

STANDARD COURSE SYLLABUS

PRINCIPLES OF ACCOUNTING I – ACC 2213

(Revised Fall 2021)

COURSE TITLE: Principles of Accounting I - ACC 2213

COURSE DESCRIPTION: This course develops a 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)

COURSE GOALS:

1. Demonstrate knowledge of accounting principles and practices.
2. Process information through the accounting cycle.
3. Prepare and interpret financial statements.
4. Identify internal controls and ethics.
5. Analyze and record transactions of current and plant assets and current liabilities.

STUDENT LEARNING OUTCOMES:

1. State the accounting equation and define each element of the equation.
2. List the rules of debit and credit and the normal balances of accounts.
3. Process information through the basic steps of the accounting cycle.
4. Journalize the entries for merchandise transactions.
5. Compute the cost of inventory under the perpetual inventory system using FIFO and LIFO cost methods.
6. Develop an understanding of the importance of internal controls and ethics.
7. Prepare a bank reconciliation and journalize any necessary entries.
8. Account for small cash transactions using a petty cash fund.
9. Journalize current asset entries including accounts receivable and notes receivable transactions.
10. Journalize the entries for the allowance method of accounting for uncollectibles.
11. Journalize entries for plant assets.

COURSE REQUIREMENTS:

- Students must meet the requirements of the NWCC attendance policy.
- Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.
- Students must take the final exam.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

- Lecture
- Classroom discussion
- Audio/Visual presentation

- Classroom demonstration
- Classroom assignments
- Outside assignments

ASSESSMENT METHODS:

The assessment methods used for this course may include any or all of the following:

- Outside assignments
- Classroom assignments
- Quizzes
- Tests
- Final Exam

All assessment methods may include multiple choice, matching, and fill-in-the-blank, true/false, essay or problem solving. Assignments may include online work.

REQUIRED TEXTBOOKS:

Accounting by Warren, published by Cengage

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

See the individual instructor's Course Outline for the specific equipment/materials/supplies to purchase.

GRADING SCALE:

NWCC does not have a standard grading scale for all classes. See the individual instructor's Course Outline for the specific grading scale used for this class.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student has an excessive number of absences based on the MCCB allowed absences chart before the withdrawal deadline, that student will be withdrawn from the class with a grade of "W." Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process. For more information about the appeal process, contact the appropriate Dean or the Associate Vice President for Academic Instruction.

For On Campus Classes: Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

For Online Classes: Students must attempt at least one of that week's graded class assignments or they will be marked absent for that week.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Associate Vice President for Academic Instruction or the appropriate Dean in writing within one (1) week of the formal decision by their instructor. The Associate Vice President or appropriate Dean will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Associate Vice President or appropriate Dean and may consist of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus.

Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.

STATEMENT OF AUTHORITY:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

AFFIRMATIVE ACTION: Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 7046, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: (For student-related matters)

Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3409, e-mail address trush@northwestms.edu or (for employment-related matters) Director of Human Resources, James P. McCormick Administration Building, P.O. Box 7038, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 560-5216, email estanford@northwestms.edu.

SAFETY STATEMENT:

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin (www.northwestms.edu/bulletin) or on the Northwest website.

Instructor Outline

Complete Instructor Course Outline to accompany the Standard Department Course Syllabus and other supplemental information. Please print a copy of this document and use it as a reference to the course. This document is the ruling document when it comes to course content and assignments should any questions or issues arise.

INSTRUCTOR INFORMATION:

Denise Willis, (662) 280-6134, Desoto Room 238, dwillis@northwestms.edu

Office hours are posted on Canvas.

ADDITIONAL RECOMMENDED TEXTBOOKS:

Accounting Principles, 28th Edition, Warren. This is paid for at registration. You must use the Cengage access that is provided as a supplement. It is not required that you have a print book. However, it may be very helpful.

ADDITIONAL RECOMMENDED EQUIPMENT/MATERIALS/SUPPLIES:

You will need a calculator. I suggest a TI-30X IIS. This is the same calculator required by many of the math courses.

GRADING POLICY:

Grades will be given as follows:

- A 90% and above
- B 80% to 89%
- C 70% to 79%
- D 60% to 69%
- F 59% and below

GRADING WEIGHTS:

Lecture Videos and Cengage Now Homework Assignments	30%
Comprehensive	10%
Chapter Quizzes	10%
Discussions	10%
Tests and final exam	40%

THE MIDTERM AND FINAL EXAM ARE REQUIRED. You will fail if you do not take them.

COVID-19 Protocols:

The *Health and Safety Return Plan*, which summarizes the safety guidelines and protocols for NWCC, is available to students and the public on our website at <https://www.northwestms.edu/news-events/covid-19-corona> (Links to an external site.).

The challenges of the pandemic and the guidance of our federal and state partners are always changing. Our protocols and response plans will also change as new issues are identified and we learn more about the disease. We will send email updates throughout the semester as plans change or are expanded.

EMERGENCY PROCEDURES:

1. In case of fire, the teacher will instruct the students to exit the building and head directly away from the building. Students should not linger around the exits because they may block the fire vehicles. Instructors will direct students to the approved Assembly Area where they will take roll. (Approved Assembly areas are listed in the Ranger Emergency Plan.)
2. In case of tornado, the teacher will instruct the students to go the basement of the building (or another safe location). An all clear will be sent via the Ranger Alert system.
3. In case of earthquake, the teacher will instruct the students to remain in the classroom and to get under a desk or other sturdy object.
4. All classrooms should be locked 10 minutes after the start of every class. Upon receiving a Ranger Alert indicating a campus or system-wide lockdown, all lights should be turned off and everyone's cell phones and electronic devices silenced and all occupants should take shelter in the deep corners of the classroom. An all clear will be sent via the Ranger Alert system.

This section is required for all courses, even online courses, as they require onsite testing. You may revise it as needed for your building, per the Ranger Emergency Plan. If your classroom does not lock, you may amend #4 to indicate that the door will be barricaded using any available item during a lockdown. If you have any questions about your specific classroom, please contact Campus Police for assistance in how to implement these procedures.

SPECIFIC POLICIES REGARDING DISTANCE LEARNING CLASSES:

You should expect to receive responses to emails within 24 hours during the week (Monday – Friday), and up to 48 hours during the weekend (Saturday and Sunday).

Attendance is still taken for online classes. Timely submission of assignments serves as proof of attendance. Please be sure to complete at least one assignment each week for attendance purposes.

COURSE CALENDAR:

Please see the Canvas calendar for due dates. A printable due date calendar is also provided for your convenience in the Canvas modules.

Withdrawal dates and other important dates can be found at:
<https://www.northwestms.edu/l/current-students>.

POLICIES FOR MAKEUP AND/OR LATE WORK:

All exams should be taken at their scheduled times. Late Video assignments will incur a 50% penalty. Other late homework and quiz assignments will be subject to a 20% penalty.

ADDITIONAL POLICIES REGARDING STUDENT BEHAVIOR:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

CHEATING POLICY:

Ethics are very important to accounting or any academic discipline. Therefore, anyone caught cheating will receive a zero on that assignment. A second offense will result in dismissal from the class.

AVAILABLE SUPPORT SERVICES AND CLUB ORGANIZATIONS RELEVANT TO THE COURSE:

Free tutoring services are provided at the Desoto Center.