

# VALENCIA COLLEGE

## VALENCIA COLLEGE-WEST CAMPUS APA2501C-PAYROLL ACCOUNTING SPRING 2024 (Online)-Full Term

(CRN 24912)

CREDIT HOURS= 3 HOURS

**Professor:** Nelly Cintron-Lorenzo, M.B.A.

**Office Phone:** (407) 582-1483

**Office Hours:** As posted on office door. (Virtual office hours will be Mondays to Thursdays 1:00 PM-3:00 PM and on Fridays 11:00 AM to 1:00 PM). If you have an emergency or need to set up an appointment, please do not hesitate to contact me at (407) 582-1483 or by E-mail through Canvas preferably.

**Appointments are highly recommended.**

**E-mail Address:** [NCintron@valenciacollege.edu](mailto:NCintron@valenciacollege.edu) or Canvas e-mail, preferably

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### CATALOG DESCRIPTION:

“Payroll Accounting provides an in-depth study of payroll procedures. Course study includes the correct classification of employees and independent contractors, how to calculate gross wages for hourly and salaried employees, mandatory and voluntary withholdings, employer taxes, recording payroll, making federal tax deposits, and state and federal payroll related tax report preparation. Students will learn to record payroll using appropriate technology.”

- **Prerequisite:** Minimum grade of C in APA1111 Basic Accounting or ACG 2021 Principles of Financial Accounting.

### METHOD OF INSTRUCTION:

This is an online course. All of the learning activities and assignments are required to be completed using computer software such as *QuickBooks Accountants 2020*, *Microsoft 2016-Excel* and *Canvas*. This course consists of reading, discussions, Assessments, and “Case Studies”. At the end of the semester, students will take their final exam. Most of the assignments/assessments must be submitted through eLab via *Canvas* no later than the DUE date.

### INSTRUCTOR ASSISTANCE:

Any questions may be asked via phone, **Canvas email** or office hour visits.

### REQUIRED MATERIALS:



Title: Payroll Accounting: A Practical, Real-World Approach – 10<sup>th</sup> Edition

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**DIGITAL eBook Option: Reseller Card at our bookstore in**  
<https://valenciacollege.textbookx.com/institutional/index.php>  
(Includes eBook + eLab instant access)

Author(s): Eric A. Weinstein,  
Item #: 1-64061-541-5      ISBN: 978-1-64061-541-0  
Purchasing Page Url: <http://www.lablearning.com/payroll-accounting-10e-print.html?sc=56&category=111082>

Title: Payroll Accounting: A Practical, Real-World Approach – 10<sup>th</sup> Edition

**PRINTED Textbook Option: Print** (includes ebook + eLab)

Author(s): Eric A. Weinstein,  
Item #: 1-64061-539-3      ISBN: 978-1-64061-539-7  
Purchasing Page Url: <http://www.lablearning.com/payroll-accounting-10e-print.html?sc=56&category=111082>

## RECOMMENDED MATERIALS:

- This textbook includes an **eLab license key** in your **Labyrinth textbook**. *Due to the COVID-19 situation and shift to virtual/online learning, Valencia College is currently loaning laptops to students in need. You can request a laptop by completing the request form at [laptops@valenciacollege.edu](mailto:laptops@valenciacollege.edu) or call **Enrollment Services at 407-582-1507** with questions. This link will take you to the Atlas login screen, and then to the form. Laptops are distributed on a first come-first served basis, so if you are in need, request a laptop early!*
- Access to a computer with Internet capabilities.
- A 2GB removable USB or thumb drive to back up your QB files and move files from one location to another.
- **REQUIRED:** Accounting relies on precise and correct mathematical computations, so a basic hand-held calculator is a necessary tool for this class. Any calculator with basic functions (*e.g. addition, subtraction, multiplication, division*) will be sufficient.
- **MANDATORY:** It is required to take your final exam at any time in any Valencia Testing Center from Monday, April 15 at 8:30 AM to Monday, April 22, 2024 at 8:30 PM with your Valencia ID. **\*\* Special Note: The final exam will be proctoring at any Valencia Testing Center if they are open depending on the status of the health Crisis caused by Coronavirus at that moment. If not, you will take your final exam at your home. However, more information will be provided to students online. \*\***
- You will complete **One-Month Comprehensive Payroll project** that is based on what you learned in the last six chapters.
- 3-ring binder to organize all of the printouts.
- **Please, click on this link to access your textbook learning resources** <http://labyrinthelab.com/lrc/>

