MOST IMPORTANT THING TO KNOW ABOUT THIS COURSE!!!!!!

ALWAYS READ MY COURSE ANNOUNCEMENTS VERY CAREFULLY ON CANVAS.

Next IMPORTANT NOTE:
There are high expectations of you in this course. The material is difficult and this is considered a demanding, time-intensive course. It is not a course you can study for the night before an exam. I cannot stress enough the importance of (1) reading the text and doing homework on a daily basis, (2) using the resources in MyAccountingLab, (3) listening to all of the lectures in MyAccountingLab (“Multimedia Library” tab), and (4) developing a sound foundation by understanding the basic concepts in Chapter 1 through Chapter 3 of the text. I also encourage you to take advantage of the tutors located in 335 Bryan.

Prerequisite: Any one of the following: MAT 115, 120, 150, 151, 191 or 292.

Course Objectives:
- Demonstrate an understanding of basic accounting terminology and procedures
- Create the financial statements which flow from the accounting process
- Understand the accounting cycle and the accounting system
- Develop an understanding of how business organizations operate and the events which have a financial impact upon them
- Understand the time value of money concepts
- Facilitate the development of the student’s written communication skills through an essay assignment, essay assessment and/or business memo assignments
Contribute toward the Bryan School’s commitment to information technology by requiring students to use the internet, e-mail, word processing software and spreadsheet software where appropriate within the course.

Course Resources:
Text: Financial Accounting: A Business Process Approach by Jane Reimers, 3rd edition. UNCG Bookstore. This is a custom textbook for UNCG. You may not be able to find it elsewhere. An access code for MyAccountingLab is also required. 365 days of access to MyAccountingLab is included with a new textbook purchase from the UNCG bookstore or can be purchased online.
- CANVAS: [http://canvas.uncg.edu](http://canvas.uncg.edu) will be used for announcements and posting of materials and information for class.
- MyAccountingLab (MAL): [http://pearsonmylabandmastering.com/](http://pearsonmylabandmastering.com/) We will use MAL for homework assignments in this class (see “Homework Policies” below for additional information). This is required for the course. 365 days of access to MyAccountingLab is included with a new textbook purchase or can be purchased online. If you are waiting on financial aid you can receive free access for 17 days. Please go to the MAL website to register. You will need to know the course id to register. The course ID is safdar67531.
- Tutoring: Tutoring is available in 335 Bryan. Please see “Tutoring” below for additional information.

COMPUTER RESOURCES AND INTERNET ACCESS
This is a web based class. **You must have reliable high speed access to the internet and a reliable computer to take this class. Saying that you are having problems with your computer is not a valid excuse for not completing assignments.**

Check your UNCG email DAILY for email messages from me and check the CANVAS Announcements regularly. I will post announcements and other information there. Use my email address at the top of page one of this syllabus when sending me messages. Failing to read the syllabus, emails or CANVAS announcements/updates will not constitute an excuse for missed work, assignments or exams.

Grades will be determined by:
- Homework: 25%
- Mid-term Exam #1: 25%
- Mid-term Exam #2: 25%
- Final Exam (Cumulative): 25%

Grading Scale:

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<tr>
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<tr>
<td>F</td>
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ATTENDANCE POLICIES
Since this is an online course there is no attendance policy. However, I encourage you to listen to and follow along with each of the recorded lectures and complete the study plan and pre- and post-tests available in MyAccountingLab. Students who actively participate in the course perform better on homework and exams, resulting in better course grades.

CLASS ORGANIZATION, PROCEDURES, AND EXPECTATIONS

Online Learning: This is an online class where all of your learning will be done through use of the textbook and materials available online. The best way to learn the material is by reading the assigned chapters in the text, utilizing the MAL resources in each chapter, completing the required homework problems in MAL, and working and reworking the additional problems and study guides in MAL. Your final grade will be based upon your performance on the Chapter homework assignments and exams. There are no opportunities for extra credit in this class.

Online learning does not mean that you can work at your own pace or on your own schedule. There is a detailed schedule of the material to be covered and when it will be covered. The online homework and exams have scheduled windows when you must complete them. It is your responsibility to look at this schedule and adjust your schedule to be able to take them during the scheduled windows. If your work schedule, travel schedule or other responsibilities will not allow you to complete the required assignments at the set times, then you need to drop this class.

To do well, it is a subject that most students must study regularly instead of waiting until the last minute to cram. You should:

1. Read and STUDY the assigned materials for each assigned date in order to keep up.
2. PAY ATTENTION TO DATES AND TIMES FOR THE HOMEWORK AND THE EXAMS!
3. Do NOT get behind!
4. Check email and CANVAS Announcements frequently so you don’t miss important information.
5. Form a study team online with other students. Use email to ask each other questions and to explain examples of the topics covered.

