

FIRST DAY HANDOUT FALL 2022

Course Number & Section: ACC 2213 8A1

Course Name: Principles of Accounting I (online)

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Class Meeting Time, Place & Days:

ACC 2213 8A1

online – Canvas/MSVCC

COURSE DESCRIPTION:

Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. 3 credit hours lecture.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, students should be able to:

1. Demonstrate the ability to analyze and record business transactions.
2. Process information through the accounting cycle of a service business.
3. Identify the correct placement of account balances on financial statements.
4. Prepare and interpret a basic set of financial statements.

Emphasis on General Education Goals-Think Logically

One of MCC's General Education goals is students will be able to think logically. Social Science instructors will address logical thinking in each course taught. Based on the latest ETS Proficiency Profile, MCC students scored 109.5. The most recent national average available for the Proficiency Profile in critical thinking is 109.5. The college's goal is to achieve a score equal to or above the national average on this Proficiency Profile. In order to increase our student's ability to think logically, a variety of methods will be used in social science courses, including class discussions, class assignments, and questions on exams. Specific course methods related to improving logical thinking skills are listed below:

1. Students will demonstrate their ability to think logically as they analyze business transactions through a four-step process and apply the rules of debit and credit to record the transactions.

2. Students will apply logical thinking skills when completing the Comprehensive Problem which incorporates the ten steps of the accounting cycle.
3. Students will apply logical thinking skills in the completion of exam questions related to preparing a trial balance report.

REQUIRED MATERIALS:

1. Accounting by Warren, Jonick and Schneider. 28th Edition (**E-book**).
NOTE: There is an optional low-cost print edition of the book available in the MCC bookstore for students who prefer a hard copy of the book.
2. A basic calculator.

STUDENT RESPONSIBILITIES:

It is the student's responsibility to engage in actions that will assist in the successful completion of this course. Actions that will help a student's success in this class include but are not limited to the following: reading and studying the assigned text before and after it is covered in class, participating in class, requesting additional help when needed, and completing all assignments on time!

Meridian Community College instructors have the right, but not the obligation, to drop an excessively absent student from a class at any time during the semester. **“Excessive absenteeism” in this on-line course means missing TWO assignments during the course term.** Attendance will be taken weekly in this online class. Attendance will be based on the successful completion of a weekly assignment as listed in the course outline below. Failure to complete an assignment will constitute an absence for the week. **Therefore, unless the student has communicated with the instructor regarding absences and attendance, the student will be dropped upon the failure to complete any TWO assignments in the class.**

FINAL GRADE DETERMINATION:

Homework (15%):

The completion of homework assignments for this course is critical to your success. These assignments reinforce material covered in the course and serve as an excellent review and study tool for exams.

All homework must be submitted through CengageNOW, which is an online homework and testing tool. You should access CengageNOW

through the link in Canvas **Modules**. Go to Canvas modules and **click on the link** in the CengageNOW module labeled **ACC 2213 8A_Fall 2022**. If you do not already have a CengageNOW account, you will be prompted to create one with a unique username/email and password that you choose. I will not have a record of these, so be sure to record it or remember it.

To receive full credit for homework assignments, you must complete the assignment by the due date and achieve a score of at least **80%** on each assignment. If you do not score an 80 or greater on each assignment, you will be given the grade earned. Please note that you may attempt each exercise or problem **up to three times** to achieve the desired score.

Due dates for these assignments will be posted in Canvas and on the CengageNOW site. Once the due date has passed, homework assignments will be reopened for review prior to the test on the related material. Any assignments not completed by the initial due date may be completed prior to the test for a maximum score of 80. All homework assignments must be completed and submitted before taking the test on the applicable materials. **No homework will be accepted after the exam on the related chapters.**

Comprehensive Problem 1 (5%):

Comprehensive Problem 1 can be found in your textbook at the end of chapter 4. You must complete this problem in CengageNOW using the online working papers. Comprehensive Problem 1 integrates to concepts learned in chapters 1-4. Your grade on this assignment will be the grade that you earn in CengageNOW. The due date for this problem will be posted in CengageNOW and on Canvas.

