



**SCOTTSDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

## Course Information

|                         |                           |
|-------------------------|---------------------------|
| Semester & Year:        | Fall 2024                 |
| Course Title:           | Accounting Principles 1   |
| Course Prefix & Number: | ACC111                    |
| Section Number:         | 12763                     |
| Credit Hours:           | 3                         |
| Start Date:             | October 21 <sup>st</sup>  |
| End Date:               | December 13 <sup>th</sup> |
| Meeting Information:    | On Your Time Online       |

## Course Format

The course format for this course is On your Own Time Online.

## Instructor Information

|                  |  |
|------------------|--|
| Instructor:      | Kymberly Polser, CPA, MSA, MPA   |
| Email:           | kymberly.polser@scottsdalecc.edu   |
| Phone:           | (480) 425-6759   |
| Office Location: | BUS 124 and Virtual  |
| Office Hours:    | M/W: 1:00 – 2:30 pm (virtual Google Meet – link within Canvas classroom)<br>T/TH: 1:50 – 2:50 pm (BUS 124) |

## Course Description

Fundamental theory of accounting principles and procedures.

**Prerequisites:** None

## Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

## Course Objectives

1. Demonstrate generally accepted accounting principles. (I)
2. Analyze, journalize and post business transactions using debits and credits. (II)
3. Prepare a simplified balance sheet and income statement. (III)
4. Compare and contrast accrual and cash basis methods of accounting. (IV)
5. Prepare an eight-column worksheet and make required adjusting, closing, and reversing entries to complete the accounting cycle. (V)
6. Describe accounting procedures applicable to a merchandising business. (VI)
7. Use special journals and subsidiary ledgers. (VII)
8. Describe a petty cash system. (VIII)
9. Prepare a bank reconciliation. (VIII)
10. Describe uncollectible accounts receivable transactions. (IX)
11. Explain and use perpetual and periodic inventory systems for a merchandising firm. (X)
12. Describe inventory cost flow methods. (X)
13. Calculate gross pay, deductions, net pay, and record payroll entries. (XI)

## Texts and Course Materials

In this course an online homework system called WileyPLUS connects you to the online textbook *Accounting Principles* by Weygandt, Kieso, & Kimmel, 14e and its accompanying materials and assignments. WileyPLUS is accessed through Canvas.

**Use existing WileyPLUS account:** If you previously purchased a multi-semester WileyPLUS access you will click on any WileyPLUS content within Modules and register using your existing username and password.

**New user/no previous WileyPlus account:**

The first time you click on any WileyPLUS content in the Modules tab you will be prompted to enter a registration code. The registration code can be purchased through the SCC bookstore through one of two options:

- Option 1: Provides access to the WileyPlus homework system for multiple semesters (one year, or two semesters plus a summer session), an eText version of the textbook, and a loose-leaf paper copy of the textbook.

- Option 2: Provides a single semester access code for the WileyPLUS homework system and eText version of the textbook.

## Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

### Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

### Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Google Meet

### Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

### Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365

## Assignments

There are two types of chapter assignments in the course:

1. **Chapter Practice Assignments** – These chapter assignments need to be completed after reading the chapter and/or watching the chapter mini-lecture videos and before completing the homework:
  - i. Complete this assignment **after** reading the chapter and/or watching the mini-lecture videos and **prior to** completing the chapter homework. You will answer questions to gauge your understanding of the chapter material, helping you identify concepts you're struggling with and fill in those knowledge gaps. The number of questions you complete (and the length of time required!) will decrease as you answer questions correctly, but if you answer questions incorrectly the number of questions and time length will increase. (*Hint: read the chapter or watch the mini-lecture videos before attempting!*)

Grading:

50% - 100% progress: 10 points  
40% - 49% progress: 8 points  
30% - 39% progress: 6 points  
< 30% progress: 0 points

2. **Chapter Homework Assignments** – Homework assignments should be completed after completing the Practice Assignment and viewing the Example Problem videos. There are unlimited attempts with the homework assignment problems. The best attempt score will be used for grading purposes.

**\*\*\*DO NOT FALL BEHIND – COMPLETE CHAPTER ASSIGNMENTS BEFORE THE NEXT CHAPTER DISCUSSION BEGINS.\*\*\***

**\*\*\*Accounting concepts build upon themselves – falling behind early will make successful course completion extremely difficult.\*\*\***

**Exams:** There will be no make-up exams for missed exams. Exams will be timed and must be completed during the scheduled class date and time. If you are unable to complete exam during the scheduled exam availability, **prior arrangements** for an alternative date/time must be arranged.

**Discussion Threads:** Discussion threads require a substantive post (simple “yes” and “no” responses are not acceptable) responding to all aspects of the discussion requirements. Responses should include any required calculations.

- Two substantive (simple “yes” and “no” responses are not acceptable) **peer replies** are required to earn full discussion points.

**Tutoring:** The Accounting and Statistics Learning Center is available free of charge to students registered in this class. For the tutoring schedule please visit the website at <http://scottsdalecc.edu/academics/departments/bcis/business/learning-center>.

## Attendance Policy

### Instructor Withdrawal

Instructor withdrawals will occur for excessive absences (five absences in face to face and live online, two consecutive weeks of no submissions for on-your-own-time) throughout the course and will only be granted through the last course exam. If all course exams are submitted there will be no instructor withdrawal granted.

## Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

## Generative Artificial Intelligence (AI) Policy

### Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

### No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative

AI tool, please contact the instructor for further clarification before using the tool or website.

