

ACC 2213 PRINCIPLES OF ACCOUNTING I

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- Summer 2023 – June 4 Week Syllabus

COURSE TITLE

- ACC 2213 Principles of Accounting I

COURSE DESCRIPTION

A study of the financial accounting principles that relates to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity. Three semester hours credit.

Principles of Accounting I is equivalent and will transfer to: USM (ACC 200), MSU (ACC 2013), UM (ACCY 201) as well as: ASU, DSU, JSU, MUW, MVSU, and WCU.

GOALS & OBJECTIVES

Each student will gain an understanding of key accounting terms. Students will have an understanding and appreciation for the role of the accounting profession and the role of accounting in our society. Students will learn how to gather, summarize financial data along with prepare financial statements for a business entity.

INSTRUCTIONAL TECHNIQUES

- Course outline including chapter notes
- PowerPoint presentations
- Dynamic Study Modules
- YouTube Videos in Canvas along with Videos in MyAccountingLab
- Textbook chapters
- Textbook companion site including interactive quizzes and flashcards
- MyAccountingLab site including interactive homework, practice tests and Study Plan

RESOURCES

- eBook included in Course – *Horngren's Accounting 13e*, Tracie Miller-Nobles and Brenda Mattison. Published by Pearson Publishing
- Access to MyAccountingLab through our Canvas Course.
- The official mode of communication at Jones County Junior College is via email through myJones. Students are responsible for checking their Jones email for announcements, assignments, etc.

OUTCOME COMPETENCIES

- Students will analyze and record transactions according to GAAP.
- Students will prepare the financial statements: Income Statement, Statement of Owner's Equity, and the Balance Sheet.
- Students will be able to understand the adjusting process and how to make adjusting journal entries.

- Students will be able to make closing journal entries and the complete the steps in the accounting cycle.
- Students will analyze and record transactions for service and merchandising business entities.
- Students will demonstrate proper accounting procedures for asset accounting for: Cash, Inventory and Receivables.

METHODS OF EVALUATION

- Homework: Students will submit answers through MyAccountingLab.
- Study Plan: Multiple choice and application questions completed in MyAccountingLab used to prepare students for chapter tests.
- Interactive Quizzes: Short multiple-choice quizzes for each chapter covered.
- Chapter Tests: Eight online objective tests on material covered will be given through MyAccountingLab.
- Proctored Mid-Term in MyAccountingLab
- Final Exam in MyAccountingLab

TESTING AND PROCTORING

Eight objective chapter tests will be given online through MyAccountingLab. They will be timed, and two attempts will be allowed. Students may use resource materials for these chapter tests. A proctored mid-term exam and a proctored final exam will be given. No resource material will be allowed during the proctored exams.

- A "proctored" exam is a test that you must take at an approved MSVCC testing location and requires an appointment.
- One (1) proctored exam will be given in each online class.
- All proctored exams must be scheduled using Proctoring, which can be found within the online course environment (Canvas). Your Proctored Exams must be taken in the Jones College Testing Center or with another MSVCC approved proctor.

ATTENDANCE

A student participating in an online course will be allowed two (2) absences.

Attendance will be monitored by weekly submission of assignments, including tests, homework, cases, etc. A student is expected to complete all assignments by the appropriate due date.

Failure to complete such assignments by the due date will be recorded as an absence as well as receive zeros for any missing assignments barring there was not any extenuating circumstances.

Extenuating circumstances do occur, such as an extreme illness, death in the family, legal matters, or military duties.* It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted.

*Circumstances NOT considered extenuating:

- registering late for class
- failure to read the syllabus
- failure to plan appropriately
- not having the appropriate textbook or software

Allowed Absences: Class attendance is required, and the maximum number of absences allowed in a course will be determined based on the enrollment audit and reporting guidelines established by the Mississippi Community College Board. When a student's absences reach the probational level, the Office of Student Affairs will notify the student that absences are jeopardizing the student's chances of success in the classroom. Upon exceeding the number of allowed absences for a class, the student will be removed from the class due to absences. Please reference the course syllabus for the allowed number of absences a student may accrue before being placed on probation or removed from the class.

Appeal Procedure for Excessive Absences: Students who are dropped from a course due to excessive absences must first petition their instructor for readmission to the class. The instructor may allow the student to be reentered if the absences are deemed to be justifiable. If the instructor does not grant readmission to the class, the student may then appeal to the Office of Student Affairs for readmission. All appeals to re-enter must be made immediately. Absences occurring during the appeal process will be counted against the student. Students have the right to file a grievance regarding the decisions made by instructors and the Dean of Students. Grievance procedures are available in the Grievance Procedure Policy.

Academic Progress: Students enrolled in virtual courses are expected to make academic progress on a weekly basis. Progress will be determined by the student participating in virtual class meetings, and/or completing online assignments. Merely signing into the class through Canvas, but not completing any work, will not count as academic progress. Should a student choose not to make academic progress in a class, absences shall be recorded to reflect the action.

GRADING

The grading scale for the course is:

A = 90%, B = 80%, C = 70%, D = 60%, F = Below 60% of total course points.

Total Points & Weight per Method of Evaluation:

120 Points – Homework (MyAccountingLab)	(11%)
400 Points – Chapter Tests (MyAccountingLab)	(34%)
150 Points – Comprehensive Problem on Accounting Cycle	(15%)
200 Points – Proctored Mid-Term Exam (Chapters 1-4)	(20%)
200 Points – Final Exam	(20%)

*1070 Total course points

*There will not be any late/makeup exams or assignments. You will be allowed to drop or miss ONE chapter exam for the semester. Your final grade in the course will be based off of 1,020 total points. My recommendation would be to take all exams and let your lowest score become your drop grade.

ACADEMIC HONESTY

Academic Misconduct-Scholastic dishonesty will not be tolerated. You are expected to complete all work for the course on your own. You may assist your classmates or receive assistance with regard to understanding the material, questions, or any other class assignments but you must answer all questions, quizzes, etc. on your own.

MSVCC Academic Honesty Policy

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- plagiarizing from any source
- cheating in any manner on tests, papers, reports, etc.
- turning in work as their own when, in fact, it was not their work
- improperly using technology
- stealing, buying, or selling course materials
- either impersonating another student during a test or having another person assume ones identity during a test
- deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

Jones County Junior College

Please refer to the Code of Conduct found in the Student Handbook -

<http://www.jcjc.edu/studentpolicies/>

PREREQUISITES

None

STATEMENT OF NON-DISCRIMINATION AND ADA STATEMENT

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Brenay Weems, ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Ashley Holifield, Title IX Coordinator, Hutcheson-Hubbard Administration Building, phone 601-477-4899; email ashley.holifield@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.