## LEARNING OUTCOMES:

Upon the completion of this course, the student should be able to:

- Analyze Payroll practices and fundamentals.

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- Review Payroll System controls and procedures.
- Calculate Gross Earnings
- Compute Net Earnings
- Calculate Employer Payroll Taxes
- Prepare Accounting System Entries

## GRADING COMPOSITION:

Your grade will be determined by a POINT SYSTEM. The POINTS you earn on ONE exam, quizzes, individual and/or group assignments, class participation, attendance and any additional project or cases assigned will be totaled and then divided by the total number of points possible in a grading period. The result will be a percentage grade semester. **Details on these assignments will be given in class.** Each exam will cover information given in the discussions, lectures, and active learning sessions. Final letter grades are assigned using the following **scale** based on total possible points:

Your final grade will be determined by a **POINT SYSTEM** as follows (total 1,422 maximum points)

Grading	Points	Scale (based on 1,422 points)	Percentage	Grade
Discussions (3 x 10 points each)	30	1,273 – 1,422 points	90% – 100%	A
Chapters tests (6) <ul style="list-style-type: none"> <li>• Chapter 1 Test....63 points</li> <li>• Chapter 2 Test....72 points</li> <li>• Chapter 3 Test....70 points</li> <li>• Chapter 4 Test....69 points</li> <li>• Chapter 5 Test....67 points</li> <li>• Chapter 6 Test....64 points</li> </ul>	405	1,130 – 1,272 points 989 – 1,129 points 847 – 988 points Below 846 points	80% – 89% 70% – 79% 60% – 69% Below 60%	B C D F
Concept Review Quizzes (6 x 30 points each)	180			
Individual Practice Set Assignments: <ul style="list-style-type: none"> <li>• Ch.1 Practice Set Exercises.... 60 points</li> <li>• Ch.2 Practice Set Exercises.....130 points</li> <li>• Ch.3 Practice Set Exercises.....100 points</li> <li>• Ch.4 Practice Set Exercises.....100 points</li> <li>• Ch.5 Practice Set Exercises..... 60 points</li> <li>• Ch.6 Practice Set Exercises.....100 points</li> </ul>	550			
Comprehensive Payroll Project	100			
Final Exam (Ch.1-6)	157			
<b>Total Possible Points</b>	<b>1,422</b>			
Syllabus Quiz (Extra-Credit)	4 Extra Credit			
“Muddiest Point Feedback” (Extra-credit)	5 Extra Credit			
Chapter’s Research Questions (Extra-Credit)	5 Extra Credit			

This scale includes adjustments made for the subjective nature of grading; rounding will be if .5 or > .5 next number;

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the cut-off is rigid. **For example**, if we have 600 total points, 537 points represent 90% A and 536 points is an 89% B. \* *Extra Credit: I strongly suggest you do not miss out any opportunities to earn points because there are some extra-credit assignments throughout the semester. Every point counts!*

## EVALUATION:

You will get the grade you earn in this course. An “A” means excellent and a “C” is average. If you turn in average work you can expect an average grade. I do not give away grades.

