

# VALENCIA COLLEGE

## Valencia College-West Campus APA1111C: College Accounting

**TENTATIVE SPRING 2024 (ONLINE-Short Term)**

**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)

### CATALOG DESCRIPTION:

"BASIC ACCOUNTING 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. (Lab Fee: \$20.00)

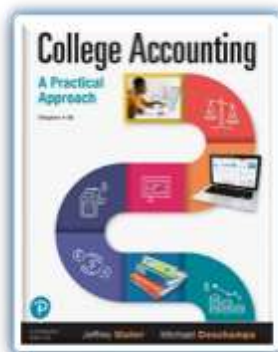
**CREDIT HOURS:** 3

### REQUIRED MATERIALS:

- Textbook: **College Accounting: A Practical Approach Chapters 1-25**, Jeffrey Slater | Deschamps, Michael, 15<sup>th</sup> edition, Pearson Prentice Hall. ISBN 9780137504244 – MyLab Accounting with Pearson eText 12 month access code ©2022
- Access code to **My Accounting Lab.**

### RECOMMENDED MATERIALS:

- Calculator.
- Pencils for class work.
- Notebook.
- Access textbook Internet Address: <http://pearsonmylabandmastering.com/> for many helpful studies tools available for your learning enrichment.



**Special Note:** As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in [Atlas](#), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

### LEARNING OUTCOMES:

The Student should be able to:

- Analyze and record business transactions.
- Post data to ledgers and maintain account balances.
- Prepare end of period adjusting and closing entries.
- Prepare the basic financial statements.
- Control cash and prepare a bank reconciliation.
- Account for payroll and prepare a payroll register.
- Complete accounting tasks using appropriate software.

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## ONLINE COURSE:

This is an online course. A significant amount of learning activities and assignments are required to be completed using computer software and My Accounting Lab. Please bookmark Valencia's home page and My Accounting Lab: <http://valenciacollege.edu> and <http://pearsonmylabandmastering.com/>

## GRADING COMPOSITION:

Your grade will be determined by a **POINT SYSTEM**. The POINTS you earn on THREE exams, quizzes, individual and/or group assignments, class participation, attendance, and any additional project or cases assigned will be totaled. Then, it divided by the total number of points possible in a grading period. The result will be a percentage grade semester. Each exam will cover information given in the discussions, and active learning sessions.

**Final letter grades** are assigned using the following **scale** based on **2,335 possible points**. Your grade will be determined by a **POINT SYSTEM** as follows:

Grading	Points	Scale (based on 2,335 points)	Percentage	Grade
Discussions (2)	20	2,090 – 2,335 points	90% – 100%	A
Exams (3)	600	1,857 – 2,089 points	80% – 89%	B
Quizzes (11)	615	1,623 – 1,856 points	70% – 79%	C
Individual Homework (11)	1,100	1,390 – 1,622 points	60% – 69%	D
		Below 1,389 points	Below 60%	F
Total	<b>*2,335</b>			

This scale includes adjustments made for the subjective nature of grading; rounding will be if .5 or > .5 next number; 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: You will have great extra-credit opportunities during the entire semester. For that reason, I strongly suggest you do not miss out any opportunities to earn points. 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.

## COMMITMENT:

To be successful in accounting, the average student spends about 6-8 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 **before** coming to class
- **Attend** Class and participate
- **Complete** the assigned homework
- **Study** for the tests

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## 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. If you have any questions or concerns on the material covered, please do not hesitate to contact me immediately by email through Canvas or at (407) 582-1483.*
- 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:
  - a. Check the discussion frequently and respond appropriately and on subject.
  - b. Focus on one subject per message and use pertinent subject titles.
  - c. Capitalize words only to highlight a point or for titles—capitalizing otherwise is generally viewed as SHOUTING!
  - d. Be professional and careful with your online interaction.
  - e. Cite all quotes, references, and sources.
  - f. 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.
  - g. It is considered extremely rude to forward someone else's messages without their permission, so always ask first.
  - h. 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're 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!

## COMPETENCIES:

This course will develop interaction with and among the students.

For more information, please refer to <http://valenciacollege.edu/competencies/>

## CLASS POLICIES and PROCEDURES:

1. The student will benefit from learning accounting concepts by applying **Internet-based skills** to this course using **Canvas** and **My Accounting Lab System**.

2. **COURSE SCHEDULE:**

It is crucial to review the CALENDAR available in the COURSE TOOLS Menu 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.

3. **ONLINE LEARNING RESOURCES:**

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You can also access the tutorials; practice multiple choices, PowerPoint presentations and other useful learning tools by clicking on the LEARNING MODULES and on the website provided in the WEB LINK feature available at the COURSE TOOLS menu.

