

University of North Texas at Dallas
Fall 2024
DISTANCE EDUCATION SYLLABUS

ACCT 2010-0073 Accounting Principles I - Financial 3 Hrs.

Department of	Accounting – School of Business
Instructor Name	Ernie Robinson, CMA
Office Location	Class is Online - None
Office Phone	Class is Online - None
Email Address	ernest.robinson@untDallas.edu
Office Hours	No Physical Office Hours – no physical office on UNT Dallas campus
Virtual Office Hours	Canvas Zoom Office Hours on Wednesday evening from 5:30 pm to 6:30 pm. Students can always email me with questions or concerns.
Course Format/Structure	Class is Online
Classroom Location	Class is Online
Class Meeting Days & Times	Class is Online
Course Catalog Description	ACCT 2010 Principles of Accounting I – Financial (ACCT2301 or ACCT 2401). 3 hours. External uses of accounting information; interpretation of accounting data; analysis of financial statements; income and cash flow analysis; nature of assets and liabilities; understanding accounting reporting process. Prerequisite(s): MATH 1324, or higher-level Math. May not be taken more than twice at UNT Dallas.
Prerequisites	MATH 1324, or higher-level math.
Corequisites	N/A
Required Reading	Cengage Learning Accounting, 28th Ed., Warren, Jonick, Schneider with CNOWv2.
Recommended Reading & References	<p>CengageNowv2 Software – many students use online version and have access to Cengage Assignments</p> <p>The materials required for this course are included in Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks for \$119.99 per term, \$179.99 per year or \$239.99 for two years. No matter how many Cengage</p>

	<p>products you use, they are included in Cengage Unlimited, and the price stays the same. You can purchase access to Cengage Unlimited in the bookstore, or at cengage.com.</p> <p>For additional support, please visit:</p> <ol style="list-style-type: none"> 1. Getting started materials: cengage.com/start-strong 2. Training site for Cengage platforms: cengage.com/training 3. FAQs: cengage.com/faq 4. Cengage Customer Support: cengage.com/support
Access to Learning Resources	<p>UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untDallas.edu/library</p> <p>UNT Dallas Bookstore: Phone: (972) 780-3652; Website URL: http://www.untDallas.edu/bookstore Email: untDallas@bkstr.com</p>
Canvas Resources	<p>Canvas Help for Students:</p> <p>Browser and Computer Requirements for Canvas: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/tap/66</p> <p>Access Canvas via untDallas.instructure.com</p> <ul style="list-style-type: none"> • Username: your EUID # • Password: your password <p>Canvas 24/7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources:</p> <p>Web: Canvas Student Guide</p> <p>Contact Digital Learning & Instructional Technology (DLIT) Email: digitallearning@untDallas.edu</p> <p>Digital Learning Location: DAL1: Suite 150</p> <p>If you are working with Canvas 24/7 Support to resolve a technical issue, please make sure to keep me updated on the troubleshooting progress.</p> <p>If you have a course-related issue (such as course content, assignment troubles or quiz difficulties), please contact me.</p>

Course Overview

The goal of this course is to provide a foundation for the study and application of the accounting function, for both users of accounting information and practitioners of accounting, such that operational imperatives, as well as legal and regulatory requirements are understood in the context of ethically sound business practices. This includes development of critical thinking skills, teamwork, and technical competence in the field of accounting.

Course Goals/Overview:

The goal of this course is to provide a foundation for the study and application of the accounting function.

Learning Objectives/Outcomes:

At the end of this course, the student will be able to do the following:

1. Prepare, interpret and analyze accounting information for a variety of business entities.
2. Demonstrate the ability to translate accounting data into business decision support information.
3. Define the various costs encountered in accounting and how they relate to the accounting cycle.
4. Identify ethical pitfalls and how to counter them with effective internal controls.
5. Apply Generally Accepted Accounting Principles (GAAP) in preparation of financial statements.
6. Adjust a Trial Balance with adjusting accounts to prepare financial statements in a variety of formats.
7. Account for receivables, plant assets, intangibles, liabilities and payroll.
8. Effectively communicate financial results of operations orally and in writing to non-financial managers. Evaluation by in-class presentations of solutions to accounting problems.

Distance Education Course Outline and Discussion Topics

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by class or via class email or Canvas Announcement as soon as the change is determined. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments Sections.