Discussion Forums (5%):

There will be weekly discussion forums. You will receive credit for posting to each discussion.

Chapter Tests (60%):

There are five chapter tests scheduled during the term of the course which will be administered through either Canvas Quizzes or CengageNOW. Refer to the weekly announcements for test links and

reminders. Two of the chapter tests will be **proctored exams**, which may be taken for free at any approved MSVCC proctor site including the MCC Holladay E-learning Center or for a fee at your own expense via Proctor U testing services. You must make an appointment for all proctored exams, whether taken on campus or virtually, using the Proctoring button on the Canvas sidebar.

Be sure to schedule a time to take the proctored exams well in advance of the deadline for submission. The tests will be available for only a given window of time and students are expected to take the tests by the assigned due date. See the course outline for due dates.

There are **no make-up exams**. Students will be given one drop grade for chapter tests during the semester. The lowest test score will be eliminated IF you take all exams. If you fail to take a test, a zero will be recorded for the missed test and will be used as your drop grade. If more than one exam is missed, the additional exam(s) missed will be recorded as a zero and will be included in your final average.

Final Exam (15%) - PROCTORED:

The final exam for this course will cover the material in chapters 1-4 only and will be given as a **proctored exam** through Canvas. Like the other proctored exams, you may test for free at an approved MSVCC proctor site or virtually at your own expense using Proctor U. There will not be any exemptions from this exam, and it cannot be used as one of your drop grades.

Guidelines for the virtual testing environment are the same as the traditional classroom testing environment:

1. Students ARE NOT allowed to have cellphones (or earbuds, headphones, etc.) in their presence during testing.
 - a. If a cellphone is detected or used during the exam, a grade of zero will be assigned for the exam.
2. The student's face *must be* visible to the camera at all times during testing. Questions answered while the student's face is not detectable, may be scored with zero points.
3. Other people are not allowed to be present in the testing environment when a student is completing a proctored exam. Students who have

others in the testing area with them may receive a zero for the exam grade.

- a. The only exception is for testing centers (like the MCC eLearning lab)
4. The testing environment must be free of noise distractions (such as music, television, or talking)
5. Students are not allowed to use outside resources (textbooks, notes, online resources, etc.) unless specifically noted in the test instructions.
6. If it is suspected that a student is cheating on the exam, the student will receive a zero for the exam grade

Academic Honesty:

If a student is found cheating in any form, a grade of zero will be given on that work and make-up will not be allowed and may lead to dismissal from the class. Be aware that all work assigned to the individual student (not assigned as a group activity) must be the original work of the student.

Extra Credit:

There is no assigned extra credit for this course, however if opportunities become available then they will be announced. Do not rely on any extra credit in order to achieve a passing grade in this course. There are multiple opportunities to earn adequate points with all of the regular assignments and tests.

GRADING SCALE:

A = 93-100; **B** = 85-92; **C** = 75-84; **D** = 68-74; **F** = Below 68

It is important to note that grades and course averages listed within Canvas gradebook may or may not accurately reflect your overall final grade in this course. Final grades are communicated via an official college transcript through the MCC Records Office and/or accessed via your Eaglenet student account.

COURSE SCHEDULE:

The following schedule is tentative. It may change at the instructor's discretion.

Chapter 1 Introduction to Accounting and Business

Chapter 2 Analyzing Transactions

Exam 1 (Proctored)

Chapter 3 The Adjusting Process

Chapter 4 Completing the Accounting Cycle

Exam 2 (Proctored)

Comprehensive Problem 1

Chapter 6 Accounting for Merchandising Businesses

Chapter 7 Inventories

Exam 3

Chapter 8 Sarbanes-Oxley, Internal Control, and Cash

Chapter 9 Receivables

Exam 4

Chapter 10 Fixed Assets and Intangible Assets

Exam 5

Final Exam (Proctored)

Refer to the Canvas syllabus page for a complete list of the MCC policies, procedures and guidelines for Spring 2022.