### Due Dates and Late/make-up policy:

1. **Chapter Assignments** – To earn the on-time assignment submission points, chapter assignments must be completed by their final due date – final due date will occur when the exam covering the chapter is completed:
  - **Reading Practice Assignments:** These chapter assignments are completed after reading the chapter and/or watching the chapter mini-lecture videos, before the class meeting during which the chapter is discussed. Must be completed by exam due date covering the chapter to earn on-time submission points.
  - **Homework:** These chapter assignments are completed after class discussion covering the chapter is completed and before the next class meeting when the next chapter is discussed. There are unlimited attempts with the homework assignment problems. The best attempt score will be used for grading purposes. Must be completed by exam due date covering the chapter to earn on-time submission points.
  - **Exams:** There will be no make-up exams for missed exams. Exams must be completed during scheduled availability. If you are unable to complete exam during the scheduled exam availability, prior arrangements for an alternative date/time must be arranged.

## Grading Standards & Practices

| Assignment Name                    | Points     | Percent of Grade |
|------------------------------------|------------|------------------|
| Homework (10 @ 20)                 | 200        | 14%              |
| Practice Assignment (10 @ 10)      | 100        | 7%               |
| Exams (5 @ 150)                    | 750        | 51%              |
| On Time Submission Points (5 @ 40) | 200        | 14%              |
| Chapter 1-4 Review assignment      | 70         | 5%               |
| Syllabus Quiz                      | 10         |                  |
| Discussions (6 @ 20 points)        | <u>120</u> | 9%               |

| Assignment Name       | Points       | Percent of Grade |
|-----------------------|--------------|------------------|
| Total points possible | <u>1,450</u> | 100%             |

**Grade Scale:**

| Letter Grade                         | Points Range |
|--------------------------------------|--------------|
| <b>A</b> <b>1,305 – 1,450 points</b> | 90 – 100%    |
| <b>B</b> <b>1,160 – 1,304 points</b> | 80 – 89%     |
| <b>C</b> <b>1,015 – 1,159 points</b> | 70 – 79%     |
| <b>D</b> <b>870 – 1,014 points</b>   | 60 – 69%     |
| <b>F</b> <b>869 points and below</b> | 0 – 59%      |

## Response Time

Students can expect a response time of one to two business days for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within one week of the assignment's due date.

## Attendance Policy

Courses have mandatory attendance during required online sessions. Any student with five or more unexcused absences may be withdrawn.

## Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly.

**Accelerated courses will require additional time per week.**

## Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

**Accounting & Statistics Tutoring:** The Accounting and Statistics Learning Center is available free of charge to students registered in this class. Accounting Review sessions and one-on-one tutoring are available virtually. For the tutoring schedule please visit the website at <http://scottsdalecc.edu/academics/departments/bcis/business/learning-center>.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](#) page (<https://www.scottsdalecc.edu/students/tutoring/online-tutoring>)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

## Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with



all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

## **Course Schedule**

**Fall 2024** (\*\*course schedule subject to change)

| Wk | Dates         | Chapter  | Content  | Assignments   |
|----|---------------|--|--|---|
| 1  | 10/21 – 10/27 | 1  | Syllabus & Course Introduction<br>Chapter 1  | Introduction Discussion Post<br>Ch 1 Assignments  |
| 2  | 10/28 – 11/3  | 2<br><br>Exam 1                                    | Chapter 2<br><br><b>Exam #1 Ch 1 &amp; 2</b><br>(Last day to submit CH 1 & 2<br>Wiley assignments to earn On<br>Time Submission Points)  | Ch 2 Assignments<br><br>Chapter 2 Discussion  |
| 3  | 11/4 – 11/10  | 3  | Chapter 3  | Ch 3 Assignments  |
| 4  | 11/11- 11/17  | 4<br><br>Exam 2<br><br>Ch 1-4 Review<br>Assignment | Chapter 4<br><br><b>Exam #2 Ch 3 &amp; 4</b><br>(Last day to submit CH 3 & 4<br>Wiley assignments to earn On<br>Time Submission Points)<br><br><b>Ch 1-4 Review Assignment<br/>Available (due 12/13)</b> | Ch 4 Assignments<br><br>Chapter 4 Discussion (remember 2 peer replies<br>to earn full points) |
| 5  | 11/18– 11/24  | 5 & 6<br><br>Exam 3                                | Chapter 5<br>Chapter 6<br><br><b>Exam #3 Ch 5 &amp; 6</b><br>(Last day to submit ch 5 & 6<br>Wiley assignments to earn On<br>Time Submission Points)   | Ch 5 Assignments<br><br>Ch 6 Assignments  |
| 6  | 11/25 – 12/1  | 7 & 8  | Chapter 7<br>Chapter 8   | Ch 7 Assignments  |

|   |              |  |   |  |
|---|--------------|--|---|--|
|   |              | Exam 4   | <b>Exam #4 Ch 7 &amp; 8</b><br>(Last day to submit ch 7 & 8 Wiley assignments to earn On Time Submission Points)  | Ch 8 Assignments<br>Chapter 8 Discussion (remember 2 peer replies to earn full points)   |
| 7 | 12/2 – 12/8  | 9  | Chapter 9   | Ch 9 Assignments   |
| 8 | 12/9 – 12/13 | 11<br><br>Exam 5<br><br>Ch 1-4 Review Assignment | Chapter 11<br><br><b>Exam #5 Ch 9 &amp; 11</b> (Last day to submit ch 9 & 11 Wiley assignments to earn On Time Submission Points)<br><br>Ch 1-4 Review Assignment | Ch 11 Assignments<br>Chapter 11 Discussion (remember 2 peer replies to earn full points)<br><br><b>All Coursework Due <u>FRIDAY</u>, 12/13, 11:59 pm</b> |

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.