

VALENCIA COLLEGE

APA 1111: College Accounting

Mixed Mode, Spring 2023, Full Term, CRN 24931

Course Syllabus and Classroom Policies

Professor: Debbie Frank, Pronouns She/Her

Preferred Communication: Use Canvas inbox to communicate with the instructor.

Email: dfrank7@valenciacollege.edu

Phone (cell): 239-293-2054 (texting is OK but please state name and course)

Advising hours: virtually by appointment only

Website:

- Syllabus, Schedule, and link to homework. <https://online.valenciacollege.edu/login/canvas>
- Learning tools, tests & homework: Pearson's MyAccountingLab, access through Canvas

WARNING: To avoid being dropped as a "No Show" students must complete the following by January 24, 2023:

- **Complete the "01 Homework" Assignment in MyAccountingLab**

Course Description: Instruction and practice in fundamentals of financial record keeping and reporting. Accounting tasks will be performed by hand and using appropriate software. Topics include completing the accounting cycle, controls over cash, and accounting for payroll. (Special Fee: \$23.00).

Pre-requisites: None

Course Outcomes:

- This course will enable the student to perform basic accounting functions.
- Successful completion of the course will enable the student to understand fundamental financial accounting principles and the accounting cycle.

Advising Hours:

By Appointment Virtually – please allow for 24-hour notice

Inclusivity Policy: Courtesy and sensitivity are especially important concerning individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

Final Exam: The final exam is optional and can replace one of your previous exams' lowest scores. The exam must be submitted by April 29, 2023.

Important Dates:

<u>Important Dates for Full-Term Courses</u>	
	<u>Full Term</u>
Classes Begin	January 9, 2023
Martin Luther King Jr. Day – College Closed	January 16, 2023
Drop/Refund Deadline (11:59 pm)	January 17, 2023
Learning Day – College Closed	February 10, 2023
Spring Break – College Closed	Mar 13 - 19
Withdraw "W" deadline	March 24, 2023
Day & evening classes end	April 30, 2023
Final exam period Date & Time	April 24 – 29 at 11:59 PM
Grades viewable in ATLAS	May 2, 2023

Assignment List: There is an “Assignment List” located in Canvas: “Start Here - Course Orientation” module. The Assignment List serves as a checklist. It is a schedule of every required assignment in the course and the corresponding due dates. **Make sure to follow the due dates very closely. Assignment due dates will not be extended.**

Educational Materials: Important: You will need a MyAccountingLab **access code** to complete the course.

1. You can purchase the access code online from the publisher. **To do this, go into this course in Canvas.** Next, click on the link inside the Canvas course labeled “MyLab and Mastering”. Follow the links to register and use your credit card to purchase the access code. Cost \$104.99. Includes access to the assignments and the e-text.

Or

2. Purchase the access code through the campus bookstore. Cost \$117.63 plus shipping. Includes access to the assignments, and the e-text.

Item to Order: MLA T/A College Accounting: A Practical Approach, Author: Slater, Edition 14, Copyright '19, ISBN 9780134731834.

Internet Connection for Online Students:

Online students are required to maintain access to online materials, assignments, and assessments. If you lose your internet connection during an exam, **the professor will not reopen the assignment** so that you can have a second attempt. To avoid losing your internet connection make sure to use the most stable platform possible. Suggestions include:

- Use an Ethernet connection (rather than wireless) during exams.
- Use Chrome, Firefox, or Explorer web browsers during exams, not AOL or less popular browsers.
- Do not physically move your computer around during exams. Do not move from room to room.

WARNING: Online students are responsible for having access to a computer and Wi-Fi. Make sure you have a backup plan in case your computer or Wi-Fi malfunctions. **Assignment dates will not be extended due to students' technical issues.** Backup plans may include using the computer and/or Wi-Fi of a friend or family member or using the free computer at the public library.

Grading Policy: Students must complete all coursework, or they will be assigned a grade of zero for any work not submitted unless it is an optional assignment. The course is set up to allow for at least one missed assignment for pre-lecture videos, homework, and quizzes, without it impacting the student's course grade because at least one lowest score in each category will be dropped. Therefore, due date extensions will not be granted for assignments. Students that miss an exam or that begin an exam and are unable to complete it in one attempt will be permitted to take a make-up comprehensive exam at the end of the course.