Course Outline

Students should also carefully read the Canvas Assignments to view the Chapter Reading, Prewrite, Assignment Problems, Quizzes, Weekly Discussions, Accounting Cycle Project, Exams, and Extra Credit. Canvas Modules displays the Course Requirements by week. **Please pay close attention to the due dates.**

Course Schedule – begins on the next page

Schedule	Topic	Activities	Due Date
Week 1 08/26 – 09/02	Getting Started Activities Chapter 1 – Introduction to Accounting and Business	<u>Getting Started Activities</u> -Start Here Technology Activity on Canvas -Start Here Quiz on Canvas -Getting Started Activity Read: Chapter 1 <u>Discussion on Canvas</u> DB-A – Getting Started – Chapter 1 Intro to Accounting & Business (continued)	Start Here Technology Activity and Quiz on Canvas/Getting Started Activity Due: Tuesday, 09/03 by 11:55 PM (since Monday is Labor Day). DB-A: Due: Tuesday, 09/03 by 11:55 PM (since Monday is Labor Day).
Week 2 09/02 – 09/09	Chapter 1 – Introduction to Accounting and Business (continued) Chapter 2 – Analyzing Transactions)	Post: Discussion Board – DB-B - Introductions (On Canvas) Read: Chapter 2 Complete: Chapter 1 Pre-Work Chapter 1 Assignments (On Canvas in CNOWv2) Take: Chapter 1 Quiz on Canvas in CNOWv2	DB-B: Initial Post Due: Friday, 09/06 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 09/09 by 11:55 PM. Submit Chapter 1 Pre-Work, Assignments & Quiz. Due: Monday, 09/09 by 11:55 PM.
Week 3 09/09 – 09/16	Chapter 2 – Analyzing Transactions (continued)	Post: Discussion Board – DB-C - Why is Accounting Important (On Canvas) Read: Chapter 2 Complete: Chapter 2 Pre-Work Chapter 2 Assignments (On Canvas in CNOWv2) Take: Chapter 2 Quiz on Canvas in CNOWv2	DB-C: Initial Post Due: Friday, 09/13 by 11:55 PM. Reply Post to One (1) Classmates Due: Monday, 09/16 by 11:55 PM. Submit Chapter 2 Pre-Work, Assignments & Quiz. Due: Monday, 09/16 by 11:55 PM.
Week 4 09/16 – 09/23	Chapter 3 – The Adjusting Process	Post: Discussion Board – DB-D – Careers in Accounting (On Canvas)	DB-D: Initial Post Due: Friday, 09/20 by 11:55 PM.

		Read: Chapter 3 Complete: Chapter 3 Pre-Work Chapter 3 Assignments (On Canvas in CNOWv2) Take: Chapter 3 Quiz on Canvas in CNOWv2	Reply Post to One (1): Monday, 09/23 by 11:55 PM. Submit Chapter 3 Pre-Work, Assignments & Quiz. Due: Monday, 09/23 by 11:55 PM.
Week 5 09/23 – 09/30	Chapter 4 – Completing the Accounting Cycle	No Discussion Board this week. Read: Chapter 4 Complete: Chapter 4 Pre-Work Chapter 4 Assignments (On Canvas in CNOWv2) Take: Chapter 4 Quiz on Canvas in CNOWv2	No Discussion Board this week. Submit Chapter 4 Pre-Work, Assignments & Quiz Due: Monday, 09/30 by 11:55 PM.
Week 6 09/30 – 10/07	Chapter 6 - Accounting for Merchandising Business	Post: Discussion Board – DB-E - Merchandising Business (On Canvas) Read: Chapter 6 Complete: Chapter 6 Pre-Work Chapter 6 Assignments (On Canvas in CNOWv2) Take: Chapter 6 Quiz on Canvas in CNOWv2 Mid-Term Exam Review (Chapters 1-4 & 6)	DB-E: Initial Post Due: Friday, 10/04 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 10/07 by 11:55 PM. Submit Chapter 6 Pre- Work, Assignments & Quiz. Due: Monday, 10/07 by 11:55 PM.
Week 7 10/07 – 10/14	<u>Mid-Term Exam</u>	Mid-Term Exam Review (Chapters 1-4 & 6) Mid-Term Exam (Chapters 1-4 & 6) on Canvas in CNOWv2 (150 Minutes, 1 Attempt) No Discussion Board this week.	No Discussion Board this week. Mid-Term Exam opens on Friday, 10/11 at 12:00 AM and closes on Sunday, 10/13 at 11:55 PM.