## NAVIGATIONAL AIDS:

- Go directly to VALENCIA web page at <http://valenciacollege.edu/>, where there is a “Quick Link” menu and click on “Online Course”. Your **Canvas username** and **login password** are the same as your Atlas information.
- Under **Course list**, click on “*Payroll Accounting –APA2501C*” and you will be brought to the course home page.
- On the left side of the screen you will see either icons or a menu. If you see icons, click on || (Expand Menu) to show the menu options. Click on the || (Minimize Menu) if you want to return to icons only.
- Course email is my preferred method of contact. If you are new to course email, you will want to view the tutorials on the course Communication Tools available through a special free course called [Valencia 101](#).
- You may contact me if you need any course-related help or for technical support with Canvas system, contact Help desk at (407) 582-5600 or e-mail [OITServiceDesk@valenciacollege.edu](mailto:OITServiceDesk@valenciacollege.edu)
- If you have questions, you may also choose to post them in the "ask your instructor" thread for my response, or solicit a peer's advice by posting a question or comment within the “cybercafé”.
- To go to the COURSE LEARNING UNITS CONTENT and activity, click on “LEARNING MODULES” under COURSE TOOLS (left menu).

## GUIDELINES FOR ONLINE PARTICIPATION:

- Attendance and presence are required for this class. *You are expected to log on a minimum of four (4) times per week (at any time during the week) and are expected to post a substantive contribution to the required discussion with your thoughts. Please, do not hesitate to ask any questions on the material covered in each unit every week.*
- Your **participation in the discussion** forum will count towards your *participation grade (10 points worth each topic)*.
- Although I strongly suggest that all issues, questions, and problems be dealt with online, please do not hesitate to contact me by e-mail or at my office regarding these issues at any time.
- Use good “*netiquette*,” such as:
  1. Check the discussion frequently and respond appropriately and on subject.
  2. Focus on one subject per message and use pertinent subject titles.
  3. Capitalize words only to highlight a point or for titles—capitalizing otherwise is generally viewed as SHOUTING!
  4. Be professional and careful with your online interaction.
  5. Cite all quotes, references, and sources.
  6. When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
  7. It is considered extremely rude to forward someone else’s messages without their permission, so

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always ask first.

8. It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). **Feel free to use emoticons such as :) or ;) to let others know that you are being humorous.**

I hope we will be able to share our thoughts and experiences with one another in the form of an active and stimulating discussion!

## COMMITMENT:

To be successful in accounting, the average student spends about **8-10 hours per week outside of class studying.**

Accounting is learned by understanding the concepts involved and applying those concepts in practice problems. Thus to master this course, you need to

- **Read** the material
- **Participate actively** in the discussion forum of the course material
- **Complete** the assigned homework

## COURSE POLICIES AND PROCEDURES

The student will benefit from learning accounting concepts by applying **Internet-based skills** to this course using **Canvas, eLab System, Microsoft Excel and QuickBooks Desktop software**. It is highly recommended to use **Mozilla Firefox** as a browser while you are working on your assignments in Canvas.

### 1. COURSE SCHEDULE:

It is crucial to review the **COURSE SCHEDULE** with the tentative calendar available in the Menu under **MODULES** to plan-ahead and manage effectively your time. There is a detailed Homework and Exams Schedule available at the "START HERE" folder found in the Homepage of this course.

2. **WITHDRAWAL POLICY:** Please become familiar with Valencia's withdrawal policy. It is your responsibility to properly withdraw from class before the withdrawal deadline in a timely manner. Students who do not withdraw will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero.

### 3. QUIZZES AND HOMEWORK ASSIGNMENT POLICY:

- a. You must get registered in **eLab System** by following the **Login Instructions** available at the **START HERE-Course Orientation** module in Canvas.
- b. There are **unlimited attempts** allowed for each question in your "reinforce your skills" homework assignments through **eLab** system.
- c. You have around **20 minutes** to complete the **syllabus quiz** in **Canvas** for extra-credit and it has been properly identified in the tentative calendar. In addition, you have the opportunity to earn extra-credit after reading each chapter. In summary, **extra-credit** will be available throughout the semester at my discretion.

