**Please note that this course is online, and it does require proctored exams.**

**Instructor:** Ms. Amanda Cromartie, CPA  
**Office:** Bryan 342  
**Email:** acromartie@uncg.edu or altesh@uncg.edu (best way to contact me)  
**Virtual Office Hour (via WebEx in Canvas):** Monday 9-10am unless otherwise announced  
**Accounting Department Tutoring:** 335 Bryan – times will be announced in Canvas soon

Note that email is the best method to quickly get in touch with me. I am happy to schedule a face-to-face meeting or phone call with you to address any questions or concerns regarding this course. Please feel free to email me to schedule a meeting time.

**IMPORTANT NOTE:** There are high expectations for you in this course. We cover a lot of material and it is 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) reviewing the getting started/tips information in Canvas, (2) actively participating in WebEx sessions and/or submitting questions, (3) keeping up with weekly assignments, (4) reading the text (and re-reading it!), and (5) developing a sound foundation by understanding the basic concepts in the text. Chapters 1-4 are essential! I also encourage you to take advantage of the tutors located in 335 Bryan or contact me for additional help/guidance.

**Prerequisites:** ISM 110 and any one of the following: MAT 115, MAT 120, MAT 150, MAT 151, MAT 191, MAT 292

**Accounting Majors/Minors:** ACC 218 is a required entry course for all students majoring or minoring in accounting. Students majoring or minoring in accounting must complete the course with a “C” or better to meet prerequisite requirements of upper-level accounting courses.

**Finance Majors:** Students majoring in Finance may also choose to take upper-level accounting classes to meet their major requirements. Finance majors must also earn a grade of “C” or better in ACC 218 to meet prerequisite requirements of upper-level accounting courses.

**All Other Business Majors/Minors:** Students with business majors and/or business minors other than accounting may choose ACC 218 OR ACC 201.

**Purpose of Course (Catalogue Description):**
ACC 218: “First financial accounting course for students desiring to pursue upper division accounting courses. Includes coverage of basic financial statement preparation, time value of money concepts, and techniques for accounting valuation.”
Course Objectives:
ACC 218 is a foundation course for students pursuing degrees in accounting and finance. Upon the completion of the course students will:

1. Appreciate the conceptual framework underlying financial accounting
2. Understand the accounting information system and the accounting cycle
3. Comprehend basic accounting terminology and financial statement preparation; particularly the balance sheet and income statement
4. Develop an understanding of how business organizations operate and the events which have a financial impact upon them
5. Understand the fundamentals of the time value of money
6. Demonstrate, through the completion of a practice set, mastery of the accounting cycle and preparation of financial statements
7. 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**: Horngren’s Financial & Managerial Accounting: The Financial Chapters 6th Edition. An access code for MyLab Accounting is also required. 365 days of access to MyLab Accounting can be included with a new textbook purchase or can be purchased online.

- **Canvas**: [http://Canvas.uncg.edu](http://Canvas.uncg.edu). Will be used for announcements and course materials.

- **MyLab Accounting (MyLab)**: MyLab is directly linked with Canvas. To register for MyLab log 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 and class participation assignments (see “Class Participation “and “Homework Policies” below for additional information). This is required for the course. 365 days of access to MyLab Accounting 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 about 14 days.

- **Tutoring**: Tutoring is available in 335 Bryan. Please see “Tutoring” below for additional information.

Course Grading and Evaluation

**Grades will be determined by:**

- Class Participation (Discussion Boards + Quizzes in MyLab): 5%
- Homework + Practice Set: 20%*
- 3 Mid-term Exams: 50%
- Final Exam (Cumulative): 25%
The grading scale is as follows for undergraduate students:

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

Grading – Graduate Students ONLY

If you are a graduate student taking ACC 218, then you are subject to the grading scale below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>73% and below</th>
<th>A- = 90-92</th>
<th>A = 93+</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+</td>
<td>87-89</td>
<td>B = 83-86</td>
<td>B- = 80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>C = 73-76</td>
<td>C- = 70-72</td>
</tr>
<tr>
<td>F</td>
<td>73% and below</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Grade Policies:

- *In addition to having an overall average of a 73% in order to obtain a C, students must receive a minimum average grade of 73% on the Practice Set and homework receive a grade of C in the course. Receiving below a 73% will result in a maximum grade of C- even if the overall average is above a 73%.
- All grades will be posted in Canvas. It is your responsibility to make sure they are recorded correctly and to calculate your own weighted average. Please contact me immediately if there is an error.
- I will make every effort to post grades to Canvas as quickly as possible. If a grade in Canvas is not correct, please email me as soon as you notice the issue.
- If you need documentation of your grades at any point during the semester for a fraternity/sorority, scholarship, or any other reason, please email me your request 24 hours before you need the documentation so that I have time to review your grades in Canvas.
- Canvas will allow you to determine your grade at any point during the semester.
- Other than the course evaluation, there are no opportunities for extra credit in this course. Each assignment/exam is an opportunity to improve your grade.
- Course Evaluation: I will add 10 points to your last class participation grade based on completing the course evaluation and an additional 10 points to each student’s last class participation grade if overall completion rate is 75% or higher.

Technology and Course Expectations

COMPUTER RESOURCES AND INTERNET ACCESS

Online Learning: This is an online class where most of your learning will be done through use of the textbook and materials available online. 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 on Canvas. 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.

Most materials for this course will be completed online through MyLab Accounting (see below for further details). I will also hold a weekly virtual office hour using WebEx and am happy to review any course material during this time. You may email me questions before the session and/or ask questions during the session. I look forward to hearing from you!

This course requires proctored exams. I will reserve a block of time for FREE proctoring on UNCG’s campus for each exam. If you are unable to take the exam during this block of time, you will need to use UNC Online for proctoring. There is typically a charge for proctoring services, but there are a number of proctoring options if you plan in advance. More details are in the “Exams” section below.

Technology Issues, Canvas and MyLab: It is your responsibility to have your technology up and running in a reliable manner. Saying that you are having problems with your technology is not a valid excuse for not completing assignments.

Class Schedule:
Online learning does not mean that you can work at your own pace or on your own schedule. There is a detailed schedule at the end of this syllabus of the material to be covered and when it will be covered. The assignments have scheduled windows when you must complete them. I will work with you as best I can, but ultimately it is your responsibility to look at this schedule and ensure you are able to meet these commitments. 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.

10 Steps to Success:
ACC 218 is a subject that most students must study regularly instead of waiting until the last minute to cram. To do well, follow these 10 steps:

1. Read and STUDY the assigned materials for each assigned date to keep up. I post a Student Directed Reading Template for each chapter that will help!
2. Watch the MyLab chapter videos (and take notes!).
3. Complete the discussion board posts and quizzes after reading the chapter and watching the chapter videos to enhance your understanding and application of the material.
4. Complete homework problems and practice set in MyLab.
5. Work through the comprehensive Accounting Cycle Tutorial which will help with comprehension of the fundamental material in Chapters 1-4.
6. Utilize the MyLab resources for each chapter (study plan, pre- and post-tests, Dynamic Study Modules, etc.) as needed.
7. Pay attention to due dates for assignments and exams. Do NOT get behind!
8. Check email and Canvas Announcements frequently so you don’t miss important information. I will send out weekly updates and reminders and may post additional information to Canvas based on feedback from students in the course. I welcome your questions and comments!
9. Use the tutors in Bryan 335, or you may email me regarding homework questions. I will either answer directly or find a tutor to assist you.
10. Form a study team online with other students. Use the discussion board to ask each other questions and to explain examples of the topics covered.
Grading Details

Class Participation (Canvas Discussion Boards & MyLab Quizzes):

Participation grades are based on responses to discussion board prompts and completion of MyLab quizzes (open book, these questions are similar to exam-type questions). The due dates are available in Canvas and MyLab and will help you ensure that you are staying on track with the material. You have 3 attempts to answer the quiz questions. These assignments must be submitted by the due date.

Discussion board posts must be thoughtful and respectful. I will post additional etiquette before the first discussion post is due.