Grading Scale:

Each student's course grade will be calculated by dividing the total points the student earned during the course by the total points possible. ****There will be rounding to the nearest percent by using the tenth place. For example, if the percentage is 79.4% the percentage will be 79% and a letter grade of C; if 79.5% then the letter grade of B. Rounding only occurs once, 79.499% rounds to 79%.***

Points Earned		Letter Grade
90% to 100%	of 566 Points	A
80% to 89%	of 566 Points	B
70% to 79%	of 566 Points	C
60% to 69 %	of 566 Points	D
Below 60%	of 566 Points	F

Grading Policy: Students must complete all coursework, or they will be assigned a grade of zero for any work not submitted unless it is an optional assignment. **Deadline extensions will not be granted.**

Activity	Points Possible	Percentage of Total	Explanation
Pre-Lecture Video Assignments	16	3%	Nine assigned, and the lowest will be dropped. Two points each.
Homework Assignments	110	19%	Twelve are assigned, lowest will be dropped. Ten points each. Unlimited attempts.
In Class Activities & Worksheet(s)	50	9%	Thirteen are assigned, lowest will be dropped. 5 points each.
Quizzes	90	16%	Ten are assigned, lowest will be dropped. Ten points each. Three attempts.
Exams	300	53%	There will be three exams worth 100 points each. All exams are open book, open note, and timed.
Comprehensive Final Exam	0	0%	The comprehensive final exam is optional. The score can replace any lower chapter exam score.
Total	<u>566</u>	<u>100%</u>	<i>To compute your course grade, add up the points you have earned and divide by the total points possible in the course to date.</i>

TEST-TAKING POLICIES

There are no make-up exams. The comprehensive final exam is optional. If you know ahead of time that you will miss the optional final exam on its due date, you may take it early, as the final exam will be available for 5 days and due on a Thursday night. If you need to take the final exam earlier than the period it is open, please contact me ahead of time so I can make the final exam available.

Any collaboration while taking the final exam will also be considered cheating. Please refer to the Student Handbook and Student Catalog for consequences and remedies.

Course Procedures, Online courses: Students should do the following to succeed in this course:

- 1- Login Canvas Weekly: Login to Canvas every week to review due dates and announcements.
- 2- Read text at beginning of the week: Reading the textbook is the most important thing you can do to succeed in the course. Reading prepares you for understanding concepts and completing assignments. All the assignments are designed to cover concepts presented in the textbook.
- 3- Watch Video Assignments: Videos demonstrate the major concepts of each chapter.
- 4- Complete the Homework Assignments: Homework Assignments will be completed online through MyAccountingLab. The Homework will be due on **Tuesday nights (11:59 PM)**.
 1. Students have unlimited attempts on homework exercises until the due date. On your first try you might only earn a 70 or 80, keep working until it is perfect.

2. A variety of learning tools (videos, flashcards, and guided tutorials) are available in MyAccountingLab to assist students in completing homework assignments.
 3. If you are stuck on a homework problem, you should contact a free online tutor that Valencia provides. See info about tutoring below.
 4. You can post a “help me” inquiry about an exercise on the “Ask Your Instructor/General Discussion” discussion board. Your instructor usually replies within 24 hours.
 5. You can request a zoom session with your instructor if the methods above still leave you with questions.
- 5- Quizzes: The quizzes help students determine if they have mastered all the concepts in the chapter before they move to the next unit. By the time students are working on these, they have had a lot of practice and should be prepared for the rigor of the quizzes.
1. There is one quiz for each chapter.
 2. Students will have three attempts on each quiz.
 3. The lowest quiz score will be dropped.
- 6- In Class Activities & Worksheets: There will be thirteen assigned. The lowest will be dropped.
- 7- Exams: There will be three required chapter exams covering the major learning objectives of the chapters. These exams will be taken online within MyAccountingLab.
1. All exams are individual, timed, take-home exams.
 2. Exams are 70 minutes long.
 3. Only one attempt is allowed on exams.
 4. Exams have algorithmic questions (every student will have different numbers).
 5. Exams questions are pooled. Students will have different questions.
 6. Exam deadlines will not be extended!
 7. If a student misses an exam, they may take the optional comprehensive final exam to replace the missing exam.
- 8- Comprehensive/Make-Up Final Exam: The comprehensive final exam is optional. Students can use it to bring up their final course grade by having it replace a chapter exam that had a low score. If the grade on the comprehensive final is lower than all of the chapter exam scores, then the comprehensive exam score will be dropped and will not impact the final course grade. The comprehensive final exam will cover the primary learning objectives of the course.
1. The exam is timed, 80 minutes.
 2. Only one attempt is allowed
- 9- Tutoring Center / Student Support: There is Distance Tutoring. The following link will provide you with additional information regarding tutoring services: <https://libguides.valenciacollege.edu/distancetutoring>

