

University of North Texas at Dallas
Summer2 2024
DISTANCE EDUCATION SYLLABUS

Acct 2020 0071-CRE Accounting Principles II (Managerial Accounting) 3 hrs.

Department of	Accounting
Instructor Name	Patricia Wynn, CPA, CMA, CGMA, CFE, CSCA
Office Location	7400 University Hills Blvd., FH 317
Office Phone	972-338-1807
Email Address	Patricia.Wynn@Untdallas.edu
Office Hours	
Virtual Office Hours	Wednesdays, 02:00 – 04:00 p.m. https://unt.zoom.us/j/89795697149
Course Format/Structure	Online
Classroom Location	Online
Class Meeting Days & Times	Online
Course Catalog Description	2020 (2302 or 2402). 3 hours. A study of the use of accounting information for business decision making. Topics include cost behavior analysis, cost-volume-profit relationships, and the identification of costs relevant to the decision making process. Students are introduced to various cost system designs, standard costs, variable costing, operational budgeting, and decision making in decentralized businesses. This course may not be taken more than twice at UNT Dallas. Course Typically Offered: Fall, Spring, Summer
Prerequisites	ACCT 2010 with a grade of C or better.
Corequisites	N/A
Required Reading	Accounting, 28 th Edition, Warren/Jonick/Schneider, Cengage Learning, Loose leaf textbook bundle with CNOWv2 Access code – OR – Cengage Unlimited Subscription with eBook and CNOWv2 access code.
Recommended Reading & References	N/A
Access to Learning Resources	UNT Dallas Library: Phone: (972) 338-1616;

	<p>Website URL: http://www.untDallas.edu/library</p> <p>UNT Dallas Bookstore:</p> <p>Phone: (972) 780-3652;</p> <p>Website URL: http://www.untDallas.edu/bookstore</p> <p>Email: untDallas@bkstr.com</p>
Canvas Resources	<p>Canvas Help for Students:</p> <p>Browser and Computer Requirements for Canvas:</p> <p>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 Distance Learning & Instructional Technology (DLIT) Email: distancelearning@untDallas.edu</p>

Course Overview

Course Goals/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.

Learning Objectives/Outcomes: At the end of this course, the student will be able to:

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 apply them to the decision making and reporting functions.
4. Identify ethical pitfalls and how to counter them with effective internal controls.
5. Apply financial statements and managerial concepts to facilitate operational efficiency.
6. Account for long-term liabilities and cash flows.
7. Prepare master and flexible budgets.

8. Effectively communicate financial results of operations orally and in writing to non-financial managers.

Distance Education Course Outline and Discussion Topics

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

Schedule	Topic	Activities	Due Date
Due 07/11/2024 Thursday	Getting Started Activities	<p><u>Getting Started Activities</u></p> <ul style="list-style-type: none"> -Start Here Technology Activity on Canvas -Start Here Quiz on Canvas -Course Preparedness/Academic Honesty Assignment <p><u>Discussion(s) on Canvas</u></p> <ul style="list-style-type: none"> - DB1B - Introductions 	<p>Start Here Technology Activity, Quiz, and Course Preparedness/Academic Honesty Assignment on Canvas. Due: Thursday, 7/11 by 11:55 PM</p> <p>DB1B-Initial Post Reminder Link Due: 7/11 by 11:55 PM</p>
Due 07/15/2024 Monday	Accounting Review Chapter 14 – Long-Term Liabilities: Bonds and Notes	<p><u>Accounting Review</u></p> <ul style="list-style-type: none"> -Chapter 1 Review on CNOWv2 -Chapter 2 Review on CNOWv2 -Chapter 3 Review on CNOWv2 -Chapter 4 Review on CNOWv2 <p>Read: Chapter 14</p> <p>Complete:</p> <p>Chapter 14 Pre-Work</p> <p>Chapter 14 Assignment</p> <p>(On Canvas in CNOWv2)</p> <p>Take: Chapter 14 Quiz on Canvas in CNOWv2</p>	<p>Accounting Review (CH 1, 2, 3, 4) on Canvas in CNOWv2. Due: Monday, 07/15 by 11:55 PM.</p> <p>Submit Chapter 14 Pre-Work, Assignment & Quiz. Due: Monday 07/15 by 11:55 PM.</p> <p>DB1B-Reply Post to One (1) Classmate. Due: Monday 7/15 by 11:55 PM.</p>