Week 8 10/14 – 10/21	Chapter 7 - Inventories	<p>Post: Discussion Board – DB-F – Inventory Analysis (On Canvas)</p> <p>Read: Chapter 7</p> <p>Complete Mid-Term Course Reflection – Open Thursday, 10/10/24 to Sunday, 10/20/24</p> <p>Complete: Chapter 7 Pre-Work Chapter 7 Assignments (On Canvas in CNOWv2)</p> <p>Take: Chapter 7 Quiz on Canvas in CNOWv2</p>	<p>DB-F: Initial Post Due: Friday, 10/18 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 10/21 by 11:55 PM.</p> <p>Mid-Term Course Reflection Due Sunday, 10/20 by 11:55 PM.</p> <p>Submit Accounting Cycle Project Due: Monday, 10/21 by 11:55 PM.</p> <p>Submit Chapter 7 Pre-Work, Assignments & Quiz. Due: Monday, 10/21 by 11:55 PM.</p>
Week 9 10/21 – 10/28	Chapter 8 – Internal Control and Cash	<p>Post: Discussion Board – DB-G – Internal Control (On Canvas)</p> <p>Read: Chapter 8</p> <p>Complete: Chapter 8 Pre-Work Chapter 8 Assignments (On Canvas in CNOWv2)</p> <p>Take: Chapter 8 Quiz on Canvas in CNOWv2</p>	<p>DB-G: Initial Post Due: Friday, 10/25 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 10/28 by 11:55 PM.</p> <p>Submit Chapter 8 Pre-Work, Assignments & Quiz Due: Monday, 10/28 by 11:55 PM.</p>
Week 10 10/28 – 11/04	Chapter 9 – Receivables	<p>Post: Discussion Board – DB-H – Collecting Your Money (On Canvas)</p> <p>Read: Chapter 9</p> <p>Complete: Chapter 9 Pre-Work Chapter 9 Assignments (On Canvas in CNOWv2)</p> <p>Take: Chapter 9 Quiz on Canvas in CNOWv2</p>	<p>DB-H: Initial Post Due: Friday, 11/01 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 11/04 by 11:55 PM.</p> <p>Submit Chapter 9 Pre-Work, Assignments & Quiz. Due: Monday, 11/04 by 11:55 PM.</p>

Week 11 11/04 – 11/11	Chapter 10 – Fixed Assets and Intangible Assets	No Discussion Board this week. Read: Chapter 10	No Discussion Board this week. Start Chapter 10 requirements.
Week 12 11/11 – 11/18	Chapter 10 – Fixed Assets and Intangible Assets (Continued)	Post: Discussion Board – DB-I – Long-Term Assets (On Canvas) Read: Chapter 10 Complete: Chapter 10 Pre-Work Chapter 10 Assignments (On Canvas in CNOWv2) Take: Chapter 10 Quiz on Canvas in CNOWv2	DB-I: Initial Post Due: Friday, 11/15 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 11/18 by 11:55 PM. Submit Chapter 10 Pre-Work, Assignments & Quiz. Due: Monday, 11/18 by 11:55 PM.
Week 13 11/18 – 11/25	Chapter 11 – Current Liabilities and Payroll	No Discussion Board this week. Read: Chapter 11 Complete: Chapter 11 Pre-Work Chapter 11 Assignments (On Canvas in CNOWv2) Take: Chapter 11 Quiz on Canvas in CNOWv2	No Discussion Board this week. Submit Chapter 11 Pre-Work, Assignments & Quiz. Due: Monday, 11/25 by 11:55 PM.
Week 14 11/25 – 12/02	Chapter 13 – Corp. Organization, Stock Transactions, and Dividends	Post: Discussion Board – DB-J – Investing: Growth vs. Dividends (On Canvas) Read: Chapter 13	DB-J: Initial Post Due: Friday, 11/29 by 11:55 PM. Reply Post to One (1) Classmate Due: Monday, 12/02 by 11:55 PM.
Week 15 12/02 – 12/09	Chapter 13 – Corp. Organization, Stock Transactions, and Dividends (Cont'd)	Comprehensive Final Exam Review (CH 7 - 11, 13) Post: Discussion Board – DB-Z – Reflection (On Canvas) Complete: Chapter 13 Pre-Work Chapter 13 Assignments (On Canvas in CNOWv2)	DB-Z Initial Post Due: Thursday, 12/05 by 11:55 PM. Reply posts are welcome, but not required. Submit Chapter 13 Pre-Work, Assignments & Quiz.

