WHEN AND WHERE IS CLASS?

- Classes begin Jan 13, 2020 and end Apr 29, 2020
- Full Academic Calendar for Spring, 2020: [https://reg.uncg.edu/calendars/spring-2020-academic-calendar/](https://reg.uncg.edu/calendars/spring-2020-academic-calendar/)
- **When**: 6:00 pm-8:50 pm Monday and Wednesday
- **Where**: Bryan Building Room: 111

Mengmeng Wang, PhD
Assistant professor

<table>
<thead>
<tr>
<th>Office Location</th>
<th>Bryan 340</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:m_wang7@uncg.edu">m_wang7@uncg.edu</a></td>
</tr>
<tr>
<td>Office Hours (when I’m in my office)</td>
<td>4:50pm-5:50pm Monday &amp; Wednesday</td>
</tr>
<tr>
<td>Telephone (General department phone)</td>
<td>336-334-5647</td>
</tr>
</tbody>
</table>

Emails (best way to reach me) will be returned within one business day during the business week. I welcome visitors during office hours.

Notice:

1) Check your [UNCG email](mailto:) and [Canvas Announcements](https://) DAILY for messages from me and check the Canvas Announcements regularly. I will post announcements and other information on Canvas.

2) Please read this syllabus carefully! Failing to read the syllabus, emails or Canvas announcements/updates will not constitute an excuse for missed work, assignments or exams.
1. COURSE DESCRIPTION
(What you’ll be learning)
Undergraduate Bulletin Description ACC 201: “Introduction to external financial statements of organizations, emphasizing the use of accounting information in making investment and other decisions. Addresses ethical considerations and role of financial reporting in society.”

2. 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.
- Contribute toward the Bryan School’s commitment to information technology by requiring students to use the Internet, e-mail, word processing software where appropriate.

[Course(s) you complete before you can take this one]
ISM 110 and any one of the following: MAT 115, MAT 120, MAT 150, MAT 151, MAT 191, MAT 292;

3. NOTES:
- This course is a REQUIRED entry course for all Accounting. Students majoring or minoring in accounting must complete this course with a “B-” or better to meet prerequisite requirements for upper level accounting courses.
- Other majors may find they need a grade of “C” or better to advance to upper level courses within their majors as well. Please see your Advisor to confirm.

4. TOOLS & MATERIALS REQUIRED FOR CLASS EVERY DAY
- This is a time intensive course – expect to spend a minimum of 6 hours outside of class every week. Homework and readings are the minimum requirement to pass.
- Canvas: canvas.uncg.edu will be used for announcements, materials and information for class.
  ✓ Access code to e-Text may be purchased through the UNCG bookstore or from Pearson (follow prompts in Canvas under “MyLab and Mastering”).
  ✓ A loose-leaf version will also be available for purchase through Pearson.
- MyLab Accounting (MyLab): I have linked MyLab with Canvas.
  • To register for MyLab go into Canvas and follow the links for ‘MyLab and Mastering’ in the course navigation menu (on the left-hand column).
• There is also a video and handout posted in Canvas with step-by-step instructions.
• Once you have registered for MyLab, you simply access MyLab within Canvas.
• We will use MyLab for homework assignments in this class (see “Homework Policies” below for additional information).
• This is required for the course. If you are waiting on financial aid you can receive free access for about 14 days.
• Pencil/pen/Calculator/Note taking paper

