

JACKSON COMMUNITY COLLEGE
PRINCIPLES OF ACCOUNTING I
ACCOUNTING 231
WINTER 2009

Instructor: Randi R. Watts
E-Mail: wattsrandir@jccmi.edu

GENERAL INFORMATION:

JCC Catalog Description: ACC 231 PRINCIPLES OF ACCOUNTING I:

This course is designed for business and accounting majors or the transfer student. Learn the theory and practice of recording data and preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) with an emphasis on sole proprietorships. Current software will be utilized and previous computer experience is strongly recommended. This is an introductory accounting course required for some BUS and all ACC majors. Students should consider their academic program and select ACC 211, ACC 216 or ACC 231 for the appropriate introductory accounting course. Success in class depends upon strong analytical problem solving skills, basic computer skills and your dedication. Prerequisites: ENG 085, ENG 090, MTH 120 and CIS 121

Required Text Materials: Accounting, Warren, Reeve and Duchac, 23e edition, ISBN-10:0-324-66296-3

Other Required Materials: basic calculator, Word, Excel, computer access

Methods to achieve objectives: online discussion, online notes, individual homework, quizzes, examinations, special projects and practical application of the text

How will ACC 231 work as an online class...You will work in weekly modules covering 1 chapter each week we are not taking an exam. During each week you will earn points for posting in discussion, completing unit quizzes and submitting homework.

JCC Associate Degree Outcomes (ADO's): The Board of Trustees of Jackson Community College has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. ADO #3 and #8 will be addressed in this course. ADO #3 represents student understanding of computational skills and mathematical reasoning, and ADO #8 represents student understanding of personal and ethical responsibility.

Project Success Day: On Tuesday, 2/3/09, JCC classes are replaced with Project Success Day sessions. This is a special day of workshops and seminars with your college success in mind. You are strongly encouraged to attend.

Center for Student Success: Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success at 517-787-0800. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

COURSE INFORMATION:

Office Hours: You may e-mail me at one of the above addresses for private communications.

Class Meeting: On-line. Each class week begins on Monday and ends at midnight on Sunday. Assignments are due at the end of each week unless otherwise noted in the syllabus or discussion forum.

Attendance: Attendance is always required for the purpose of interactive learning. Attendance is noted through a minimum of 5 (five) posts per week with at least three posts being a response to another classmates initial post to be counted toward participation (see additional info on participation below). Your initial response to posted Discussion Questions (DQs) is due by Wednesday, midnight, of each week, with responses to your classmates to be made after your initial post. Participation points will be assessed and are a calculated portion of your grade. See below:

Participation: Your involvement in class discussions determines the participation portion of your grade. *Discussion-*Your active involvement in our class discussion forum will directly correlate to how well you do with this online class. Use the discussion forum regularly and frequently. I would recommend that you check in every day to see what's happening, what people are saying and to gauge where you are at with your assignments. You are required to post a minimum of 5 times per week at 2 points per post. I will be posting comments and feedback in the discussion board area. This is where our class happens. A substantive post is one that does more than simply state "I agree" or "I disagree". A substantive post should be a well thought out response that adds value to the conversation. A substantive post can include a link to another source with a discussion of the material linked to.

What can I do to work toward a 4.0 in ACC 231...start with the textbook to get an overview of each chapter's topics and examples. Check discussion for instructor comments and hints.

Complete the practice problems with the solutions before attempting your homework. Post and talk in discussion. Work on the homework before the weekend-don't wait until the last minute!

Late Assignments

Late assignments receive a 10% deduction for each day they are late. Assignments are late if they are not posted by midnight of the day they are due. Assignments that are more than 4 days late will not be accepted unless we have negotiated and mutually agreed upon an alternative submission date in advance. Unless an Incomplete grade has been granted, student assignments submitted after the last day of class will not be accepted.

Make sure you communicate any difficulties, which you feel may hamper your ability to complete your homework on time, with your instructor. This course builds on each week's learning

activities, so you cannot afford to fall behind! Complete your quizzes after reviewing chapter material. You are only able to access the each quiz one time, so make sure you are prepared! If you work through all of these steps for each week, you will do an excellent job with ACC 231.

