

## FIRST DAY HANDOUT FALL 2022

**Course Number & Section:** ACC 2223 8A2

**Course Name:** Principles of Accounting II (online)

**Instructor:** Melissa Roberts

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**Office:** Smith 210

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**Class Meeting Time, Place & Days:**

ACC 2223 8A2                      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 for issuing stock and apply the rules of debit and credit to record the transactions.
2. Students will apply logical thinking skills when completing the Corporate Profile and financial statement analysis project.
3. Students will apply logical thinking skills in the completion of exam questions related to preparing a Statement of Cash Flows.

### **REQUIRED MATERIALS:**

1. Accounting by Warren, Jonick and Schneider. 28<sup>th</sup> 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 2223 8A2\_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.

In order 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 received. 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 announced in class and will be posted in 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.**

**Discussion Forums (5%):**

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

**Special Projects (5%):**

There will be special projects announced and assigned during the semester. More details will be posted in Canvas.

**Chapter Tests (60%):**

There will be four chapter tests administered during the semester as follows:

- *Test 1 - Chapters 12 (obj. 1 & 2 only) and 13 (PROCTORED)*
- *Test 2 - Chapters 14, 16 (obj. 1 & 2 only) and 17*
- *Test 3 – Chapters 18, 19 & 20 (PROCTORED)*
- *Test 4 – Chapters 21 and 26*

The chapter tests scheduled during the term of the course 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. To schedule an appointment to test, use the Proctoring option on the Canvas sidebar.

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. Be sure to schedule a time to take the proctored exams well in advance of the deadline for submission.

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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.

*NOTE: For all exams, students are allowed to create one 5x8 index card per chapter with notes or examples as a reference for the exam. You decide what information you want to include. There are no restrictions except the content must fit on a 5x8 index card (front and back). All index cards created for the semester will be allowed on the final exam.*

**Final Exam (15%):**

The final exam for this course will be comprehensive and will cover theory and terminology from the course, as well as some questions about the rules of debit and credit from Accounting I. There is a study guide posted in Canvas modules.

There will not be any exemptions from this exam. The final exam will be given as a **proctored** exam.

***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

*Note: If a student is found cheating in any way, a “zero” will be given on that work and make-up will not be allowed. If the student is found to be cheating a second time, the student will be dropped from the course.*

**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 the regular assignments and tests.

**GRADING SCALE:**

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

Please note that this is **NOT a 10-point grading scale** but is the recommended grading scale as published in the MCC catalog.

***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. See the detailed **Course Outline** below for due dates.

Chapter 12 Accounting for Partnerships and Limited Liability Companies (obj. 1 & 2 ONLY)

Chapter 13 Corporations: Organization, Capital Stock Transactions, and Dividends

### **Test 1 (Proctored)**

Chapter 14 Long-term Liabilities: Bonds and Notes

Chapter 16 Statement of Cash Flows (obj. 1 & 2 ONLY – content/format only)

Chapter 17 Financial Statement Analysis

### **Test 2**

Chapter 18 Managerial Accounting Concepts and Principles

Chapter 19 Job Order Costing

Chapter 20 Process Cost Systems

### **Test 3 (Proctored)**

Chapter 21 Cost Behavior and Cost-Volume-Profit Analysis

Chapter 26 Capital Investment Analysis

### **Test 4**

**Comprehensive Final Exam: Chapters 12-14, 16-21, 26, rules of debit and credit (Proctored)**