NO-SHOW PROCEDURE: Any student who does not attend class **by the No Show/drop/refund deadline for this course’s part of the term** will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of the term.

Attendance: Aside from the no-show period, students should attend classes and submit a minimum of one assignment (homework or discussion posting) each week to meet the attendance requirement. Missing the equivalent of more than two weeks of classes for any reason, other than absences excused by Valencia’s policies or in cases of documented emergencies, is excessive and a basis for withdrawal. In online classes, attendance is registered by completing assignments, checking the “Ask Your Instructor” discussion board weekly, and completing required discussions.

Student Illness: If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that

your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

Excused absences are hospital stays, court dates, jury or military duty, illness, or death of an immediate family member. Immediate family members are parents, spouses, and children. Grandparents are not immediate family members nor are boyfriends or girlfriends even if you live with them.

MAKE-UP POLICY: Assignments including tests must be completed on or before the assignment deadline. Assignments will only be permitted to be made up if the student had an excused absence. For such absences, it is the student's responsibility to contact the instructor within 48 hours of the assignment's original deadline

Withdrawal

- The instructor will not withdraw students for nonattendance **after** the "no show" period. Students must withdraw themselves from the course through ATLAS.
- Students that have not self-withdrawn will receive a grade in the course based on the points that they earned in the course.
- A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:8-03).] Per Valencia Policy 4-07 (Academic Progress, Course Attendance, Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates for the Withdrawal Deadline for this course.**
- A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: <http://valenciacollege.edu/generalcounsel/policy/>

STANDARDS OF CLASSROOM CONDUCT: Valencia College is dedicated to the advancement of knowledge and learning and the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct as listed in 6Hx28: 8-03 and the Student Handbook. Even though Faculty manages the classroom environment, the primary responsibility for maintaining a respectful and civil learning environment rests with the students. Students who violate the Student Code of Conduct may be referred to the Dean of Student's Office for disciplinary action, which may result in a sanction up to and including expulsion. <http://valenciacollege.edu/generalcounsel/policy>

ACADEMIC HONESTY: Each student is required to follow Valencia's policy regarding academic honesty. All work submitted by students is expected to be the result of the student's thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled by Valencia policy as outlined in the Student Handbook and Catalog.]

COLLEGE POLICIES: A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/> ; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/> ; and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices>

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

- East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222
- West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222
- Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
- Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

Individual Freedom and Educational Discrimination: As a registered student in this class, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community as described in the Student Code of Conduct. My role as an instructor is to facilitate academic discussions and promote critical thinking about sometimes challenging and uncomfortable facts and ideas. Your peers and instructor may share diverse ideas and viewpoints, or we may differ in our ideas and viewpoints, but we will always be respectful of other opinions as provided by the law and as expected in an academic environment. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts, as presented, are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

Online "Netiquette": Netiquette refers to the standards for appropriate interaction in an online environment. Students are expected to display proper netiquette in their communications with their instructors and other students. This includes being polite, disagreeing agreeably when necessary, including your name and any other identifiers in any communication, and practicing congeniality and mutual respect. We're not here to troll or flame, but to learn and be a community. If an email or discussion post ever concerns you, please notify me privately and we will work toward a resolution.

Technical Skills: To be successful in this course students will need to be able to:

- 1- Utilize Canvas effectively. Valencia provides tutorials on the use of Canvas with a course named Valencia 101. You can find it at: <http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/online-101.cfm>
- 2- Students enrolled in online classes will need access to the internet. Minimum system requirements and links to plugins can be found at: <http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/system-requirements.cfm> A DSL or cable connection is preferable.
- 3- Students will need access to a computer with Mozilla Firefox, Windows Explorer, or Safari web browser. AOL's web browser is not compatible with the publisher-provided software used in the course. MyAccounting Lab does not function correctly on tablets, cell phones, or wirelessly.

