



STANDARD COURSE SYLLABUS

PRINCIPLES OF ACCOUNTING I – ACC 2213

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. Apply the rules of debits and credits.
3. Process information through the basic steps of the accounting cycle.
4. Journalize entries for Income Statement accounts.
5. Journalize entries for Balance Sheet accounts
6. Understand the importance of internal controls and ethics.
7. Interpret financial statements.

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.

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.

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 before the course withdrawal deadline, based on the MCCB allowed absences chart provided here, that student will be withdrawn from the class with a grade of "W." Online courses have additional information regarding class attendance included in the instructor's Course Outline. This requirement is required for licensure obtainment and supersedes the NWCC attendance policy.

Please see the chart for the number of absences allowed for each class:

Number of Days Per Week Class Meets	Total Number of Allowed Absences			
	16-Week Course (Campus Only)	15-Week Course (Online Only)	8-Week Course	4-Week Course
1	3	2	2	1
2	5	4	3	2
3	7	6	4	2
4	9	8	5	3
5	11	10	6	3

16-Week Course = Traditional fall and spring semesters (campus only)

15-Week Course = Traditional fall and spring semesters (online only)

8-Week Course = Mini-term Sessions (campus and online), Summer Evening Campus Classes, Summer Online Classes

4-Week Course = Micro-term Sessions (campus and online), Summer Classes

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.

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.

A student who has been reported as having excessive absences has the right to appeal.

For more information about the appeal process, contact the Center Dean, the Associate Vice President for Academic Instruction, the Associate Vice Preside for Career-Technical Education, or the Dean of the School of Health Sciences.

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.

GRADUATION:

Commit to graduate. Graduating with an associate degree or certificate will make you more employable and will increase your earning potential for a lifetime. Getting your degree or certificate is your reward for the hard work and dedication you put into your studies at Northwest. Apply to graduate during the term in which you are enrolled in your final courses.

<https://www.northwestms.edu/admissions/graduation>

COURSE EVALUATIONS:

Students are expected to complete their course evaluations by the due date stated in the course evaluation notification email.

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, 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 5555, 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: 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.

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 (http://www.northwestms.edu/index.php/?page_id=989) and in printed form upon request from the Campus Police Office (662-562-3314).

COURSE OUTLINE

ACC2213 – Accounting Principles 1

INSTRUCTOR INFORMATION:

Denise Willis, (662) 280-6134, Desoto Room 238, dwillis@northwestms.edu
Please use Canvas Inbox for communication.

MODALITY AND TERM:

The delivery method for this class is ONLINE, which means that the class is delivered through online work only and attendance is reported once per week based on student completion of required weekly assignments. All students are expected to take a proctored final exam in person.

SPECIFIC POLICIES REGARDING DISTANCE LEARNING CLASSES:

You should expect to receive responses to messages 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.

ADDITIONAL RECOMMENDED EQUIPMENT/MATERIALS/SUPPLIES:

Students will need a computer and the computer will need a camera. If no camera is built into the computer, you will need a portable USB type camera that will work with the computer. You will also need a calculator. While no specific calculator is required, 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

Cengage Now Homework Assignments	30%
Discussions	5%
Comprehensive	10%
Chapter Quizzes	10%
Tests and final exam	45%

THE MIDTERM AND FINAL EXAM ARE REQUIRED AND MUST BE PROCTORED.

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:

Late work will receive 80% of the earned grade.

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. They also provide Zoom options.

COVID-19 PROTOCOLS:

College officials continue to actively monitor news and information pertaining to the novel Coronavirus Disease (COVID-19). We remain in regular contact with the Mississippi Department of Health and other health officials, as well as other community colleges and universities in our state and region. The College is committed to taking all necessary precautions to keep our students, faculty, staff, and the community as safe as possible.

Students, faculty, staff and their families should monitor the northwestms.edu website, Northwest social media accounts and their email for updated information.

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.