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- d. Every homework assignment (e.g. reinforce and apply your skills) and assessment (e.g. concept review quizzes, chapters' tests, midterm, etc.) must be completed by the **DUE date**. They will not be accepted late.
- e. Assignments must be submitted via the [e-Lab System](#) under **MODULES** through Canvas. Each chapter's homework has a due date as posted in the calendar and in "e-Lab" system.

## 4. EXTRA-POINTS ASSIGNMENT POLICY:

We will be doing many assignments to practice. **Extra-points** individual or teamwork assignments/case studies could be or not announced prior the date that is assigned online. *Important Note: I reserve the right to modify the schedule, flexibility is a must.*

## 5. ADDITIONAL POLICY:

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. *Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited.* Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College's Student Code of Conduct.

## 6. ADDITIONAL POLICY & PROCEDURE:

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, and 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.

## HOW TO SUCCEED IN THIS CLASS:

This is an intense course. We will mostly cover one chapter per week. In order to succeed in this class it is important that you follow these suggested guidelines:

- Read the syllabus and make note of important dates for assignments and exams on the class schedule. **I do not accept late work. Please, be aware that any assignment, project, quiz or test turned in late will receive a grade of zero.**
- Read each of the chapters BEFORE taking the quiz.
- Listen to the online videos provided in the Modules and review the lecture notes.
- Spend time drilling down into the software.
- Complete all homework problems assigned. Do not miss any of the end of chapter assignments since they will build on one another. Your success is dependent on completing all readings, homework, and exams.

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- Practice good **time management**. In other words, **do not procrastinate**. Allow yourself ample time to complete assignments so in the event you have trouble or need my help, you will have time to arrange this.
- Engage in a study groups.
- Make good use of the class resources (lab time, online content, tutoring and my office hours).
- You should be spending approximately 10-12 hours per week to the time commitment. In order to succeed, this should be your minimum commitment to this course.

## CLASS ATTENDANCE:

(College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#) )

In accordance with new federal regulations, class attendance records are required by Valencia policy and federal financial aid regulations. Professors shall keep attendance and grade records for all students enrolled in their classes and for maintaining those records for a period of three years. In order to certify that a student is actively attending an online course or hybrid course that does not meet face-to-face within the no-show period, all faculty members are responsible for documenting attendance by requiring students to participate in at least one academically-related activity during the no-show period. In compliance to this Valencia policy and federal financial aid regulations, **each student must send the professor an email to “initiate contact with the faculty member to ask a question about the academic subject studied in the course”**. This email will contain a message pertaining to the homework assigned during the no-show period and if there are any questions, or if all the material is understandable and that you have no problems. I will need an email through Canvas address during the no-show (online class) period just to let me know if you are o.k. with the academic subject being studied for that period and if you have any questions or concerns.

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus.

In the event of inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

## WITHDRAWAL POLICY:

Per [Valencia Policy 4-07](#) (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **March 15, 2024 at 11:59 PM** will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. *Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work, which is not completed by the appropriate deadline, will receive a zero.* Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work which was turned in and the zeros given to work (e.g. assignments, projects, quizzes, tests) which were not turned in on time. Students can still be withdrawn by the college for violations of the college’s code of conduct policies. 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 4-07 please go to: <http://valenciac.edu/generalcounsel/proceduredetail.cfm?RecordID=75>.

## EXCESSIVE ABSENCES:

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. (See [Course Attempts & Course Withdrawal](#) .) Your professor can withdraw you from a course for excessive absences without your permission or prior notification of excessive absences.