		Take: Chapter 13 Quiz on Canvas in CNOWv2 Final Exam Review (Chapters 7-11, & 13)	Due: Thursday, 12/05 by 11:55 PM.
Final Exam Week 12/09 – 12/13	Comprehensive Final Exam (CH 7-11, 13)	Comprehensive Final Exam (CH 7 – 11, 13) on Canvas in CNOWv2. (150 Minutes, 1 Attempt)	Final Exam Opens on Tuesday, 12/10 at 12:00 AM and closes on Thursday, 12/12 at 11:55 PM.

Course Evaluation Methods

This course will utilize the following activities/instruments to determine student grades and proficiency of the learning outcomes for the course. **All activities for this course should be accessed through Canvas.**

- 1. Getting Started Activities** – Getting Started Activities in Canvas which includes the and CNOWv2 and a Canvas orientation quiz.
- 2. Course Preparedness/Academic Honesty Assignment** – Activities designed to prepare for the course and to review the use of Artificial Intelligence products and the Academic Integrity policy.
- 3. Discussion Board**– This course will consist of Discussion Board activities. Discussion questions covering the next week’s unit of study and related assignments will open the Monday of that assigned week. Usually discussions are in two parts: (a) an initial discussion that is due on Friday by 11:55 PM and (b) one “follow-up” comment post made on another student’s initial post. Each discussion will contain the specific due dates, directions and word count. Please note that there are several weeks when there is no Discussion Board.
- 4. CNOWv2 Chapter Pre-Work** – CNOWv2 Chapter Pre-Work content readings, videos, activities. One for each chapter, click on the prework in Canvas and it will take you to Cengage CNOW. Unlimited takes and time up until the due date.
- 5. CNOWv2 Chapter Assignments** – Exercises and problems designed to reinforce chapter material and ensure understanding of concepts. One for each chapter, click on the assignment in Canvas and it will take you to Cengage CNOW to take the assignment. Unlimited takes and time up until the due date.
- 6. CNOWv2 Chapter Quizzes** – Online chapter quizzes designed to measure knowledge of presented course material and ability to apply appropriate concepts. One for each chapter, click on the quiz in Canvas and it will take you to Cengage CNOW to take the quiz. Each quiz has 3 takes, 10 questions, all MC, 30 minutes per take. If there are technical issues during a take, no extra takes will be given.
- 7. Mid-Term Course Reflection** – Students provide thoughtful comments and suggestions about ACCT 2010.
- 8. Accounting Cycle Project** – The Accounting Cycle Project applies the accounting cycle concepts and demonstrates an understanding of these concepts. The project involves three parts. Two of

the parts are completed in Cengage CNOW and one part, an Excel Spreadsheet is uploaded in Canvas. The spreadsheet is posted in the Canvas assignment link. It can also be accessed in Cengage CNOW in the first part of the problem under the “Ledger” tab. **Tips for success:** (a) Start the project early. It takes more time that you might think. (b) The Excel spreadsheet should be completed, while you are doing the other parts. It gives you totals and information that you need for the online part. **Do not wait to work on the spreadsheet to the end.** You make the entire project much harder for yourself if you do that.

9. **Exams** – A Mid-Term and Final Exam are designed to measure knowledge of presented course material and ability to apply appropriate concepts in practical settings. Two exams, Mid-Term and Final Exam. Click on the exam in Canvas and it will take you to Cengage CNOW. Mid-Term is 1 take, 150 minutes, all Multi-Choice, Ch 1-4 & 6. Final Exam is 1 take, 150 minutes, all Multi-Choice, Ch 7-11 & 13. Reviews are posted in Canvas.
10. **Extra Credit:** Three extra credit assignments (“Lifelines”) which are 10 points each, and End of Course Evaluation (5 Points) are available in Canvas. The due dates are firm.