### 5. HOW YOUR GRADE IS DETERMINED

<table>
<thead>
<tr>
<th>Percent</th>
<th>Category</th>
<th>Final Points Calculation</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>In-Class quizzes, attendance &amp; Participation</td>
<td>(Your average quizzes points + in-class participation points) * 0.10</td>
<td>In class quizzes, attendance &amp; in-class participation.</td>
<td>Average quizzes points (lowest one dropped) +/- in-class good performance points -/- in-class unacceptable performance points</td>
</tr>
<tr>
<td>15%</td>
<td>Chapter Homework and Practice Set</td>
<td>Your average HW point * 0.15</td>
<td>Online using MyLab through Canvas</td>
<td>I drop one lowest homework (excluding Chapter 2 and 3 and the Practice Set – you cannot drop those)</td>
</tr>
</tbody>
</table>
| 50%     | Regular Exams | 1) Exam 1: 100 points 2) Exam 2: 100 points 3) Exam 3: 100 points | Average of your three exams’ points * 0.50 | multiple choice / problem set | The mid-term exams are in class  
Exam #1: Ch1-Ch3 (Feb 19)  
Exam #2: Ch4-Ch6 (Mar 25)  
Exam #3: Ch7-Ch9 (Apr 22) |
| 25%     | Final Examination CUMULATIVE and includes Chapter 10 & Chapter 11 | Final Exam: 100 points | Final Exam: Your raw points * 0.25 | multiple-choice/problem set | Chapter 1 - Chapter 9 and Chapter 10 & 11 on final  
The exam will be taken in the regular classroom.  
**Friday, May 1, 7:00–10:00 P.M.** |

**No late work is accepted under any circumstance.**
The **Undergraduate** grading scale is as follows (final course grades will be rounded to the nearest whole number):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
<td>A = 93+</td>
<td>A - 90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

**Graduate Grading Scale:** (final course grades will be rounded to the nearest whole number)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C</td>
<td>70-76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

Grades will be posted in Canvas 7-10 days after completion of the assignment. The final grades for the course will be posted by May 12th at 5 pm.

**Final day to withdraw from the course without an F:** *March 09, 2019*

6. **IMPORTANT EXAM AND GRADE INFORMATION**

1)- **In-class quizzes and participation**

- **In-class policy:**
  1. You are required to attend classes.
  2. Show your respect to others; no small talk; keep good studying environment;
  3. Always print out and bring your printed notes to class; cellphone or laptop will neither be needed or allowed in class;
  4. You will earn portion of your in-class participation points, if you have these good behaviors in class: answer questions/participate in discuss/ask questions;
  5. You will lose portion of your in-class participation points, if you have these unacceptable behaviors in class: Small talk/Do something on your cellphone or laptop without permission/Be late for class/Not show up in class without proper excuse and proof/Use of unauthorized materials (examples: doing homework for another class, playing video games, TV, etc.), listening to music, etc. (you will be given a warning for first time)

- **In-class quizzes:** we will have in-class quizzes (with questions drawn from previous classes quick-check questions, and pre-chapter reading assignment). Please always study after each class to be prepared for the quiz in the following class.

- I will take the following steps to calculate your in-class quizzes & participation points:
  - the average of your **in-class quizzes points** (dropping the lowest one);
  - the points you earned from good in-class behaviors listed in (4) above;
  - portion of the points from unacceptable in-class behaviors listed in (5) above.
2)- Extra Credit Opportunities

- I do not give individual opportunities for extra credit; however, these opportunities are available to ALL STUDENTS in the class.

  6 raw points on Each of the three midterm Exams (up to 3 exams in total)
  ✓ Review session time for each week: TBD (will be announced in Canvas)
  ✓ (1) Attend at least two weekly review sessions prior to the exam AND (2) complete the online Practice Test before the exam (with a grade of 80% or better)
    ⇒ you will have additional 6 points in the exam immediately following the review sessions you attend
    *** The review session is optional for those who want to earn additional points. If you don’t attend, you won’t have the extra 6 raw points for each exam.
    If you have time conflict for review session slot and you still want to earn the additional 6 points for the exam, you have to show me the evidence of your time conflicts first, and there will be additional practice for each chapters that you need to complete (with a grade of 90% or better for each chapter) AND complete the online Practice Test before the exam (with a grade of 90% or better) to earn the 6 points.