## “NO SHOW” STATUS

Class attendance is required beginning with the first class meeting. For an online class, that means “logging in” as instructed whether completing a posting in the Discussion Board/and or sending an email to instructor **before January 16, 2024 (Drop/Refund Deadline)**. **If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.** For more details, please refer to the following website:

[http://catalog.valenciacollege.edu/archive/2014-15/academicpoliciesprocedures/classattendance/Program Integrity and Documentation of Online Course Attendance](http://catalog.valenciacollege.edu/archive/2014-15/academicpoliciesprocedures/classattendance/Program%20Integrity%20and%20Documentation%20of%20Online%20Course%20Attendance)

Faculty members must certify that students are actively attending an online course or hybrid courses that does not meet face-to-face within the no-show period. Students will be required to complete at least one of the following for each online or hybrid course that does not meet face-to-face within the no-show period:

1. Submit an assignment online
2. Take an online assessment
3. Participate in an online discussion about academic matters
4. Complete an online interactive tutorial or computer-assisted instruction that is trackable
5. Initiate contact with the faculty member to ask a question about the academic subject studied in the course

## “PROCTORED EXAMS”

Valencia College catalog clearly stated that the “students registered for online courses may be required to take proctored exams. For students living in the Valencia College service area, these exams may be administered by the professor on campus and/or made available at Valencia testing centers. Faculty should make exams available in any campus testing center if requested by students. In the event that a student lives outside the Valencia service area, the student may choose to test at an alternative testing location. It is the student’s responsibility to locate a testing facility at a nearby college or university. The student is also responsible for paying the proctoring institution any testing/ proctoring fees including costs for returning completed exams to the professor. The student must make testing arrangements early in the term or by the date determined by the professor.” For more details, please refer to the following website: [http://valenciacollege.edu/catalog/10-11/pdf/06\\_distanceLearning.pdf](http://valenciacollege.edu/catalog/10-11/pdf/06_distanceLearning.pdf)

## STUDENT CONDUCT:

By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in



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disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. I have zero tolerance for rude or disruptive behavior. The first incident of rude behavior directed at me or any other student in the class may result in the students involved being dropped from the course. You will find the **Student Code of Conduct** in the current Valencia Student Handbook. For more details, please refer to the following website:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

## COMPUTER USE POLICY:

Use of computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to: Use of computer to send E-mail or access Internet sites not specifically assigned in class; Use of computer for job, internship, homework or other activities not assigned in class; Modifying any hardware or software system configuration or setting. **Computer Configurations** should *not* be changed in any way.

## ACADEMIC HONESTY POLICY:

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. A first incident of academic dishonesty may result in withdrawal from the course and / or expulsion from the college. All work submitted by students should be the result of their own efforts.

For more details, please refer to the following website:

[http://fd.valenciacollege.edu/file/mzaleckaite/EAP\\_Academic\\_Dishonesty%20Levels%202-4.pdf](http://fd.valenciacollege.edu/file/mzaleckaite/EAP_Academic_Dishonesty%20Levels%202-4.pdf)

## COMMUNICATION & TECHNOLOGY:

Please bookmark Valencia's home page and Canvas (<http://valenciacollege.fl.us/>) and (<https://learn.valenciacollege.edu>). I will post important files such as solutions for the assignments and PowerPoint files for the lectures. Take advantage of the discussion boards when you have questions or comments outside of class.

## 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. For more details, please refer to the following website: <http://catalog.valenciacollege.edu/student-services/baycarestudentassistanceservices/>

### ○ Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services](#) office for more information.

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## o **Statement of Support for Students with Food/Housing/Financial Needs**

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](#) for information about resources that may be available from the college or community.

## **Academic Resources**

We want you to stay connected to the latest academic resources we have available for you during this transitional time.

### **West Campus Bookstore:**

Campus Store will be open Monday – Friday, 8 a.m. – 6 p.m.

Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

### **Downtown Campus**

The Campus Store at the Downtown Campus is owned and operated by Barnes & Noble and will continue to operate online for the Fall 2021 term. Visit the [Campus Store website for the Downtown Campus](#) for more information and to [order online](#).

### **Other Campuses**

Valencia Campus Stores will be closed during the Fall 2021 term. Visit the [Valencia Campus Store website](#) for more information and online ordering.