Grading Matrix

Instrument	Value (points or percentages)	Total Points	% of Total
Getting Started Activities	CNOWv2	15	1.5%
Discussions	11 (2 @ 5 pts each; 9 @ 15 pts each)	145	14.5%
CNOWv2 Chapter Pre-Work	11 Chapters @ 10 points each	110	11.0%
CNOWv2 Homework	11 Chapters @ 10 points each	110	11.0%
Chapter Quizzes in CNOWv2	11 Chapters @ 10 points each	110	11.0%
Mid-Term Course Reflection	10 points	10	1.0%
Accounting Cycle Project & Spreadsheet	200 points (160 + 40)	200	20.0%
Mid-Term Exam in CNOWv2	150 points	150	15.0%
Final Exam in CNOWv2	150 points	150	15.0%
Total:		1,000	100%

Grade Determination is shown below:

A = 900 - 1,000 pts; i.e. 90% or better
 B = 800 - 899.9 pts; i.e. 80 – 89 %
 C = 700 - 799.9 pts; i.e. 70 – 79 %
 D = 600 - 699.9 pts; i.e. 60 – 69 %
 F = 599.9 pts. or below; i.e. less than 59.9%

Grading Policies

Grades will be posted within 7 days of the assignment due date unless otherwise notified. Late work will receive a grade of 0. Late submissions are not accepted.

Course Notes

1. **The final grade** will be determined based on total points, NOT percentages. Your total points earned will be divided by 1,000 points (which is the total and shown above) to determine a percentage. The total points earned is compared to the grade determination chart above and a final course grade correlates with the aforementioned calculation.

2. **End of Course Survey:** Watch your UNTD email for EOC Evaluation Survey information, including due dates. If you submit proof that you have completed the survey by the due date in CANVAS, you will get extra credit points. The Canvas due date may be earlier or later than the date that the survey closes so you should read the emails that UNTD sends you which will contain the survey date information. To receive the extra credit, you must submit the proof of completion by the due date in CANVAS. After that, you may still complete the survey (if the survey is still open), but you will not get extra credit.

3. **All due dates in the course are based on Central Standard Time.** If you use the Canvas app, be sure it is giving you due dates in the correct time zone. No extensions will be given. All Cengage CNOW assignments close at 11:55PM. **Due dates for fall 2024 courses are not consistent week to week.** Often the due date will be on a Monday, but not always. Please do not make assumptions about due dates, always check Canvas to be sure.

4. **For successful completion of this course**, please start working immediately and work every day. There is a lot to be completed in the course, but it is absolutely possible to successfully complete the course. You just need to avoid falling behind. **Please read Canvas Announcements.**

5. **Need tutoring services** or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at <https://www.untDallas.edu/learning/schedule-appointment/>.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>.

Discussion Board Policy:

Discussion Board Posts Are Required and Due Dates Are Firm. The Initial Post is due on Fridays by 11:55 PM and Reply Posts to One (1) Classmate is due on Mondays by 11:55 PM.

This course will consist of eleven (11) Discussion Board activities. Discussion questions covering the unit of study and related assignments will open the Monday of the assigned week.

IMPORTANT: Each discussion question has a specific due date. Discussion board postings are **NOT** optional. You **MUST** participate in the discussion boards with substantive posts to be successful in this course. A discussion board grading rubric is provided on Canvas with each weekly discussion board topic. Students are required to post their **initial discussion** by **Friday at 11:55 PM** each week unless otherwise directed. Your response postings to **one (1)** classmate are due by **Monday of the next week at 11:55 PM**. Please note that these are the **MINIMUM** standards. Our course will be more interactive and enjoyable if you post to more than two learner's responses per week and on multiple days. Note, you are expected to post something that adds to the discussion. Do not simply restate what someone else has said or post simple statements like "I agree" or "Good job", etc. **ALWAYS** include the "**why**" or support your statements with resources. **EACH INITIAL POST MUST BE A MINIMUM NUMBER OF WORDS AS STATED IN THE DISCUSSION BOARD FOR THE WEEK.** Please post your word count at the bottom of your initial post.

Note: If you type your discussion posting in Word, you can easily check your word count. Then, cut and paste the discussion into the discussion box. Please do not post attachments to the discussion board posts. This slows down the discussion process.