4. Please become familiar with **Valencia's withdrawal policy**. It is your responsibility to withdraw properly from class in a timely manner. Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline, as published in the college calendar, will receive a grade of "W." **A student is not permitted to withdraw after the withdrawal deadline.**

For more information, please refer to

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

### 5. HOMEWORK POLICY:

- a. You must be registered in [My Accounting Lab](#) by following the Login Instructions available at the **START HERE-Course Orientation** module in Canvas.
- b. There are **THREE (3)** attempts allowed for each question in your homework assignments through **My Accounting Lab** 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.
- d. Assignments must be submitted via the **My Accounting Lab system** through Canvas. Each chapter's homework has a due date as posted in the calendar and in "**My Accounting Lab**" system. *If you miss the due date, you will have the chance to still do the homework with a 10% penalty for submitting it late. You will only have a one week to complete the homework before it is not available at all.*

### 6. EXAM POLICY:

- The exams of this course enabled by "**My Accounting Lab**" system will be **timed** (approximately 2 hours except the final exam time is 2 ½ hours) and will **only** allow **ONE-ATTEMPT**. Once you enter the exam, you must complete it because you are **only** allowed to **ONE-ENTRY**.
- All virtual students MUST take the final exam at any Valencia College's Testing Center on the designated testing date. **\*\* Special Note:** *The final exam will be proctoring at any Valencia Testing Center 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. \*\**
- For more details about the Valencia Testing Centers' business hours and locations, please refer to the Valencia website at [www.valenciacollege.edu](http://www.valenciacollege.edu).

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- **“Closed-Book Policy”:** There are no open book exams for this course. There are no exceptions for this policy.
- 7. Read and understand all of Valencia’s policies, especially the Attendance, Academic Dishonesty (10-16) and Student Code of Classroom Conduct policies (10-18).  
<http://catalog.valenciacollege.edu/archive/2014-15/academicpoliciesprocedures/classattendance/>
- 8. 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.
- 9. 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.

### 10. FINAL EXAM POLICY:

Failure to take the final exam will result in an “F” grade or zero on the test.

### CLASS ATTENDANCE:

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

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 absence from a classroom course or the 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.)

**Special Note:** *If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete*

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*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 in order to create a plan for the best course of action.*

## 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 **Friday, April 05, 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: <https://valenciacollege.edu/about/general-counsel/policy/documents/volume4/4-07-academic-progress-course-attendance-and-grades-and-withdrawals.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 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/>

## "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 as assigned before **Monday, February 19, 2024 at 11:59 PM (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/academicpoliciesprocedures/classattendance/>



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## “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)

## 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.

## 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 information, please refer to the following website: <http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.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 & STUDENT RESOURCES:

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**

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**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/baycare-student-assistance-services/>

- **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.
- **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.

Below are **the new online resources and services available for students this summer:**

## **Academic Resources**

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

Below are **the online resources and services available for students this term:**

## **Academic Resources**

### **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



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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:

- 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.

## ONLINE LEARNING 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.

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- **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: [407-582-1222](tel: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.

## 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 throughout the text searching for the answer to this question.** When the answer is discovered, highlight the answer and move on to your next question.

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- c. **After completing the chapter, close the book and trying 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.