### **Customer Service**

**Monday – Friday 8 a.m. – 6 p.m.**

**407-299-5000, extension 5310**

**[onlineorder@valenciacollege.edu](mailto:onlineorder@valenciacollege.edu)**

**Learning Support Services** provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

**Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

### **Enrollment services:**

- Call: 407-582-1507
- Email: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)
- Hours
  - Monday-Thursday: 8:00 AM – 6:00 PM
  - Friday: 9:00 AM – 5:00 PM

### **Academic Advising:**

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- Call: 407-582-1507
- Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
  - **Virtual Answer Center or Virtual Advising Center** (*online Zoom access*):
    - Monday-Thursday 10:00 AM-7:00 PM
    - Fridays 9:00 AM-5:00 PM
    - Virtual Answer Center Only–Saturdays 9:00 AM-1:00 PM
  - **Make an appointment** (*in person*):
    - Monday-Thursday 8:00 AM-5:00 PM,
    - Fridays 9:00 AM-5:00 PM (East, West, and OSC only),
    - Fridays–Virtual Only (DTC, LNC, WP, PNC).

## Counseling Services:

- Monday-Thursday 8:00 AM-8:00 PM
- Friday 8:00 AM-5:00 PM
- Saturday & Sunday 10:00 AM-3:00 PM

## Financial Aid:

- Contact [FinAidOffice@valenciacollege.edu](mailto:FinAidOffice@valenciacollege.edu) for their financial aid questions, as well as for potential assistance with financial support.

**Distance Tutoring & Technology Support at Valencia:** You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

- Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.
- Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.
- To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring). Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

### Hours of Operation:

**Monday-Friday: 8 am – 10 pm**  
**Saturday & Sunday: 9 am – 7 pm**

## ACCOMMODATION:

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." Please include contact information: West Campus SSB, Rm. 102 Phone: [407-582-1523](tel:407-582-1523) Fax: [407-582-1326](tel:407-582-1326) TTY:

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[407-582-1222](http://407-582-1222). For more information, please refer to the following website:  
<http://valenciacollege.edu/osd/>

## DISCLAIMER:

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS. Changes may be made at any time and any such changes will be announced in class. It is your responsibility to be aware of any announcement(s) and/or changes made to this syllabus.

## This course reinforces the following Valencia Student competencies:

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the Course Catalog. In this course, through classroom lecture and discussions, group lab work, and other learning activities, you will further develop mastery of these core competencies.

## VALENCIA STUDENT COMPETENCIES:

The following Valencia Student Competencies will be reinforced throughout the entire course.

**THINK** - Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

*To think, what must you do?*

- Analyze data, ideas, patterns, principles, and perspectives
- Employ the facts, formulas, and procedures of the disciplines
- Integrate ideas and values from different disciplines
- Draw well supported conclusions
- Revise conclusions consistently with new observations, interpretations, or reasons

*How and where must you think?*

- With curiosity and consistency
- individually and in groups

**VALUE** - Make reasoned value judgments and responsible commitments

*To value, what must you do?*

- Recognize the values expressed in attitudes, choices, and commitments
- Distinguish among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate your own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

*How and where must you value?*

- With empathy and fair-mindedness
- Individually and in groups

**COMMUNICATE** - *To communicate, what must you do?*

- Identify your own strengths and need for improvement as communicator
- Employ methods of communication appropriate to your audience and purpose
- Evaluate the effectiveness of your own and other's communication

*How and where must you communicate?*

- By speaking, listening, reading and writing
- *Verbally, non-verbally, and visually*
- With *honesty and civility*

**ACT** - Act purposefully, respectfully, and responsibly

## *To act, what must you do?*

- Apply disciplinary knowledge, skills, and values to educational and career goals
- Implement effective problem solving, decision-making, and goal setting strategies
- Act effectively and appropriately in various personal and professional settings
- Assess the effectiveness of personal behavior and choices
- Respond appropriately to changing circumstances