You can share resource links in your post, but these resources do not apply to your initial post word count. Posts that do not add value to the discussion, show little effort or are plagiarized will be severely penalized. If you use an outside source to support your post, you **MUST** cite the source. ***Be sure to review the discussion board grading rubric and the plagiarism information provided in this course before posting to the discussion boards.***

Remember, the sooner you post your initial discussion response during the week, the sooner your classmates can respond to you. The goal is to have a continuous discussion in the course, so post early and post often. As the instructor, I may comment on your post during the week, but I am looking for students to interact with each other without being swayed by my comments.

Assignment Policy:

All assignments for this course **MUST** be completed and submitted within the unit due dates. Assignment due dates **are firm**. Please do not wait until the last minute because if you miss the deadline or have an upload problem, you will still get a -0- for the assignment. **Due dates may vary** so be sure you know when things are due. Cengage assignments end at 11:55 PM on the due date. No makeup assignments will be allowed except for documented emergencies (See Student Handbook). CNOWv2 Assignments will NOT be timed and will have unlimited attempts unless otherwise noted.

Exam Policy:

All quizzes and exams for this course MUST be completed and submitted within the Quiz or Exam window due dates. No makeup quizzes or exams will be allowed except for **documented** emergencies (See Student Handbook - See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>). Quizzes will be timed (30 minutes) and you will be allowed three (3) attempts. Your best score will be recorded in the grade book.

Quizzes will be timed (30 minutes) and you will be allowed three (3) attempts. Your best score will be recorded in the grade book. Once you start a quiz you **MUST** complete it, or you will only receive points for the completed portion. Be sure to take your quizzes from a stable Internet connection. Note:

Technology issues can occur. This is why you have three (3) attempts for each quiz. Quiz attempts will NOT be reset. If a technology issue occurs, simply use one of your other allocated attempts.

The **Mid-Term Exam** will be taken in CNOWv2 (through Canvas) per the course schedule. It will be timed. You will have 150 minutes (2.5 hours) to take the Mid-Term Exam and one (1) attempt. Once you start the Exam, you **MUST** complete it, or you will only receive points for the completed portion.

The **Final Exam** will be taken in CNOWv2 (through Canvas) per the course schedule. It will be timed. You will have 150 minutes (2.5 hours) to take the Final Exam and one (1) attempt. Once you start the Exam, you **MUST** complete it, or you will only receive points for the completed portion.

Quizzes and Exams are **NOT** a group project. You are expected to complete your own quizzes or exams without assistance from others. Students who collaborate on a quiz or exam **are cheating** and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonesty policy is available at <http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730>

Makeup Work:

In general make-up work will not be allowed. The exceptions to this are serious events that you can prove with third party verifiable documentation. If you are ill, you need documentation from a doctor. If you have an accident, you need a police or insurance report, etc. In most cases, missing an assignment will mean getting a grade of -0-. Accommodations will be provided as outlined in the student handbook – but be sure you know what that means.

Other Course Specific Policies

Incomplete Policy:

No grade of “I” (Incomplete) will be given in this course unless there are extenuating circumstances (documented emergencies – See Student Handbook), all work at the time of request has been completed with passing grades and the student has participated in class regularly to date. An incomplete will be given only upon the student’s request **AND** the instructor’s approval. An incomplete grade must be made up before the end of the following semester (by the due date established by the instructor) or the “I” will automatically become an “F”.

The deadline to file for an incomplete for the course is the last day in which there is regular instruction for the session (not including finals). The deadlines are as follows: 16-week session = Thursday, December 5. In order to receive an incomplete in this course, the Grade of Incomplete Form posted on the Registrar forms site must be completed, signed and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. For other questions related to grade of incomplete, contact Dr. Dawn Remmers, Assistant Provost, at dawn.remmers@untDallas.edu. http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730#incomplete_grades.

Canvas Gradebook:

The Canvas gradebook is the master gradebook. The CNOWv2 gradebook is integrated into the Canvas gradebook. Refer to the Canvas gradebook when reviewing your course status. If you have a question,

please let me know. All graded work is to be accessed and submitted via Canvas. Do not try to access assignments through Cengage directly. You must go through Canvas and link over to Cengage.

Communicating with Instructor:

The only way students should communicate with the Course Instructor is through email or the Q&A Discussion Board thread on Canvas. I can be emailed at ernest.robinson@untDallas.edu.

All emails should include the following information in the subject line: ACCT2010.073 (Course # and Section). Emails that are not addressed in this manner will be returned to the sender for this information or may be identified as SPAM and could be deleted. All emails should include the Course #/Section # in the subject line and reference the activity in question. Please be as detailed as possible about your question. If calculations are involved, show your work and resulting answers. This will eliminate unnecessary emails and get you back on track quicker.