Due 07/18/2024 Thursday	Chapter 16 – Statement of Cash Flows	<p>Post: Discussion Board – DB2 – Debt vs. Equity Financing (On Canvas)</p> <p>Read: Chapter 16</p> <p>Complete: Chapter 16 Pre-Work Chapter 16 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 16 Quiz on Canvas in CNOWv2</p>	<p>DB2: Initial Post Reminder Link Due: Thursday, 07/18 by 11:55 PM.</p> <p>Submit Chapter 16 Pre-Work, Assignment & Quiz. Due: Thursday, 07/18 by 11:55 PM.</p>
Due 07/22/2024 Monday	<p>Chapter 17 – Financial Statement Analysis</p> <p>Chapter 18 – Introduction to Managerial Accounting</p>	<p>Read: Chapter 17</p> <p>Complete: Chapter 17 Pre-Work Chapter 17 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 17 Quiz on Canvas in CNOWv2</p> <p>Read: Chapter 18</p> <p>Complete: Chapter 18 Pre-Work Chapter 18 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 18 Quiz on Canvas in CNOWv2</p>	<p>DB2: Reply Post to One (1) Classmate Due: Monday, 7/22 by 11:55 PM.</p> <p>Submit Chapter 17 Pre-Work, Assignment & Quiz Due: Monday, 07/22 by 11:55 PM.</p> <p>Submit Chapter 18 Pre-Work, Assignment & Quiz Due: Monday, 07/22 by 11:55 PM.</p>

Due 07/25/2024 Thursday	Chapter 19 – Job Order Costing Chapter 20 – Process Cost Systems	Post: Discussion Board – DB3 – Break-Even Analysis (On Canvas) Read: Chapter 19 Complete: Chapter 19 Pre-Work Chapter 19 Assignment Take: Chapter 19 Quiz on Canvas in CNOWv2 Read: Chapter 20 Complete: Chapter 20 Pre-Work Chapter 20 Assignment (On Canvas in CNOWv2) Take: Chapter 20 Quiz on Canvas in CNOWv2 Start: JOC Project Start Mid-Term Exam Review (CH 14, 16, 17, 18, 19 & 20)	DB3: Initial Post Reminder Link Due: Thursday, 07/25 by 11:55 PM. Submit Chapter 19 Pre-Work, Assignment & Quiz Due: Thursday, 07/25 by 11:55 PM. Submit Chapter 20 Pre-Work, Assignment & Quiz Due: Thursday, 07/25 by 11:55 PM.
Due 07/26- 07/28 Friday – Sunday	Mid-Term Exam	Take: Mid-Term Exam (CH 14, 16, 17, 18, 19, and 20) on Canvas is CNOWv2. (120 Minutes, 1 Attempt)	Mid-Term Exams Opens Friday, 07/26 at 12:00 AM and closes on Sunday, 07/28 at 11:55 PM.

Due 07/29/2024 Monday	Chapter 21 – Cost-Volume-Profit Analysis Chapter 22 – Budgeting	Post: Discussion Board – DB4 – Budgeting (On Canvas) Read: Chapter 21 Complete: Chapter 21 Pre-Work Chapter 21 Assignment (On Canvas in CNOWv2) Take: Chapter 21 Quiz on Canvas in CNOWv2 Read: Chapter 22 Complete: Chapter 22 Pre-Work Chapter 22 Assignment (On Canvas in CNOWv2) Take: Chapter 22 Quiz on Canvas in CNOWv2	DB3: Reply Post to One (1) Classmate Due: Monday, 07/29 by 11:55 PM. Submit Chapter 21 Pre-Work, Assignment & Quiz Due: Monday, 07/29 by 11:55 PM. Submit Chapter 22 Pre-Work, Assignment & Quiz Due: Monday, 07/29 by 11:55 PM.
Due 08/01/2024 Thursday	Chapter 23 – Evaluating Variances from Standard Costs	Post: Discussion Board – DB4 – Budgeting (On Canvas) Read: Chapter 23 Complete: Chapter 23 Pre-Work Chapter 23 Assignment (On Canvas in CNOWv2) Take: Chapter 23 Quiz on Canvas in CNOWv2	DB4: Initial Post Reminder Link Due: Thursday, 08/01 by 11:55 PM. Submit Chapter 23 Pre-Work, Assignment & Quiz Due: Thursday, 08/01 by 11:55 PM. Submit JOC Project Due: Thursday, 08/01 by 11:55 PM.