What can I do to fail or do poorly with ACC 231...don't print the syllabus, don't read the syllabus, don't post in discussion, don't practice with the solutions, don't complete the homework on time, don't take the quizzes

What do I do first?..go to the discussion forums in the Online Course and post your introduction. Read the syllabus, access the online instructions and templates that will help you with your assignments, and make sure you can access the PowerPoint lectures and "B" problem solution files for the practice exercises. Then, come to discussion and talk about the week one activities and assignments.

Academic Honesty: Be careful not to plagiarize. Plagiarism is defined in The American Heritage Dictionary as "...using another's ideas as one's own..." All assignments related to this class are to be your own work. On page 15 of the 2008-9 JCC Catalog, academic honesty is defined as "...the ethical behavior that includes (students') producing their own work and not representing others' work as their own..." The consequences of academic dishonesty include failure for the assignment and/or failure in the course overall.

Homework: Homework will be assigned for each chapter of material and is required to be prepared using Microsoft Excel. All assignments are due at 11:59 pm on the due date. Each week's work should be completed on ONE Excel document, with each section or problem on its own sheet within that document. This should eliminate the need for zip files or multiple uploading of files each week (with the exception of your Accounting Cycle paper which is to be a Word document).

Excel Template Files: There is an Excel template for each chapter. These templates are for you to use as you work through new ideas, terminology and problems in the textbook and are found online with the companion site for our textbook:

www.thomsonedu.com/accounting/warren. These templates and the auxiliary links found on this website are also an excellent tool for you to use in preparing for tests. Not all problems will have templates so you will be expected to know how to format financial statements from a blank page! *However, you may not use templates for more than one problem each week.* You must know how to set up spreadsheets on your own documents, so please use these templates as a guide only, as the majority of your work must be completed without templates.

Projects: You will complete 2 of the 3 comprehensive problems and one paper. Comprehensive problem #1 is required, and you may choose either problem 2 or 3 for your 2nd comprehensive problem:

Comprehensive Problem 1 – page 196

Comprehensive Problem 2 – page 306

Comprehensive Problem 2 – page 526
Accounting Cycle Paper

Please prepare a 3-5 page paper discussing the following:

- Identify the steps of the accounting cycle.
- Discuss the importance of each step.
- Discuss any ethical implications of each step.

Please use APA paper formatting and referencing conventions. Please make sure you cite any sources you use for your paper!

Examinations: There will be 5 exams including 1 final exam and 4 tests covering about 3 chapters of material each. There may also be quizzes from time to time. The quizzes and exams will be activated on Monday of each week and will be due on Sunday by 11:59 pm.

How to Submit Assignments: All assignments must be uploaded in the online classroom when they are complete. If you have any questions on how to upload your assignment, please post a question to the discussion board, or email me directly.

E-Mail/Computer Caution: Always sign your e-mails/posts with your first and last name. Always use the course # in the subject line of your e-mails. Always save your work and have a back-up copy. Always ask questions and get help early with any computer related difficulty. I am here to help you!

GRADING POLICY:

I will post grades within 3 days of due date.

Requirements:		Grading Scale:		
		4.0	A	93-100%
Homework – 11 @ 10 points	110	3.5	AB	88-92%
Tests – 5 @ 100 points each	500	3.0	B	83-87%
Comprehensive Problem 1	100	2.5	BC	78-82%
Comprehensive Problem 2 or 3	100	2.0	C	73-77%
Quizzes	30	1.5	CD	68-72%
Participation	110	1.0	D	63-67%
Accounting Cycle Paper	50	0.5	DF	58-62%
Total Points Available	1000	0.0	F	0-57%

Note: This syllabus is not a contract: it is a plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above. Total points in the course will be altered to reflect the dynamics of you and our class.