- 6 additional raw points on the Final Exam
  Become Certified in Microsoft Excel (Has to be within this semester only; previous certification doesn’t apply)  [https://bryan.uncg.edu/current-students/resources/excel-certification/](https://bryan.uncg.edu/current-students/resources/excel-certification/)
  ***If you have any questions, please contact Josh Moore at msoffcrt@uncg.edu
  Sign up early because slots are limited! Please note that as the end of the semester gets nearer, there may be fewer seats.

- There may be various other opportunities that will only be announced in class – another reason that attendance is mandatory!

3)- Midterm Exams

- What to bring to all exams (including the final): You must bring your own Scantron # 229633 (large red one), a calculator and a pencil. If you forget any one of these items, you will be allowed to go get one, but your testing time will NOT be extended.
- All exams are closed book.
- All exams will be administered in class and they will be a combination of multiple choice and problems. You may not access the textbook, notes or Pearson resources during exams. They will be timed exams and you will be given a maximum of 75 minutes for regular exams.
- You may NOT use your telephone, tablet or computer as a calculator. Any electronic device other than an electronic calculator in the “ON” position during an exam will result in a grade of zero.
- There are no makeup exams for any midterms. There are no excused absences and no makeup exams for midterms. However, I will substitute the final examination for one missed exam grade.
- Examinations will not be returned. You may review your exam during tutoring hours beginning the day after grades are posted and continuing for the next two weeks.
4) Final Exams

- Please note that the Final Exam will be administered in accordance with UNCG’s final exam schedule. This schedule is set by the University and cannot be changed. Please plan accordingly.
- **Closed book exam.** The final exam will be 3 hours long.
- The final examination is cumulative – includes material from all 11 chapters.
- If your grade on the final examination is better than your lowest test grade, I will substitute it for your lowest test grade (if you do not already need to use it for one missed exam as a zero).
- The final examination schedule for the university can be found at the following link:


Students with more than two final exams within 24 hours and whose ACC 201 final exam is the middle exam in a sequence of three may take the final exam on the make-up day. To do so, you must provide me with documentation from the University Registrar's Office, 180 Mossman Building, before Thursday, April 30th.

5) Homework

- All homework will be completed in MyAccountingLab.
- You will be allowed multiple attempts at each homework question and you will be given the “Help Me Solve This function.”
- You can save your homework and return to it later, but you must click “SUBMIT” in MyLabs in order to get credit for it.
- **No Late work will be accepted under any circumstances.**
- As must of the homework will be unique to each student, there will be no solutions posted for the homework.
- If you are having technical difficulties, please seek assistance through the help listed in this syllabus. Extensions WILL NOT BE GRANTED FOR TECHNICAL ISSUES.

Check your UNCG email and Canvas Announcements **DAILY** for messages. Failing to read the syllabus, emails or Canvas announcements/updates will not constitute an excuse for missed work, assignments or exams.

6) Tutoring

- Tutoring for this course is available for free (Location and time will be announced in Canvas). No appointment is needed – just drop in during scheduled tutoring hours.
- Be prepared with specific questions. Bring your notes and other relevant materials. If you have a question about a homework problem, you will need your laptop/tablet with you to access MYLABS.
• Tutoring is available to students in all sections of ACC 201, ACC 202, ACC 218 and FIN 315 so please be considerate of others that are waiting when you are receiving help.

7) Help for Computer Issues

• I will not grant extensions on a one by one basis due to technical problems so please make sure to avail yourself of the resources listed below.

• If you are experiencing a problem with the MyLab website, please immediately call or email the MyLab Customer Help Desk at (800) 677-6337 or visit http://pearsonmylabandmastering.com/students/support/ to send an email. This ensures that customer service has a record of the issue.

• After calling or emailing MyLab, please send me an email before the assignment is due to let me know about the issue.

• If you have difficulty with your equipment, you may check out substitute laptops/equipment temporarily from the library.

• For challenges with the University System:
  Please use 6TECH
  https://its.uncg.edu/Help/6TECH/
  Telephone: 336-256-TECH (8324)
  Email: 6-TECH@uncg.edu