Disclaimer Statement: *This syllabus may be altered, at the instructor's discretion. It is the responsibility of the student to make any adjustments as announced. Changes will be announced on the "Ask Your Instructor" discussion board.*

EXAM POLICY: The instructor reserves the right to require a student(s) to complete an exam(s) in a campus testing center at her discretion.

Assignment List below.

Students are strongly encouraged to print the assignment list because they will use it to follow due dates and not miss assignments.

Makeup and/or due date extensions will not be provided.

Week	Topics	Assignments	Tentative Due Dates - follow dates in Canvas
9-Jan Week 1	Review Syllabus & Course Schedule In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Orientation Module 2 - Register with for 2 Week Free Trial with MyAccountingLab	1/17/2023 1/17/2023
16-Jan Week 2	Chapter 1 Accounting Concepts & Procedures In Class Activity & Worksheet(s) - Exit Ticket <i>Monday, 1/16 Martin Luther Kind Jr. Day - College Closed</i>	1 - Complete Chapter 1 Video Assignment 2 - Complete Chapter 1 Homework Assignment - No Show Requirement 3 - Complete Chapter 1 Quiz	1/24/2023 1/24/2023 1/24/2023
23-Jan Week 3	Chapter 2 Debits and Credits In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter 2 Video Assignment 2 - Complete Chapter 2 Homework Assignment 3 - Complete Chapter 2 Quiz	1/31/2023 1/31/2023 1/31/2023
30-Jan Week 4	Chapter 3 Beginning the Accounting Cycle In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter 3 Video Assignment 2 - Complete Chapter 3 Homework Assignment 3 - Complete Chapter 3 Quiz	2/7/2023 2/7/2023 2/7/2023
6-Feb Week 5	Exam 1 - Chapters 1 - 3 In Class Activity & Worksheet(s) - Exit Ticket <i>Friday, 2/10 Learning Day - College Closed</i>	1 - Complete Exam 1 Review Assignment 2 - Complete Exam 1	2/14/2023 2/16/2023
13-Feb Week 6	Chapter 4 The Accounting Cycle Continued In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	2/21/2023 2/21/2023 2/21/2023
20-Feb Week 7	Chapter 5 The Accounting Cycle Completed In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	2/28/2023 2/28/2023 2/28/2023
27-Feb Week 8	Chapter 6 Banking Procedures and Control of Cash In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	3/7/2023 3/7/2023 3/7/2023
6-Mar Week 9	Exam 2 - Chapters 4 - 6 In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Exam 2 Review Assignment 2 - Complete Exam 2	3/21/2023 3/23/2023
13-Mar Week 10	Spring Break - College Closed Monday 3/13 - Sunday 3/19		
20-Mar Week 11	Chapter 7 Calculating Pay and Recording Payroll In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	3/28/2023 3/28/2023 3/28/2023
27-Mar Week 11	Chapter 8 Paying the payroll, making deposits In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	4/4/2023 4/4/2023 4/4/2023
3-Apr Week 12	Chapter 9 Sales and Cash Receipts In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Chapter Video Assignment 2 - Complete Chapter Homework Assignment 3 - Complete Chapter Quiz	4/11/2023 4/11/2023 4/11/2023
10-Apr Week 13	Extra Study Week for Unexpected Events In Class Activity & Worksheet(s) - Exit Ticket		
17-Apr Week 14	Exam 3 - Chapters 7 - 9 Chapter 10 Optional Exam Review Day (extra time CH 10) In Class Activity & Worksheet(s) - Exit Ticket	1 - Complete Exam 3 2 - No Chapter 10 Video Assignment 3 - Complete Chapter Homework Assignment - optional 4 - Complete Chapter Quiz - optional	4/27/2023 NA 4/25/2023 4/25/2023
24-Apr Week 15	Review Day for Optional Final Exam (attendance is optional) <i>(exam replaces lowest previous exam score)</i>	1 - Complete Optional Final Exam (Comprehensive)	4/29/2023