If a student needs to speak to me, the student can email me their cell and I will call them to discuss their question or concern.

Emails:

Email communications should be conducted using **the UNT Dallas email account** and should reflect a professional tone, including appropriate levels of civility and courtesy. Do not email in the same manner that you might send a friend a text message. Please use complete sentences. **Very important: Be sure that your emails to me include the information as to which class you are in.** Emails are not a forum to vent and should not be written like a text message to your friends. Emails to the instructor should be well thought out, and written in a professional, business-like manner. Students should use their UNTD email for this course. I will delete all other unknown emails.

Example Email:

Subject: Quiz 2, ACCT 2010.0073

Dear Instructor Robinson,

I have a question about Quiz 2. Questions 3 stated "Insert Question Here." I answered C, "insert answer c here," but it was marked wrong. Could you please double check that for me because in the book on page 210, it states that C would be the correct answer.

Thank you for your time,

Student's Full Name
ACCT 2010.0073

Instructor Response Time:

I will respond to your questions within 24 hours (Monday – Friday). I generally respond sooner. I often monitor my email on the weekends (after 5 PM on Friday until 8 AM on Monday), but you should not depend on this. It is important that you plan and **start your homework early in the week**. This will allow you to contact me with questions prior to Friday to ensure that you receive a response before the weekend.

All emails should include the following information in the subject line: ACCT2010.0073 (Course # and Section). Emails that are not addressed in this manner will be returned to the sender for this information or may be identified as SPAM and could be deleted. Additionally, all emails must reference the assignment information (chapter, problem number and detail(s) about your question(s). If calculations are involved, please include your calculation and answer. This will avoid a string of unnecessary emails and get you back on track as soon as possible.

Confidentiality of Information Shared by Students:

UNTD and your course instructor cannot guarantee the confidentiality of information shared by students in the course environment. Therefore, students should not share any confidential information from employers unless explicitly related for public use.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letter during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism)

will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

All work performed and submitted in this class must be your own. Certain assignments are not group-work. You may not assist other students or use any online sites or search engines (e.g., Course Hero, Chegg, Google, Safari, Bing, etc.), technologies (e.g., AI, ChatGPT, language translators, etc.), group chats (e.g., GroupMe, texts, emails, etc.) or other tools, and sources may be prohibited. ***You are permitted the use of ideas, images, or word phrases created by generative technology. If you do use generative technology, you must identify the source.***

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom etiquette:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Online Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages, and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to UNT Dallas Student Code of Conduct. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and

participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Please be aware that if you are not active in Canvas before the Census Date (Class Audit Review of enrolled students) of 09/11/24 no matter what you complete after that date, you will be dropped by the Registrar. It is highly recommended that students begin logging into Canvas immediately and begin the introductory requirements to avoid any non-participation issues in the course.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Attendance (online in the Canvas course and on campus according to the posted course schedule) and preparation for this course are important to your success. To acquire knowledge and build the required skills for successful completion of this course, students are expected to:

- **Read** and become familiar with the Course Syllabus/Outline plus expectations, including due dates.
- **Review** course material and complete Chapter Pre-Work listed in the course outline **PRIOR** to coming to starting the Assignment or Quiz.
- **Meet deadlines** for all assignments and required readings. Accounting concepts build upon each other, so it is important you do not get behind. Please review all the deadlines as outlined in Canvas Modules and Assignments.
- **Ask** for clarification about course materials, concepts or course expectations.
- **Analyze** assigned readings and contribute to one another's learning through meaningful discussion.
- You are expected to spend **at least 3 to 4 hours a week** on course activities. While you are not in a classroom environment each week, you need to plan on spending the same amount of time you would have met in class, plus the time for out-of-class activities. Accounting is a course of application. Therefore, you cannot cram for this course and be successful. You should be prepared to spend **MORE** time in this course than many other courses you have taken.
- It is strongly recommended that students use the CNOWv2 Study Tools and Adaptive Study Plan in this course for extra practice if needed.

Classroom Disruption:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet

with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:

Student's evaluation of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Bad Weather Policy:

Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. This department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Technology Assistance:

In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

Browser and computer requirements for Canvas:

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66>