HOMEWORK POLICIES

- MyAccountingLab (MAL) can be accessed using the course id and following the website link above (page 2).
- I recommend working out the assigned textbook problems on paper first, and then uploading your answers to MAL before the assignment is due.
- Homework assignments can be saved in MAL, allowing you to work on the same assignment at different times.
- You are allowed 5 attempts at each homework question and you have the availability of the “Help Me Solve This” function.
- I will not respond to emailed homework questions received after 12pm on the due date of the assignment. Please plan in advance for the homework due dates.
- Late homework will not be accepted. There are no exceptions. Completing the assignment before the due date reduces your chance of missing an assignment because of an illness or emergency.
- Answers to homework assignments will be available in MAL one hour after the assignment is due. Please check your answers and make sure you understand the material. Note that if you did not do the assignment, you will not be able to view the solutions.
• If you are having trouble with your homework, please use the tutoring available from the accounting department or make an appointment to see me.
• The due dates for all assignments are listed in CANVAS announcements. All homework assignments are due at 11:00 pm on the due date. If, for some reason, an assignment due date is changed, the change will be announced in CANVAS. You will also be able to see the updated due date in MAL. You are responsible for checking the syllabus and reading all announcements in CANVAS. I will not respond to emails asking for the due date of a homework assignment.
• Homework grades will be available on the homework site shortly after the assignment is due.
• If you are experiencing a problem with the MAL website, please call the MAL Customer Help Desk at (800) 677-6337 or visit http://pearsonmylabandmastering.com/students/support/. If the problem you are experiencing means that you cannot complete or submit your assignment, please send me an email before the assignment is due to let me know.

TUTORING
Tutoring for this course is available in Bryan 335. The feedback from prior students is excellent. However, please keep in mind that you must come prepared. The tutors will not do your work for you. Please be prepared with specific questions. Tutoring is available to students in all sections of ACC 201 so please be considerate of others that are waiting when you are receiving help.

EXAM POLICIES
• Exams are administered through MyAccountingLab.
• Mid-term exams are not cumulative but are closed book. The final exam is cumulative and closed book.
• There are no makeup mid-term exams. If you have prior permission from the instructor, the weight attributable to a missed exam will be allocated to the final exam. Please try to notify me at least 48 hours prior to the exam. Failure to notify me within 24 hours after the scheduled exam will result in a grade of zero on the exam. At the time of notification, I will determine whether to consider the absence excused or unexcused and follow University policy. In the event you miss an exam for medical or psychological circumstances, you must provide me with written verification.
• All exams require a pencil and calculator. Cell phones or other PDAs may not be used in place of calculators.
• In accordance with UNCG’s policy, only those students with three or more final exams within the 24 hour period surrounding our scheduled final exam and have documentation from the registrar’s office are eligible to take the final exam on the make-up day. Documentation from the registrar’s office must be submitted to me for a change in the exam date.

UNIVERSITY POLICIES & RESOURCES
• Students are expected to abide by the UNCG’s Academic Integrity Policy and the Student Code of Conduct:
  o Student Conduct: http://studentconduct.uncg.edu/policy/code/
  o Academic Integrity Policy: http://academicintegrity.uncg.edu/violation/
• Student Disabilities: Any request for special accommodations must come through the Office of Disability Services with the appropriate paperwork. Please visit http://ods.dept.uncg.edu/services/ for further information.
• Students in Distress: UNCG cares about your success as a student. We recognize that students often balance many challenging personal issues and demands. Please take advantage of the University resources designed to help. For assistance accessing these resources, contact the Dean of Students
Office at 334-5514 or Student Academic Services at 334-5730. The Counseling and Testing Center is available for mental health assistance, 334-5874. You may also visit me during my office hours.

- **Bryan School Expectations:** Please visit [http://bae.uncg.edu/assets/faculty_student_guidelines.pdf](http://bae.uncg.edu/assets/faculty_student_guidelines.pdf)

**OTHER COMMENTS**

- If you send me an email, please allow me at least **24 hours to respond**. Please do not repeatedly send me the same email if you do not hear back from me right away.
- I believe that your education is your primary responsibility. It is your job to prepare for and keep up with assignments. Some students have commented that there is too much work in this course or that it is all due on the same day. Accounting courses in general are challenging as they cover a vast amount of material. Deadlines are set, but it is in your hands as to whether or not you do all the work on the last day or you plan ahead and spread it out.
- This course is a critically important portion of the business curriculum at UNCG. (If you are an accounting major, you should **not** take this course, but take ACC 218 instead.) It is also **very time intensive**. You may find it necessary to read the textbook material more than once to fully absorb it. Chapters 1-3 are fundamental!
- Please note that the chapter assignments may only represent the minimum amount of work necessary to gain an understanding of the material covered in this course.
- There are no opportunities for “extra credit” in this course. Each assignment is an opportunity to improve your grade.
# COURSE SCHEDULE AND ASSIGNMENT/EXAM DATES

## Assignment Manager

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