase the “bundle.” Purchasing only WileyPlus and using the included e-text is an acceptable option but (1) it will cost you more money; and (2) we often work problems in class. It is tough to follow what is going on unless you can make notations as we go along. Another point to consider is that it is extremely important to read the textbook as we cover the chapters. Some people have difficulty reading so much material from a screen.

**Important! (#1)** The code for WileyPlus comes with all NEW textbook **bundles** sold through the publisher’s website and at the UNCC bookstore. It MAY NOT come with a new textbook purchased online. If you purchase a USED book, it will NOT have the WileyPlus code. **The code for WileyPlus is packaged with your textbook bundle so be careful to not throw it away when you remove the plastic wrap. You will have to purchase another code if you throw yours away.**
Important! (#2) To register for WileyPlus, click on any WileyPlus Resource in the Canvas course and follow the registration prompts. The publisher is offering a 14-day Free Trial beginning the day you register in WileyPlus. During this period, you will be able to complete homework through the software without purchasing access online or entering a registration code. At the end of the trial period, you will have to enter an access code or purchase access. Save your registration code if you purchase the bundle.

Important! (#3) If you are retaking the course and had purchased access to Kimmel 8th WileyPlus NextGen during a prior term, you are NOT required to purchase access again. Click on any WileyPlus Resource in our Canvas course then enter the email address and password you used previously. You may see a purchasing screen when you register for the current semester’s course (your initial purchase was for a 6-month subscription) or at some point during the current term, but Wiley will re-provision access to the course after you fill out the following form requesting that your access be reinstated: https://www.wileyplus.com/wp-access. This form will be sent directly to the WileyPlus Technical Support team. Students typically receive a direct response within 24 hours.

Course Description
Fundamental accounting principles, with emphasis on the use of financial accounting data and analysis of financial statements. Prerequisite: sophomore standing or consent of department.

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.

Grading Policy
Each student's grade will be determined based on his/her accomplishment in the following areas:

<table>
<thead>
<tr>
<th></th>
<th>Points Accumulated</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>Four examinations (100 points each)</td>
<td>400 points</td>
<td></td>
</tr>
<tr>
<td>Accounting Cycle Review</td>
<td>25 points</td>
<td></td>
</tr>
<tr>
<td>Semester Project</td>
<td>50 points</td>
<td></td>
</tr>
<tr>
<td>In Video Quiz Questions</td>
<td>75 points</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>75 points</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>625 points</td>
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</tbody>
</table>

Grading Scale:

90 to 100 percent of total points A
80 to 89 percent of total points B
70 to 79 percent of total points C
60 to 69 percent of total points D
Below 60 percent of total points F

***It is the student’s responsibility to keep track of his/her grades***
**Policy on “Curves”**
There will be no curves on any of the course components or on overall course grades. A student’s final numerical average will determine his/her letter grade for the course (i.e., 89.50% = A, 89.49% = B). No extra credit work, except that described below, will be provided.

**Attendance**
Students are expected to attend class on the day they are registered for in-person instruction (i.e., Tuesday or Thursday; initially all classes will be delivered online.) There are a few exceptions - please see the detailed schedule on page 7. Regular class attendance is expected but not required. Attendance will be taken at each class meeting. **Students assume full responsibility for material covered and assignments given during a missed class.**

**Breakout Sessions**
Students will sign up for one weekly online breakout session. During these sessions, peer leaders will clarify lecture material, answer students’ questions, work additional practice problems and offer extra credit opportunities. One extra credit point is available each session for each student who actively participates.

**Lecture Videos and Handouts**
Lecture videos and handouts for each chapter will be posted on Canvas. To be prepared for class, students should have watched and taken notes on the indicated videos before class. During class time, regardless of whether conducted in person or remotely, we will primarily be working problems and addressing students’ specific questions. It is the students’ responsibility to print the lecture handouts (if writing notes) or have electronic access (if typing notes).

**Examinations**
All exams will be administered online utilizing Respondus Lockdown Browser and Respondus Monitor. Exams must be taken in a quiet setting with appropriate lighting to provide a clear image of the student’s face during the entire exam. Additionally, the student’s cell phone must be clearly placed well behind them during the entire exam.

The **three (3) mid-term exams must be taken during a student’s scheduled class time.**

> **Make sure you have a backup plan for your computer and internet connection during all exams.**
> Thursday, October 1st (Chapters 1-3)
> Thursday, October 29th (Chapters 4-6)
> Thursday, November 19th (Chapters 8-10)

**Final exam:** The final exam will cover Chapters 11 & 12 and will not be comprehensive. According to the university exam schedule, the final exam for all Acct 2121 students will be given on Saturday, December 19th at 8am.

It is the student’s responsibility to arrange 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 an exam: severe personal illness and death in the family. The excuse must be appropriately documented and presented to me within two days following a missed exam. If the excuse for a missed final is acceptable, the student will be given a make-up exam during the second week of the following semester. **Please contact me via email if you have a true emergency!**
**Accounting Cycle Review**
This problem encompasses concepts learned in Chapters 1 through 4. It will be administered and graded through WileyPlus. The due date is Monday, October 19th at 8am.