## *How and where must you act?*

- With courage and perseverance
- Individually and in groups
- In your personal, professional, and community life

## SUGGESTIONS: A METHOD OF STUDY

No one can adequately prepare for a journey without first consulting road maps and travel guides. In the same way, no one can prepare for a textbook without first pre-reading the material. The following is a method of study:

1. ***Examine the outside references of a textbook.*** The title tells you what the text is about, and the blurb on a book gives you more of a synopsis of the material.
2. ***Scan over the index in the back of a book.*** The topics with the most references expose an author's biases. It shows the priority of concerns to the author.
3. ***Read the author's preface.*** This section reveals the author's philosophy in presenting the course material. You will understand his/her objective with the current book.
4. ***The Table of context shows the structure the author is using to achieve his/her objective.*** A well-prepared table of context also supplies the major topics of the text. These topics provide reference points on the road to mastering the text.
5. ***Use the subtopics revealed in each chapter.*** These subtopics are usually presented as Chapter Objectives, Chapter Summaries, Section Headings (usually in bold face fonts), and questions at the end of each chapter.
  - a. ***Turn each subtopic into a question by using the words:*** who, what, where, when, why and how.
  - b. ***With a highlighter in hand, read through the text searching for the answer to this question.*** When the answer is discovered, highlight the answer and move on to your next question.
  - c. ***After completing the chapter, close the book and try writing out the answers to your questions.*** This becomes your first test on the material. When finished, compare your answers to the highlighted answers in the text. Correct any errors made. Then turn your paper over and retake the questions answered incorrectly.
  - d. ***For each question, try to find the key word or phrase in the answer.*** This key word or phrase can be used in your notebook and index cards for a quick review of the material.

For further instructions on reading different types of books / textbooks please refer to "[How to Read a Book](#)" by Mortimer Adler.

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## VALENCIA COLLEGE-WEST CAMPUS APA2501C-ONLINE PAYROLL ACCOUNTING-CRN 24912 SPRING 2024-**TENTATIVE** Homework and Test Schedule

(Subject to changes)