Homework Policies and Tips:

- Homework is intended to help your comprehension of the chapter material and can be time consuming. Plan ahead and do not wait until the last minute to complete homework assignments.
- Homework problems come directly from the end of each chapter in your textbook but are often algorithmic (meaning the numbers used in the problems in MyLab may differ from those in the textbook).
- Take the time to UNDERSTAND the homework. Reviewing completed homework assignments and making sure you understand the correct answers is a great way to study for exams.
- Homework assignments can be saved in MyLab, 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.
- **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 MyLab under “Results” after the assignment is due. Performance will be used to update your Study Plan in MyLab (the Study Plan is an option resource available in MyLab). 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 in Bryan 335 or contact me for assistance.
- The due dates for all assignments are listed on the “Tentative Schedule of Class Topics and Assignments” included at the end of this syllabus. They are also available in Canvas and MyLab. If, for some reason, an assignment due date is changed, the change will be posted as an announcement in Canvas. You are responsible for checking the syllabus and reading all announcements in Canvas.
- Homework grades will be posted in Canvas. You are responsible for ensuring that the grade in Canvas is the same as the grade in MyLab. Please contact me if there is a problem with your grade in Canvas.
- If you are experiencing a problem with the MyLab website, please call the MyLab 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:

- **FREE tutoring** for this course is available in Bryan 335. No appointment is needed – just drop in during scheduled tutoring hours. The tutoring room is staffed by graduate assistants in the Master of Science in Accounting program.
- Tutoring hours will be announced in Canvas once they are available (usually within the first week of class).
- Be sure to bring your notes and other relevant materials. If you have a question about a homework problem, you will need to either have your book or your laptop/tablet with you to access MyLab.
- The feedback on tutors 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.

Practice Set Assignment:

During this course, you will complete a comprehensive practice set to solidify your understanding of the accounting cycle. This practice set will be completed in phases during the semester. Specific information related to this assignment will be posted in Canvas.

Exam Policies:

- Exams will be administered through MyLab. You will be allowed to use a calculator and blank paper (instructor will provide paper). **Exams are closed book and proctored.** You may not access the textbook, notes, or MyLab resources during exams.
- You will need access to reliable computer and internet during the exam. Please be sure to run computer updates BEFORE you begin the exam. Also, ensure that you enable any pop up blockers BEFORE you begin the exam.
- **This course requires proctored exams.** I will reserve a block of time for FREE proctoring in a computer lab on UNCG’s campus for each exam. I will send out a survey before each exam so that you can let me know your proctoring plans.
- If you are unable to take the exam during this block of time, you will need to use UNC Online for proctoring. There is typically a charge for proctoring services, but there are a number of proctoring options if you plan in advance. I recommend securing proctoring at least 1 week in advance of each scheduled exam. I will post more information about UNC Online to Canvas.
- You may not share or borrow calculators during exams. Cell phones or other devices may not be used in place of calculators.
- **Any** electronic device other than a computer and calculator in the “ON” position during an exam will result in a grade of **zero.**
- Mid-term exams are not cumulative, but are closed book and proctored. The final exam is cumulative and proctored.
- Students are expected to arrive on-time for exams and complete exams without breaks.
- **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 I will follow University policy. If you miss an exam for medical or psychological circumstances, you must provide me with written verification.

- If proper notification and supporting documentation is not provided, your absence will be considered unexcused and your grade will be a zero.
- Please note that the Final Exam is scheduled for Saturday, May 4 from noon-3pm. This schedule is set by the University and cannot be changed. Please plan accordingly. I have reserved a computer lab on UNCG’s campus for free proctoring during the exam window, or you may use UNC Online to schedule proctoring.
- In accordance with UNCG’s policy, only those students with more than two final exams within 24 hours and whose ACC 218 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, at least one week prior to the final exam date.