**Semester Project**
Students will be assigned an individual project to complete outside of class. The project will involve accessing and analyzing corporate financial statements, and will consist of three parts. Grades will be based on the quality and accuracy of the submitted work. Due dates will be spread out over November and early December. Specific content and due date information will be provided later in the term.

**In Video Questions** *
Most of the lecture videos contain questions for students to answer. The difficulty level of these questions will vary from easy to hard and each question will be worth 1 point. The questions will focus primarily on material covered in that specific video but questions asked toward the end of the chapter lecture might be more involved. **Students will be asked at least 100 questions throughout the term and must answer the question correctly by the indicated due date to earn the point.**

The grade for this course component will be determined as follows:

\[
\text{In Video Questions Grade} = \frac{\text{Number of questions answered correctly}}{100}; \text{max} = 75 \text{ points}
\]

* Alternatively, these questions might be offered separately from the videos, due to technological restrictions.

**Homework**
Timely completion of homework assignments is ABSOLUTELY CRITICAL to your success in the course. Homework will be completed using WileyPlus Next Gen, through which students will receive immediate feedback as to whether the assignment was completed correctly. It is your responsibility to know the due date for homework assignments throughout the term. **Late homework will not be accepted and no assignments will be dropped when calculating grades.**

I will be happy to go over any homework problems with which a student has a legitimate question. **If you have no questions, I will assume that you had no difficulty.**

The grade for this course component will be determined as follows:

\[
\text{Homework Grade} = 75 \text{ points times} \left( \frac{\text{Homework Points Earned}}{840 \text{ Points Available}} \right); \text{max} = 75 \text{ points}
\]
General Expectations
Students are expected to be prepared to learn. The applicable textbook chapter should be read prior to the class period during which it will be covered or immediately thereafter. Lecture videos should be watched, and notes should be taken on those videos, before the applicable class meeting. Assigned homework is to be completed by the indicated due date. Course material should be reviewed/studied continuously throughout the term.

*** Cramming for an accounting test is rarely a successful strategy. ***

Classroom Conduct
You are on the path to becoming professionals. Appropriate classroom etiquette and conduct are expected, regardless of whether we are meeting in-person or remotely:

- Cell phones should be silenced
- Laptop computers, tablets and cell phones should be used only for accessing class materials
- In-person classes: disruptive and/or disrespectful behavior (for example, leaving then reentering the classroom during class; sleeping during class) is not allowed
- In-person classes: talking during a lecture is not allowed
- Disrespectful and/or vulgar language, in either written or verbal form, is not allowed

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

Tutoring
The University Center for Academic Excellence (Colvard 2300) offers several opportunities for free tutoring throughout the semester. Individual tutoring is offered by appointment (online at ucae.uncc.edu) and Peer Assisted Learning (PAL) is offered on a drop-in basis several times each week. Full schedules will be posted on the UCAE’s website as well as on our course Canvas page. Again, there is no charge for either 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, and 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, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

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 (King 217) and online at https://legal.uncc.edu/policies/up-407.

The following are considered violations of the Code (but note that this is not an all-inclusive list):
1. Having/touching/holding/using a cell phone, programmable device or internet-accessible device during exams. (Exception: contacting your professor concerning an emergency.)
2. Copying another student’s exam, Accounting Cycle Review, Semester Project, in video quiz questions and/or homework.
3. Having another party complete, or assist you in completing, your online exam and/or assignment.
4. Submitting answers to any online assignment for another student or having another party submit answers for you.
5. Allowing another student to copy your exam, Accounting Cycle Review, Semester Project, in video quiz questions and/or homework. This is called “complicity” and makes you an accomplice.
6. Not reporting another student that you know is cheating – another type of complicity.
7. Removing an exam from the classroom.
8. Making a copy of any type (i.e., printed, screen shot, camera picture, phone picture, etc.) of any exam and/or any exam question.

Students are expected to report cases of academic dishonesty to the course instructor.

Adjustments to the Syllabus
This syllabus provides a general plan for the course but may need to be changed under certain circumstances.
### Anticipated Class Schedules

<table>
<thead>
<tr>
<th>Tuesday In-Person Schedule</th>
<th>Thursday In-Person Schedule</th>
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<tr>
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### Some (Not All) Important Dates: Fall 2020

- Last day to register, add or drop courses(s) with no grade: Sept 14th
- Last day to submit grade replacement request: Sept 14th
- Last day to withdraw from course(s); grade subject to Withdrawal Policy: Nov 3rd
- Last day of classes: Dec 15th
- Reading Day: Dec 16th
(A) Please circle and/or highlight your class section above.

(B) By signing this page and submitting it to my professor, I am confirming that:

1. I have carefully read, fully understand and will adhere to all of the stated guidelines and requirements.
2. I understand that the grade I earn in this class is my responsibility and at the end of the semester, I will not ask for extra credit opportunities and/or an unearned bump in my course letter grade.
3. I will support my learning by following the guidance provided under “General Expectations” and by acting ethically.

_________________________________________  _________________________________
Please sign your name above     Today’s date

_________________________________________
Please print your name above