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Earning less than a 2.0 in a class, results in the student not being able to participate in the next level of courses in a discipline which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

Course Resources

Principles of Accounting 231 Warren Reeve Duchac text, 23e edition

www.thomsonedu.com/accounting/warren

This website will be an important course resource. Honestly, the site is like a treasure chest of materials designed with student success in mind. Mark this site as a “favorite” on your computer and consider it your study buddy, study guide, and virtual TA (teacher assistant). Here’s how to use it and what you will find...

- #1 Open the website above
Find the picture and title of our textbook “Accounting” (or search with ISBN#)
Find the red heading “Students”
Click on “Companion Site”

- #2 Select a chapter using the dropdown in the upper left hand corner
Find the following resources in the left hand toolbar:

- E-Flashcards
- List of terms and definitions
- Practice quiz
- Excel templates for most problems
- Other downloads

Your online classroom can be found at:

<http://www.jccmi.edu/distancelearning/> -click on online learning, Moodle, and then log in following the instructions. (Online Classes / Moodle)

Please refer to Moodle for:

- Grades
- Announcements
- Assignments
- Other files for our course

PLEASE PRINT OUT AND REVIEW THE FOLLOWING WEEKLY SCHEDULE OF ASSIGNMENTS AND EXTRA CREDIT OPTIONS. THIS IS THE BASIC OUTLINE FOR THE COURSE, BUT MAKE SURE YOU CONSISTENTLY MONITOR THE CLASSROOM DISCUSSION FORUMS FOR ANY ADDITIONAL INFORMATION OR ADJUSTMENTS TO THIS SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Week 1	1/12/2009	1/13/2009	1/14/2009	1/15/2009	1/16/2009	1/17/2009	1/18/2009
Ch. 1 Read p. 1-47	Post Bio	DQ-SA 1-1-respond on forum	Initial Response to DQ due				PR 1-2A, 1-3A and 1-6A due at midnight
Week 2	1/19/2009	1/20/2009	1/21/2009	1/22/2009	1/23/2009	1/24/2009	1/25/2009
Ch. 2 Read p. 50-98	DQ-SA 2-1, 2-4, 2-6 Forum		Initial Response to DQ due				PR 2-1A, 2-4A and 2-6A due at midnight
Week 3	1/26/2009	1/27/2009	1/28/2009	1/29/2009	1/30/2009	1/31/2009	2/1/2009
Ch. 3 Read p. 99-142	DQ-SA 3-1, 3-5 Forum		Initial Response to DQ due				PR 3-2A, 3-5A and 3-6A due at midnight
Week 4	2/2/2009	2/3/2009	2/4/2009	2/5/2009	2/6/2009	2/7/2009	2/8/2009
EXAM		Project Success Day!!!	Initial Response to DQ due	Begin work on Comp Problem #1 at end of Ch. 4			Exam Due at Midnight
Week 5	2/9/2009	2/10/2009	2/11/2009	2/12/2009	2/13/2009	2/14/2009	2/15/2009
Ch. 4 Read p.144-199	DQ-SA 4-1-Forum		Initial Response to DQ due				PR 4-6A due at midnight
Week 6	2/16/2009	2/17/2009	2/18/2009	2/19/2009	2/20/2009	2/21/2009	2/22/2009
Ch. 5 Read p. 202-246	DQ-SA 5-1-Forum		Initial Response to DQ due	Begin work on next Comp Problem and/or Accounting Cycle Paper			PR 5-5A due at midnight; Comprehensive Problem #1 due
Week 7	2/23/2009	2/24/2009	2/25/2009	2/26/2009	2/27/2009	2/28/2009	3/1/2009
EXAM			Initial Response to DQ due				Exam Due at Midnight
Week 8	3/2/2009	3/3/2009	3/4/2009	3/5/2009	3/6/2009	3/7/2009	3/8/2009
Ch. 6 Read p. 252-310	DQ-SA 6-1-Forum		Initial Response to DQ due				PR 6-1A and 6-5A due at midnight
Week 9	3/9/2009	3/10/2009	3/11/2009	3/12/2009	3/13/2009	3/14/2009	3/15/2009
				SPRING BREAK			

