



Course Syllabus Summer 2024

Instructor: Melissa Roberts

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Course Number and Name: ACC 2213 Principles of Accounting I

Course Section, Day, Time:
ACC 2213 8A1 Online

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.

Prerequisite: There is no prerequisite for this course.

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.

General Education Goal Statement and Outcomes: 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.

Instructional Techniques:

1. Lecture
2. Classroom demonstrations and hands-on activities
3. Assigned textbook exercises and problems for homework
4. Unit tests
5. Online supplemental resources

Textbook:

Accounting by Warren, Jones, and Tayer. 29th Edition (**E-book**).

NOTE: If you prefer to have a hardcopy of the textbook, there is a rental option. Each student is allowed to rent up to four textbooks for free with Cengage Unlimited, but you do have to pay the \$9.99 per book shipping fee. This fee is not covered by any financial aid and must be paid by you. You can find the link to rent a textbook on your Cengage dashboard.

Below is a link to the Cengage Unlimited resources:

https://www.cengage.com/coursepages/Meridian_CC_Student_Resources

Other Required Materials:

- A basic calculator.

Evaluation Method for the course (how grade is configured):

Homework (20%)

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 Cengage CNOW, which is an online homework and testing tool. You should access CNOW through the link in Canvas Modules where you should **click on the link** labeled **ACC 2213 8A1_Summer 2024**. If you do not already have a Cengage 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 **up to three times** in order to achieve the desired score.

Due dates for these assignments will be on the CNOW site. 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 (10%)

Comprehensive Problem 1 is in your textbook at the end of chapter 4 and integrates the concepts in chapters 1-4. You must complete this problem in CNOW using the online

working papers. Your grade on this assignment will be the grade that you earn in CNOW but you will have unlimited attempts to complete the assignment by the due date. The due date for this problem will be posted in CNOW and on Canvas.

Discussion Forums (10%):

There will be weekly discussion questions through Harmonize. You will receive credit for posting to each discussion. More details will be given with each post.

Unit 1 Test - Chapters 1-4 (35%)

The Unit 1 Test will cover the material in chapters 1-4 only and will be given as a **proctored** exam through Canvas or CNOW. 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.

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.

Unit 2 Test - Chapters 5-9 (25%)

The Unit 2 Test will cover the material in chapters 5-9 and will be given as a **NON-proctored** exam through Canvas or CNOW.

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

Please note that this is **NOT a 10-point grading scale**.

It is important to note that grades and course averages listed within the 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.

Policies, Procedures, & Guidelines: MCC's policies, procedures, and guidelines can be found in the Syllabus link in each Canvas course.

Student Responsibilities: It is the student's responsibility to engage in actions that will assist in the successful completion of this course including, but not limited to, 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.**

Tentative 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
Chapter 3 The Adjusting Process
Chapter 4 The Accounting Cycle

Unit 1 Test

Comprehensive Problem 1

Chapter 5 Accounting for Retail Businesses
Chapter 6 Inventories
Chapter 7 Internal Control and Cash
Chapter 8 Receivables
Chapter 9 Long-Term Assets: Fixed and Intangible

Unit 2 Test

Please note that the last day to drop a course with a grade of "W" is **Friday, June 21.**