Weeks	Assignments and Tests Scheduled
<b>1<sup>st</sup> Week- 2<sup>nd</sup> Week</b> <b>Jan.08- Jan.21, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 1</b> in Canvas under MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• Take <b>Ch. 1 Concept Review Quiz</b> and <b>ch.1 test about Processing a New Employee</b> available in eLab System through Canvas <b>before Friday, January 19, 2024 at 11:59 PM.</b></li> </ul>
<b>Tuesday, Jan.16<sup>th</sup></b> <b>at 11:59 PM</b>	<ul style="list-style-type: none"> <li>• Take the <b>Syllabus Quiz (extra-credit)</b> before <b>Tuesday, January 16, 2024 at 11:59 PM.</b></li> <li>• DUE date to post your thoughts in the required discussion <b>"Welcome"</b> (10 points worth)</li> </ul>
<b>3<sup>rd</sup> Week -4<sup>th</sup> Week</b> <b>Jan.22- Feb.04, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 2</b> in Canvas MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• Take <b>Ch. 2 Concept Review Quiz</b> and <b>ch.2 test about Calculating Employee Pay</b> available in eLab System through Canvas <b>before Friday, February 02, 2024 at 11:59 PM.</b></li> </ul>
<b>5<sup>th</sup> Week - 6<sup>th</sup> Week</b> <b>Feb.05- Feb.18, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 3</b> in Canvas under MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• Take <b>Ch. 3 Concept Review Quiz</b> and <b>ch.3 test about Federal &amp; State Income Tax Withholding</b> available in eLab through Canvas <b>before Friday, February 16, 2024 at 11:59 PM.</b></li> </ul>
<b>Monday, Feb.12<sup>th</sup> at</b> <b>11:59 PM</b>	<b>DUE date to post your thoughts in the required "Understanding Paychecks Discussion"</b> <b>(10 points worth)</b>
<b>7<sup>th</sup> Week</b> <b>Feb.19-Feb.25, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 4</b> in Canvas under MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• <b>Chapter 4 Concept Review Quiz</b> and <b>ch.4 test about FICA Taxes and Voluntary Deductions</b> available in eLab System through Canvas <b>before Friday, March 01, 2024 at 11:59 PM.</b></li> </ul>
<b>Monday, March 11<sup>th</sup> at</b> <b>11:59 PM</b>	<b>DUE date to post your thoughts in the "Muddiest Point Feedback" Discussion</b> <b>(5 points worth-This is an extra-credit discussion)</b>
<b>8<sup>th</sup> Week- 9<sup>th</sup> Week</b> <b>Feb.26- March 10, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 5</b> in Canvas under MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• Take <b>Ch. 5 Concept Review Quiz</b> and <b>ch.5 test about Federal and State Unemployment Taxes</b> available in eLab System through Canvas <b>before Friday, March 15, 2024 at 11:59 PM</b></li> </ul>
<b>10<sup>th</sup> Week</b> <b>March 11-17, 2024</b>	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 6</b> in Canvas under MODULES</li> <li>• Complete Practice Set Exercises in <b>eLab System through Canvas.</b></li> <li>• Take <b>Ch. 6 Concept Review Quiz</b> and <b>ch.6 test about Periodic and Year-End Payroll Reporting</b> available in eLab through Canvas <b>before Monday, March 25, 2024 at 11:59 PM.</b></li> </ul>
<b>Monday, March 25<sup>th</sup></b> <b>at 11:59 PM</b>	<b>DUE date to post your thoughts in "Writing a Letter to Successors" Discussion</b> <b>(10 points worth-This is a required discussion)</b>
<b>11<sup>th</sup> Week</b>	<b>Thanksgiving Break</b>

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<b>March 18-Mar. 24, 2024</b>	
<b>12<sup>th</sup> Week-14<sup>th</sup> Week Mar.25- April 14, 2024</b>	<p>Complete <b>Comprehensive One-Month Payroll Project</b> by calculating manually the December payroll data and payroll taxes for each of the four employees <b>before Friday, April 12, 2024 at 11:59 PM.</b></p> <p><b>**Caution:</b> Please, do <b>NOT</b> wait until the last minute. Use your time wisely and have no distractions because any mistake will affect these employees' paychecks and employer's payroll taxes. I strongly suggest you to go back to the necessary chapters and review carefully the material in order to succeed in this project. If not, you will receive zero points in this assignment.</p>
<b>FINAL EXAM 15<sup>th</sup> Week April 15-April 22, 2024</b>	<ul style="list-style-type: none"> <li>• Study &amp; Practice for the Final Exam</li> <li>• Take <b>your final exam</b> at any time in any Valencia Testing Centers from <b>Monday, April 15, 2024 at 8:30 AM to Monday, April 22, 2024 at 8:30 PM.</b> You are allowed to use a CALCULATOR and use one or two scratch papers for calculations. However, you must give these scratch papers back to the testing center staff to be destroyed. The final exam of this course enabled by <b>eLab Lab System</b> through Canvas will be timed (2 1/2 hours for five analytical problems) and will only allow ONE-ATTEMPT. Once you enter into the exam, you <b>MUST</b> complete it because you are <b>ONLY</b> allowed to ONE-ENTRY.</li> </ul> <p><b>** CAUTION:</b> The final exam will be proctoring at any Valencia Testing Center if they are open depending on the status of the health Crisis caused by Coronavirus at that moment. If not, you will take your final exam at your home. However, more information will be provided to students online before the final exam week. <b>**</b></p> <p style="text-align: center;"><b>**Failure to take the final exam will result in zero point in your final exam. **</b></p>