

ACCOUNTING 2010
PRINCIPLES OF ACCOUNTING I (Financial Accounting)
COURSE SYLLABUS AND SCHEDULE
Spring 2016

INSTRUCTOR: Allison M. McLeod, LL.M., CPA
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CLASS TIME& LOCATION: Tuesdays and Thursdays
Section .005 9:30-10:50 a.m. BLB 015
Section .006 12:30-1:50 a.m. BLB 155

OFFICE HOURS: Tuesdays and Thursdays 11:00 a.m. - 12:20 p.m.
Thursdays 5:30-6:20 p.m.
Before or after class or by appointment.

TEXT: Harrison, Horngren, & Thomas, Financial Accounting 10e, and
Prentice-Hall My Accounting Lab (hereafter MAL).

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.

PLEASE NOTE: that 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.

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.

COURSE OBJECTIVES

This course is the first course in Accounting, and it focuses on Financial Accounting. It is designed to teach the concepts and procedures underlying the measurement and reporting of financial information. This course is central to the education of any student who aspires to a career as a professional accountant. In addition, this course provides valuable information for students whose career goals are in other business fields that are dependent on financial accounting and reporting as an important source of data.

COURSE POINT DISTRIBUTION: Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

MAL Homework	100
Class Preparation	30
EXAM I	125
EXAM II	125
EXAM III	125
Exam IV	125
Comprehensive Final	<u>120</u>
Total Points	<u>750</u>

As a general rule the percentage of points to achieve a certain letter grade will be as follows:
90% or more = A; 80% - 89.5% = B; 70% - 79.5% = C; 60% - 69.5% = D; less than 60% = F

GRADING NOTES

- 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 Point Distribution. Please do not ask me for any extra credit opportunities.

- c. During the class meeting following an exam, I will discuss 3 or 4 of the most frequently missed questions on the exam, time permitting. If you wish to discuss other problems on your exam, please see me during my office hours, go to the Accounting Lab or contact me via email. I suggest that you spend some time working the problems and questions that you miss on each exam. If you are not in attendance at a class meeting during which an exam is returned, it is your responsibility to see me during office hours in order to pick up your exam.
- d. For each exam during the semester, I will post your exam scores on Blackboard at the earliest possible time. I will not post homework scores until the end of the semester. Therefore, you should keep up with your accumulated homework grades during the semester. When your exam is returned to you, should you find an error in its grading or should you have a question concerning how a particular question was graded, you should bring the question to my attention immediately. If your exam has been graded incorrectly or should you be due to have points added to your exam score, I will do so if you have brought the question to my attention within one week of our in-class review. After that time I will not alter your recorded exam score. I cannot discuss your exam scores on the telephone or via email; therefore, you must see me in person to discuss your exams.

EXAMS

Five exams will be administered during the semester as per the attached course schedule. Exams I through IV will cover material from specific chapters as noted on the class schedule. The fifth 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 the Quiz, Quick Check and short problems at the end of each chapter,
- 3) extensive practice time with My Accounting Lab (MAL) problems as well as the comprehensive MAL customized learning materials, and
- 4) practice with any supplemental problems and materials provided by me.

Additionally, review of the glossary and the chapter review problem provided at the end of each chapter of the textbook will be very helpful.

Please note the following:

- a. It is required that you take each of the exams in this course.
 - b. When you take an exam, the grade will be recorded and CANNOT be dropped.
 - c. If you miss an exam, a zero will be recorded.
 - d. There is one circumstance (1. below) in which a student may be allowed to take the exam at a later date. For situations 2-4 below, no exams may be taken at a later date.
 - e. If you miss an exam and have an excused absence (see situations 2-4), your score on the Comprehensive Final Exam will replace the previously recorded zero for the missed exam. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero.
- Make-up exams are not given.**
- f. The Exam dates are listed on the attached Class Schedule. Although I do not expect to change any of the exam dates shown on the Class Schedule, please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard.
 - g. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam if possible.