Due 08/05/2024 Monday	<p>Chapter 24 – Decentralized Operations</p> <p>Chapter 25 – Differential Analysis, Product Pricing, and Activity-Based Costing</p> <p>Final Exam Review</p> <p>Comprehensive Final Exam (CH 14, 16-26)</p>	<p>Post: Discussion Board – DB5 – Reflection (On Canvas)</p> <p>Read: Chapter 24</p> <p>Complete:</p> <p>Chapter 24 Pre-Work</p> <p>Chapter 24 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 24 Quiz on Canvas in CNOWv2</p> <p>Read: Chapter 25</p> <p>Complete:</p> <p>Chapter 25 Pre-Work</p> <p>Chapter 25 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 25 Quiz on Canvas in CNOWv2</p>	<p>DB4: Reply Post to One (1) Classmate Due: Monday, 08/05 by 11:55 PM.</p> <p>DB5: Initial (Only) Post Due: Thursday, 8/08 by 11:55 PM.</p> <p>Submit Chapter 24 Pre-Work, Assignment & Quiz Due: Monday, 08/05 by 11:55 PM.</p> <p>Submit Chapter 25 Pre-Work, Assignment & Quiz Due: Monday, 08/05 by 11:55 PM.</p>
Due 08/08/2024 Thursday	Chapter 26 – Capital Investment Analysis	<p>Read: Chapter 26</p> <p>Complete:</p> <p>Chapter 26 Pre-Work</p> <p>Chapter 26 Assignment (On Canvas in CNOWv2)</p> <p>Take: Chapter 26 Quiz on Canvas in CNOWv2</p> <p>Complete: Comprehensive Final Exam Review (CH 14, 16-26)</p>	Submit Chapter 26 Pre-Work, Assignments & Quiz Due: Thursday, 08/08 by 11:55 PM.
Due 08/08/2024 – 08/09/2024 Thursday-Friday	Final Exam Comprehensive Final Review (CH 14, 16-26)	Take: Comprehensive Final Exam (CH 14, 16-26) on Canvas in CNOWv2. (120 Minutes, 1 Attempt)	Final Exam: Opens on Thursday, 08/08 at 12:00 AM and closes on Friday, 08/09 at 11:55 PM.

The last day of this course is Saturday, 08/10/2024
Final grades will be available on the my.untDallas portal by 11:59 on Monday, 08/12/2024.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Getting Started/Accounting Review** – Activities designed to review Principles of Accounting I (Financial Accounting) concepts and getting started in this course
- **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.
- **Chapter Pre-Work** – Activities designed to introduce chapter material and ensure a basic understanding of the course concepts. Activities include readings, videos and short assessments.
- **Chapter Assignments** – Exercises designed to reinforce chapter material and ensure an understanding of the course concepts.
- **Chapter Quizzes** – Online quizzes designed to measure knowledge of course content and the ability to apply appropriate concepts in practice.
- **Discussions** – Weekly discussions to reinforce the course content.
- **Job Order Costing (JOC) Project** – Active learning team activity designed to measure the ability to apply presented course material, conduct research and present the results in both written and verbal forms.
- **Mid-Term Exam** – The mid-term exam is designed to measure student knowledge of course material and the ability to apply appropriate concepts in practice.
- **Final Exam** – The final exam is designed to measure cumulative student knowledge of course material and the ability to apply appropriate concepts in practice.
- **Extra Credit Opportunity** – Due dates in this course are firm.
- **EOC Evaluation:** Completion/confirmation of the UNTD End-of-Course Evaluation will provide the opportunity to earn 5 extra credit points.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Getting Started/Accounting Review	4 Review Activities at 10 points each	40
Course Preparedness/Academic Honesty Assignment	1 at 20 points	20
Chapter Pre-Work	12 at 10 points each	120
Chapter Assignments	12 at 10 points each	120
Chapter Quizzes	12 at 10 points each	120
Discussions	1 at 20 points, 4 at 40 points	180
JOC Project	1 exercise at 100 points	100
Mid-Term Exam	1 at 150 points	150
Final Exam	1 at 150 points	150
Total		1,000

Grade Determination:

A = 900 – 1,000; i.e. 90% or better

B = 800 – 899.9; i.e. 80 – 89.9 %

C = 700 – 799.9; i.e. 70 – 79.9 %

D = 600 – 699.9; i.e. 60 – 69.9 %

F = 599.9 or below; i.e. less than 59.9%

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://www.untDallas.edu/hr/upol>.

Discussion Policy

Discussion Posts (Required) (Due Dates Are Firm) Initial Post Due Fridays, Reply Posts to One (1) Classmate Due Mondays by 11:55 PM

This course will consist of discussion board activities. Discussion questions covering the unit of study and related assignments will open the Friday before 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 OF 100 WORDS**. 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. I will post a weekly wrap up discussion thread, when appropriate, once the weekly discussion has closed.

Assignment Policy:

All assignments for this course **MUST** be completed and submitted within the unit due dates. 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).

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. That 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 120 minutes (2 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 120 minutes (2 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>

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”.

<http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730>

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.

Communicating with Professor

The only way students should communicate with the professor is through email or the Q&A Discussion Board thread on Canvas. I can be email at Patricia.Wynn@untDallas.edu. 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.

Emails

Emails to the instructor should be professional. 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.

Example Email

Subject: Quiz 2, ACCT 2020.0071

Dear Professor Wynn,

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 the 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 2020.0071

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: ACCT2020.0071 (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., 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 & inappropriate language (swearing) and remarks offensive to others of 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 (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

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.

Attendance for this online 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 class.
- **Meet deadlines** for all assignments and required readings. Accounting concepts build upon each other, so it is important you don't get behind.
- **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 hours a week** on course activities. While you aren't 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. 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 always engage with the instructor and other students in this class in a respectful and civil manner 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 because 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 (UNT 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. That 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: 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>