General Course Policies and Expectations

Expectations:
It is no secret that ACC 218 is challenging class for most students. To do well, you must keep up with the material and assignments. It is a subject that most students must study regularly instead of waiting until the last minute to “cram”. Students who do not keep up with the class usually have the most difficulty with ACC 218. Therefore, I have the following recommendations:

- Watch the getting started and tips videos in Canvas.
- Chapters 1-4 are fundamental, spend extra time learning this material at the beginning of the semester
- Complete assignments by the due date
- Take advantage of the available resources
- Devote a minimum of nine hours a week to reading the chapter/studying the material for this course
- Reach out to me as soon as you encounter difficulties or have questions
- Have a positive attitude about learning and be respectful of others
- Respond to survey requests in a timely manner

In return, I pledge to:

- Be available for questions and concerns
- Provide you with information in advance so you can schedule your work
- Provide supplemental instruction/examples to support the learning process
- Treat you fairly with respect to exams, grading, etc.
- Be respectful of you and to have a positive attitude
- Provide timely feedback on assignments and exams

Professionalism: This is a business course. I expect you to conduct yourself professionally throughout
the semester. This means that anything you post to Canvas, email messages, and voice messages should be respectful and constructive. If you send me an email, please be polite and professional, and please allow me 24 hours to respond.

UNIVERSITY POLICIES & RESOURCES

- Students are expected to abide by the UNCG’s Academic Integrity Policy and the Student Code of Conduct:
  - Academic Integrity Policy: [https://drive.google.com/file/d/0B0rFGGhJvbDHUExSZmFFaWFmb00/view](https://drive.google.com/file/d/0B0rFGGhJvbDHUExSZmFFaWFmb00/view)
- The Academic Integrity webpage has additional resources for students. Please visit [academicintegrity.uncg.edu](http://academicintegrity.uncg.edu)
- Please refer to the “Professionalism” section of this syllabus for class conduct expectations.
- Any evidence of cheating, falsification or facilitating academic dishonesty that is brought to my attention is considered a violation of UNCG’s Academic Integrity Policy and will be documented as such. Students found guilty of violating the policy will receive grade-related sanctions determined on a case-by-case basis.
- **Office of Accessibility Resources & Services (OARS):** Any request for special accommodations must come through the OARS with the appropriate paperwork. Please visit [http://ods.uncg.edu](http://ods.uncg.edu) for further information.
- **Students in Distress:** UNCG cares about student success and recognizes that students often balance many challenging personal issues and demands. Please take advantage of the University resources designed to help:
  - Dean of Students Office at 334-5514 or [http://sa.uncg.edu/dean/distress/](http://sa.uncg.edu/dean/distress/)
  - Counseling Center at 336.334.5340 or [https://shs.uncg.edu/cc](https://shs.uncg.edu/cc)
  - Students First Office at 334-5730 or [https://studentsfirst.uncg.edu/](https://studentsfirst.uncg.edu/)
- **Weather Policy:** In the event of an adverse weather event (ice, snow, hurricane), this class will follow the University schedule as posted on the website or by calling 336.334.5000. Please refer to these sources prior to class time.

Final Comments

- The faculty in this department is dedicated to helping you achieve your education goals. However, **your education is your primary responsibility.** It is your job to prepare for and keep up with assignments. Accounting courses in general are challenging as they cover a vast amount of material. I encourage you to review all deadlines and set a schedule for completing assignments. Plan ahead and do not wait until the last minute to begin assignments!
- This course is a critically important portion of the accounting curriculum at UNCG. It is also very time intensive. Plan to devote a **minimum** of six to nine hours a week to study the material and complete the assignments. The chapter assignments may only represent the minimum amount of work necessary to gain an understanding of the material covered in this course.
- **Keeping pace with this course will set you up for long-term success in accounting.** We cover a lot of fundamental material in this course. Set yourself up for success!
- **Don’t hesitate to contact me throughout the semester with questions!** I wish you much success!
### ACC 218-03
### Financial Accounting
### Spring 2019