The four possible situations noted in (d.) above are:

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. **DOCUMENTED MEDICAL REASON:** If you miss an Exam for **Medical** reasons, the following must occur: you (or your spouse or your parent) must communicate with me within 18 (eighteen) hours of the missed Exam, and you must subsequently provide a written doctor's excuse. The written doctor's excuse must include a telephone number at which I can reach the doctor's office to confirm the validity of the excuse. I will not inquire about private medical information, but rather time affirmation. Remember that any UNT student may visit the UNT Health Center for medical assistance.
3. **UNT TRAVEL:** Documentation from a UNT official must be provided in advance of the absence.
4. **DEATH OF IMMEDIATE FAMILY MEMBER:** The student will be required to submit the obituary notice or other appropriate documentation to support this claim.

IMPORTANT NOTE: The following are **NOT** on the list of four items noted: car trouble, vacation travel, travel scheduled by someone other than yourself, weddings, work responsibilities, illness of spouse or child.

EXAM RULES

- a. **Phones and Beepers:** On exam days, please have cellular phones and/or beepers turned off and removed from your desk surface. Please 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. **I have a zero tolerance policy regarding cellular phones ringing on exam day... if your phone rings, I take up your exam and you receive the grade you have earned on the work completed to that point.**
- b. **Calculators:** You may **NOT** use your own calculator on exam days. You may not use your cell-phone as a calculator.
- c. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor at the front of the class.
- d. I will supply all “scratch” paper.
- e. I reserve the right to seat and/or re-seat any student before or during an exam.
- f. Please come to class ten (10) minutes early on exam days and be ready to begin immediately when class is scheduled to start.
- g. On exam days, please bring a picture ID (UNT student ID or official state driver’s license) to class. When you turn in your exam, I will ask to see your picture ID.
- h. During exams, you may **NOT** leave the exam room. If you need to leave the room for any reason, you need to turn in your exam for a grade and you cannot return to the exam room. If you depart from the room without turning in your exam, a zero (0) will be recorded for your exam grade.
- i. At the end of exams when I ask you to surrender your exams, I expect you to respond to my request. I will collect all outstanding exams and leave the room. If you do not relinquish your exam upon my request and prior to my departure from the room, a zero (0) will be recorded for your exam grade.

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 attempted to work the Short Exercises at the end of each chapter and to have carefully reviewed the vocabulary listing at the end of the chapter. Additionally, you will be required to complete each chapter’s Class Preparation Assignment, for which you will receive a grade. Each chapter’s Class Preparation Assignment is posted on Blackboard. You are required to complete the assignment and submit it to Blackboard by the due date and time listed in Blackboard.

Again, 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 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. 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. **You will not be successful in this class by working none or only a minimum number of the problems assigned.**

Prentice Hall My Accounting Lab

Along with your course textbook you will need to purchase access to Prentice Hall’s online package called My Accounting Lab (MAL).

We will be referring to the textbook often during class. Therefore, I will expect that you come to class with your textbook (you cannot bring an e-book to class without your laptop. Remember, you may not have your laptop operating during class).

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!

HOMEWORK ASSIGNMENTS

Homework assignments are designed to help you prepare for class and to deepen your understanding of the material covered in class. Your homework assignments consist of (1) Class preparation assignments posted on Blackboard and (2) various assignments posted in MAL.

Blackboard contains one class preparation assignment for Chapters 1 thru 12 for a total of 11 assignments. I will drop the lowest score you earn on one chapter’s Class Preparation assignment. Therefore, you can earn a total of 30 grade points for the correctly completed Class Preparation assignment of 10 chapter assignments worth 3 points each. You are required to complete each assignment by 11:59PM (Central Standard Time) on the dates indicated on Blackboard.

You can only submit each assignment once. Please note that you are required to provide the appropriate page numbers in your textbook that support your answers.

MAL contains various assignments for each chapter. The Homework Tab contains homework problems which will deepen your understanding of the material covered in class. You will be required to complete the Homework Problems and you will receive a grade for these assignments. There is a Homework assignment for Chapters 1 thru 12 for a total of 11 assignments. I will drop the lowest score you earn on one chapter's Homework assignment. Therefore, you can earn a total of 100 grade points for the correctly completed Homework Problems of 10 chapter assignments worth 10 points each. All assignments must be completed by 11:59PM (Central Standard Time) on the dates indicated on the Homework Manager site. MAL allows you **one attempt** to complete each problem, along with access to various help tools within each assignment.

The Homework Tab contains additional practice & review problems, which are not graded, and multiple-choice questions, which will help you to test your understanding of the material and help you prepare for the exams.