Week 10	3/16/2009	3/17/2009	3/18/2009	3/19/2009	3/20/2009	3/21/2009	3/22/2009
Ch. 7 Read p. 339-344	DQ-SA7-1- Forum		Initial Response to DQ due				PR 7-1A and 7-5A due at midnight
Week 11	3/23/2009	3/24/2009	3/25/2009	3/26/2009	3/27/2009	3/28/2009	3/29/2009
Ch. 8 Read p. 346-389	DQ-SA8-1- Forum		Initial Response to DQ due				PR 8-3A and 8-5A due at midnight
Week 12	3/30/2009	3/31/2009	4/1/2009	4/2/2009	4/3/2009	4/4/2009	4/5/2009
EXAM			Initial Response to DQ due	Work on next Comp Problem and/or Accounting Cycle Paper			Exam Due at Midnight; Comp Problem #2 due
Week 13	4/6/2009	4/7/2009	4/8/2009	4/9/2009	4/10/2009	4/11/2009	4/12/2009
Ch.9 Read p. 390-431	DQ-SA9-1- Forum		Initial Response to DQ due				PR 9-1A, 9-2A and 9-4A due at midnight
Week 14	4/13/2009	4/14/2009	4/15/2009	4/16/2009	4/17/2009	4/18/2009	4/19/2009
Ch.10 Read p. 432-476	DQ-SA10-1- Forum		Initial Response to DQ due				PR 10-2A,10-3A and 10-6A-Accounting Cycle Paper- due at midnight
Week 15	4/20/2009	4/21/2009	4/22/2009	4/23/2009	4/24/2009	4/25/2009	4/26/2009
Ch.11 Read p. 477-522	DQ-SA11-1- Forum		Initial Response to DQ due				PR 11-1A and 11-5A due at midnight
Week 16	4/27/2009	4/28/2009	4/29/2009	4/30/2009	5/1/2009	5/2/2009	5/3/2009
EXAM/ Review Week	Review and Wrap UP		Initial Response to DQ due	Any Extra Credit you choose to complete is due this week!!!			Exam Due at Midnight; Comp Problem #3 due
Week 17	5/4/2009	5/5/2009	5/6/2009	5/7/2009	5/8/2009	5/9/2009	5/10/2009
FINAL EXAM						Final Exam Due!!	
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

E

Extra Credit Options

Choose one of the following four options...

Project Success Day:

1. Go to <http://www.jccmi.edu/success/projectsuccess.htm> and make plans
 2. Attend a Project Success Day event at JCC
 3. Write a **1 page minimum** paper describing what you learned and what you will do with the information you gained from Project Success Day
-

Credit Cards:

1. Go to <http://www.pbs.org/wgbh/pages/frontline/shows/credit/>
 2. Watch the PBS Frontline special "Secret History of the Credit Card"
 3. Write a **1 page minimum** paper describing what you learned and what you will do with the information you gained from this documentary
-

Enron Documentary:

1. Go to a video rental store or library and rent "Enron: The Smartest Guys in the Room" (2005)
 2. Watch the Enron documentary (WARNING: it is rated R)
 3. Write a **1 page minimum** paper describing what happened to Enron and what you learned from this documentary
-

AICPA Website Review:

4. Go to <http://www.startheregoplaces.com>
5. Click on each of the 6 buttons at the top and review each area
 - Today's CPA
 - CPA Skillset
 - Games
 - Colleges & Scholarships
 - Jobs & Internships
 - Members Area
6. When in "Games", select one game that you like best
 - Start Here Trivia Challenge
 - The Turnaround Game
 - Catch Me If You Can
 - Catch Me If You Can II
 - Money Means Business
 - BizzFun
7. Play this game for a few hours until you earn a certificate of completion.
8. Prepare a 2 page paper responding to the following questions:
 - Q1. Name 3 things that you learned at this website.
 - Q2. Describe your professional goals and your plans to get there.
 - Q3. Review the game that you played. What was it? How was it? What did you learn from playing the game, etc.?

Make sure to attach you certificate of completion from the AICPA website.