Tentative Schedule of Class Topics and Assignments

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Chapter Title</th>
<th>Begin</th>
<th>Quiz/Discussion Due</th>
<th>Homework &amp; Practice Set Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1 - Accounting and the Business Environment</td>
<td>Monday, January 14, 2019</td>
<td>Sunday, January 20, 2019</td>
<td>Sunday, January 20, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 3 - The Adjusting Process</td>
<td>Monday, January 28, 2019</td>
<td>Sunday, February 3, 2019</td>
<td>Sunday, February 3, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 4 - Completing the Accounting Cycle</td>
<td>Monday, February 4, 2019</td>
<td>Sunday, February 17, 2019</td>
<td>Sunday, February 17, 2019</td>
</tr>
<tr>
<td><strong>Midterm #1:</strong> THE ACCOUNTING CYCLE Chapters 1-4</td>
<td><strong>Bryan 221 (40 computers)</strong></td>
<td><strong>Friday, February 22, 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Chapter 5 - The Purchase and Sale of Inventory</td>
<td>Monday, February 18, 2019</td>
<td>Sunday, February 24, 2019</td>
<td>Sunday, February 24, 2019</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 6 - Merchandise Inventory</td>
<td>Monday, February 25, 2019</td>
<td>Sunday, March 3, 2019</td>
<td>Sunday, March 3, 2019</td>
</tr>
<tr>
<td><strong>Spring Break, March 2 - March 10</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chapter 7 - Internal Control and Cash</td>
<td>Monday, March 11, 2019</td>
<td>Sunday, March 17, 2019</td>
<td>Sunday, March 17, 2019</td>
</tr>
<tr>
<td><strong>Midterm #2:</strong> CURRENT ASSETS Chapters 5-7</td>
<td><strong>Bryan 221 (40 computers)</strong></td>
<td><strong>Friday, March 22, 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Chapter 8 - Receivables</td>
<td>Monday, March 18, 2019</td>
<td>Sunday, March 24, 2019</td>
<td>Sunday, March 24, 2019</td>
</tr>
<tr>
<td>9</td>
<td>Chapter 9 - Plant Assets, Natural Resources and Intangibles</td>
<td>Monday, March 25, 2019</td>
<td>Sunday, March 31, 2019</td>
<td>Sunday, March 31, 2019</td>
</tr>
<tr>
<td><strong>Chapter 10 - Investments - WILL NOT BE COVERED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter 11 - Current Liabilities and Payroll</td>
<td>Monday, April 1, 2019</td>
<td>Sunday, April 7, 2019</td>
<td>Sunday, April 7, 2019</td>
</tr>
<tr>
<td><strong>Midterm #3:</strong> Chapters 8, 9, 11</td>
<td><strong>Bryan 221 (40 computers)</strong></td>
<td><strong>Friday, April 12, 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chapter 12 - Long Term Liabilities</td>
<td>Monday, April 8, 2019</td>
<td>Sunday, April 21, 2019</td>
<td>Sunday, April 21, 2019</td>
</tr>
<tr>
<td><strong>Friday, April 19, Spring Holiday, Offices Closed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chapter 13 - Stockholders' Equity</td>
<td>Monday, April 22, 2019</td>
<td>Sunday, April 28, 2019</td>
<td>Sunday, April 28, 2019</td>
</tr>
</tbody>
</table>

**Practice Set: Comprehensive Problem**

**Final Exam Review - READING DAY**

**Final Exam**

Bryan 221 (40 computers)

Tentative Schedule of Class Topics and Assignments

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**Quiz & Homework Note:** All quiz and homework assignments must be submitted by 11pm in MyAccountingLab ("MAL") on the date indicated.

**Exam Note:** Exams for this course are proctored (refer to Canvas for additional information). You may have pencil, eraser, blank paper and calculator. Textbook, notes, cell phones and other devices are NOT ALLOWED and will result in a grade of zero on the exam. Please have your UNCG ID card.

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**Monday, January 21, Dr. Martin Luther King Jr. Holiday, Offices Closed**

**Spring Break, March 2 - March 10**

**Friday, April 19, Spring Holiday, Offices Closed**

**Wednesday, May 1, 2019**

**Thursday, May 2, 2019**

**Saturday, May 4, 2019**

(NOON-3pm)