It is each student's responsibility to access MAL with a reliable computer and through a reliable network. Barring an UNT network problem, I have no way of determining whether failure to complete a homework assignment was your fault individually or your computer's or network's fault. If you are having any difficulties accessing MAL, please contact Pearson's Technical Support at 844-292-7015 or through their website. If you cannot resolve the issue with Pearson's Technical Support, please email me the service ticket number that Pearson's Technical Support provides to you and let me know what trouble you are having so we can try to work out alternative arrangements.

Please note that it is your responsibility to ensure that disrupted internet service or technical difficulties do not prevent you from submitting your homework in MAL **on time**. In other words, do not wait until the evening of the due date to begin your homework. Late homework is **NOT** accepted. No exceptions.

CLASS ATTENDANCE

Past experience has indicated a very high correlation in accounting classes between student success and regular attendance. Therefore, regular and punctual class attendance is required and includes an expectation that students are **on time** and **remain for the entire class without coming and going**. Regular attendance and quality class preparation are essential elements for your success in this or any other course. Although you are graded on intellectual effort and performance rather than attendance, absences may lower your grade since class attendance and class participation is deemed essential.

Additionally, I reserve the right to withdraw students from the course for non-attendance if a student accumulates 6 (six) unexcused absences or a combination of 10 (ten) absences and/or non-participations. Two tardies and/or two early departures and/or two instances of coming and going during class count as 1 (one) absence. Additionally, each non-submission and/or submission of a substantially incomplete assignment (homework and/or class preparation) is seen as non-participation and counts as 1 (one) absence. Any student that is dropped from the course upon the accumulation of the stated number of absences will receive a grade of WF.

I will be taking roll at the beginning of class. Class attendance is taken at the beginning of each class session using a classroom roster. If you arrive late for class, you **cannot** sign the roll as present. To change this absence to a tardy, you **must** hand me a note with your name and date on it at the **end of that class** and I will mark you as late instead of absent. Failure to do so will constitute an absence for that class. Similarly, if you are intending to leave class early and have not cleared it with me first, **do not** sign the roll! **Furthermore, I reserve the right to count a person absent if they are sleeping during class, working on other class assignments, or similar types of in-class behavior.**

Any grade advantage to a student for regular attendance is reserved for students who truly attend class, not for those who stay long enough only to sign the roll. This is not fair to your classmates! In the event that your final grade is borderline, I will consider your attendance as one of many factors in determining whether your final grade should be curved upwards. "Borderline" means the student is within one point from the next letter grade.

Again, regular attendance and quality class preparation are essential elements for your success in this course. The subject matter in this course is not extremely difficult but will be new to most students. Therefore, to fully understand this material you should avail yourself of all of the text resources, the MAL resources, as well as class discussions. We will spend a great deal of class time discussing the concepts and working through a certain number of problems. It is imperative that you take the initiative to work through the additional problems in the at the end of each chapter and in MAL in order to solidify your knowledge of the subject.

ACADEMIC INTEGRITY

Honesty and integrity are very important characteristics of an accountant or any business professional. 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:

Friday, 2/26/2016: Last day to drop a course or withdraw from the semester with a grade of W.

Tuesday, 4/5/2016: Last day for a student to drop a course with the consent of the instructor. W or WF may be assigned. I am not permitted to give you a W after April 5th even if I want to, so please be aware of the drop dates!

Please be reminded that I reserve the right to withdraw any student from the course for non-attendance once that student accumulates absences as specified in the syllabus – CLASS ATTENDANCE. A student that is withdrawn for non-attendance will receive a grade of WF.

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. I assure you that all conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis.

COMMUNICATING WITH THE INSTRUCTOR

I 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.

- a. 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.
- b. 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.
- c. 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 EVALUATION OF TEACHING EFFECTIVENESS

The Student Evaluation of Teaching Effectiveness 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

CLASSROOM BEHAVIOR

All students are expected to behave in a professional and respectful manner while in class. My policy is that the classroom environment should be conducive to the learning process. Students should be considerate and respectful of others just as they expect others to be considerate and respectful of them. Students are expected to pay attention in class and participate in class discussions to enhance the learning process. Behaviors that are disruptive of this learning process will not be tolerated and include, but are not limited to, the following:

1. Use of cell phones, laptop computers, or similar devices during class. In addition, all such devices must be turned off and put up in the student's backpack, purse, pocket, etc. during class.
2. Excessive talking with other students in class, especially when it is disruptive of other students' ability to hear class lectures and discussions.
3. Use of offensive language, harassment of students and professors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject being taught, and failure to cooperate in maintaining classroom decorum.
4. Reading newspapers, doing homework for other classes, or sleeping during class.

5. Arriving late and/or leaving class after the class begins unless this has been cleared with me before class or it is an emergency situation. If you arrive late or must leave due to an emergency, please contact me as soon as practicable. If you come to class late or are returning to class after leaving, please do so as quietly as possible.

Unacceptable and disruptive behaviors usually result in a verbal warning for first offenses; harsher penalties for repeated behaviors can include administrative withdrawal from the class. Additionally, students engaging in disruptive 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

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 unless you are otherwise notified through your UNT email account. You must use your own judgment with regard to your personal safety in coming to campus.

BLACKBOARD LEARN

We will use Blackboard Learn in this class. You can reach the Blackboard site at www.ecampus.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 Blackboard.

I will post your individual scores on exams to Blackboard. You will be using this system during the semester to submit your class preparation assignments. 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 Department of Accounting provides an Accounting Lab primarily for students taking ACCT 2010 and ACCT 2020. The Accounting Lab is located in BLB 135. **Students need to make an appointment** to use the accounting lab by scheduling online at <http://www.cob.unt.edu/lab/tutor.php>.

Additionally, the UNT Learning Center in Sage Hall is offering a tutoring service for students taking either of the initial accounting courses. You may learn more about the service by looking at the Learning Center website. You can find an information sheet with contact information on Blackboard.

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. We are successful only when you are successful. 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!

WEBSITES OF INTEREST:

www.rutgers.edu/Accounting/raw/fasb/

www.sec.gov/

www.aicpa.org

www.fasb.org

www.austincc.edu/accting/toolbox/ (Accounting Toolbox)

www.youtube.com (Search: SusanCrosson)

www.principlesofaccounting.com

ACCT 2010, Spring 2016, Sections 005, 006, 007, COURSE SCHEDULE

Day	Date	Chapter	Topics
T	19-Jan		Course Introduction, MAL
Th	21-Jan	Ch. 1	The Financial Statements
T	26-Jan		The Financial Statements
Th	28-Jan	Ch. 2	Transaction Analysis
T	2-Feb		Transaction Analysis
Th	4-Feb	Ch. 3	Accrual Accounting & Income
T	9-Feb		Accrual Accounting & Income
Th	11-Feb	Exam I	Chapters 1, 2, 3
T	16-Feb	Ch. 4	Internal Control & Cash
Th	18-Feb		Internal Control & Cash
T	24-Feb	Ch. 5	Short-Term Investments & Receivables
Th	25-Feb		Short-Term Investments & Receivables
T	1-Mar	Ch. 6	Inventory & Cost of Goods Sold
Th	3-Mar		Inventory & Cost of Goods Sold
T	8-Mar	Exam II	Chapters 4, 5, 6
Th	10-Mar		Snow day contingency – Exam II , possible Ch. 7
T	15-Mar		SPRING BREAK – No CLASS
Th	17-Mar		SPRING BREAK – No CLASS
T	22-Mar	Ch. 7	Plant Assets, Natural Resources & Intangibles
Th	24-Mar		Plant Assets, Natural Resources & Intangibles
T	29-Mar	Ch. 9	Liabilities
Th	31-Mar		Liabilities
T	5-Apr	Ch. 10	Stockholders' Equity
Th	7-Apr		Stockholders' Equity
T	12-Apr	Exam III	Chapters 7, 9, 10
Th	14-Apr	Ch. 11	Evaluating Performance
T	19-Apr		Evaluating Performance
Th	21-Apr	Ch. 12	The Statement of Cash Flows
T	26-Apr		The Statement of Cash Flows
Th	28-Apr	Exam IV	Chapters 11, 12
T	3-May		Final Exam Review
Th	5-May		Final Exam Review
Wednesday, May 11			DEPARTMENTAL FINAL EXAM 4:00 p.m. – 6:00 p.m. Location: TBD

SUBJECT TO CHANGE