## APA1111C-**ONLINE** COLLEGE ACCOUNTING (CRN 23792) SPRING 2024 **TENTATIVE** Homework and Test Schedule

*(Subject to changes)*

Weeks	Assignments and Tests Scheduled
<b>1<sup>st</sup> Week</b> Feb.12-Feb.18, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 1</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.1 Assignment</b> in "<b>My Accounting Lab</b>" - <b>DUE on Friday, Feb.16, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 1 Quiz</b> available in "<b>My Accounting Lab</b>" - <b>DUE on Sunday, Feb.18, 2024 at 11:59 PM</b></li> </ul>
<b>Feb. 19<sup>th</sup> at 11:59 PM</b>	<ul style="list-style-type: none"> <li>• <b>DUE date to post your thoughts in the required discussion "Welcome"</b> (10 points worth)</li> <li>• <b>DUE date to take the Syllabus Quiz for extra-credit</b></li> </ul>
<b>2<sup>nd</sup> Week</b> Feb.19-Feb.25, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 2</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.2 Assignment</b> in "<b>My Accounting Lab</b>" <b>DUE on Friday, Feb.23, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 2 Quiz</b> available in "<b>My Accounting Lab</b>" <b>DUE on Sunday, Feb.25, 2024 at 11:59 PM</b></li> </ul>
<b>3<sup>rd</sup> Week</b> Feb.26-March 03, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 3</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.3 Assignment</b> in "<b>My Accounting Lab</b>" - <b>DUE on Friday, March 01, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 3 Quiz</b> available in "<b>My Accounting Lab</b>" - <b>DUE on Sunday, March 03, 2024 at 11:59 PM</b></li> </ul>
<b>4<sup>th</sup> Week</b> March 04-10, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 4</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.4 Assignment</b> in "<b>My Accounting Lab</b>" <b>DUE on Friday, March 08, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 4 Quiz</b> available in "<b>My Accounting Lab</b>" - <b>DUE on Sunday, March 10, 2024 at 11:59 PM</b></li> </ul>
<b>TEST #1 before</b> <b>Monday, Mar.11, 2024</b>	<ul style="list-style-type: none"> <li>• <b>Study Chapters 1, 2, 3 &amp; 4 for TEST #1</b></li> <li>• <b>Take Practice Review Test #1 in "My Accounting Lab" before Monday, March 11, 2024 at 11:59 PM</b></li> <li>• <b>Take TEST #1 (ch.1-4) in "My Accounting Lab" before Monday, March 11, 2024 at 11:59 PM</b></li> </ul>
<b>5<sup>th</sup> Week</b> March 11-17, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 5</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.5 Assignment</b> in "<b>My Accounting Lab</b>" - <b>DUE on Friday, March 15, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 5 Quiz</b> available in "<b>My Accounting Lab</b>" - <b>DUE on Sunday, March 17, 2024 at 11:59 PM</b></li> </ul>
<b>6<sup>th</sup> Week</b> March 18-24, 2024	<ul style="list-style-type: none"> <li>• Read, practice, review PowerPoint presentation of <b>Chapter 6</b> in Canvas under MODULES and in "<b>My Accounting Lab</b>" system</li> <li>• Complete <b>Ch.6 Assignment</b> in "<b>My Accounting Lab</b>" <b>DUE on Friday, March 22, 2024 at 11:59 PM</b></li> <li>• Take <b>Ch. 6 Quiz</b> available in "<b>My Accounting Lab</b>" - <b>DUE on Sunday, March 24, 2024 at 11:59 PM</b></li> </ul>

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<b>7<sup>th</sup> Week</b> <b>Mar.25-Mar. 31, 2024</b>	<ul style="list-style-type: none"> <li>Read, practice, review PowerPoint presentation of <b>Chapter 7</b> in Canvas under MODULES and in <b>"My Accounting Lab"</b> system.</li> <li>Complete <b>Ch.7 Assignment</b> in <b>"My Accounting Lab"</b>- <b>DUE on Friday, March 29, 2024 at 11:59 PM</b></li> <li>Take <b>Ch. 7 Quiz</b> available in <b>"My Accounting Lab"</b>- <b>DUE on Sunday, March 31, 2024 at 11:59 PM</b></li> </ul>
<b>8<sup>th</sup> Week</b> <b>April 01-April 07, 2024</b>	<ul style="list-style-type: none"> <li>Read, practice, review PowerPoint presentation of <b>Chapter 8</b> in Canvas under MODULES and in <b>"My Accounting Lab"</b> system.</li> <li>Complete <b>Ch.8 Assignment</b> in <b>"My Accounting Lab"</b>-<b>DUE on Friday, April 05, 2024 at 11:59 PM.</b></li> <li>Take <b>Ch. 8 Quiz</b> available in <b>"My Accounting Lab"</b> <b>DUE on Sunday April 07, 2024 at 11:59 PM</b></li> </ul>
<b>TEST #2 before</b> <b>Monday, April 08, 2024</b>	<ul style="list-style-type: none"> <li><b>Study Chapters 5, 6, 7 &amp; 8 for Test #2.</b></li> <li>Take <b>Practice Review Test #2</b> in <b>"My Accounting Lab "</b>before <b>Monday, April 08, 2024 at 11:59 PM</b></li> <li>Take <b>TEST #2 (ch.5-8)</b> in <b>"My Accounting Lab"</b> before <b>Monday, April 08, 2024 at 11:59 PM</b></li> </ul>
<b>9<sup>th</sup> Week</b> <b>April 08-April 14, 2024</b>	<ul style="list-style-type: none"> <li>Read, practice, review PowerPoint presentation of <b>Chapters 9 &amp; 10</b> in Canvas under MODULES and in <b>"My Accounting Lab"</b> system.</li> <li>Complete <b>Ch.9 and 10 Assignments</b> in <b>"My Accounting Lab"</b>-<b>DUE on Friday, April 12, 2024 at 11:59 PM</b></li> <li>Take <b>Ch. 9 &amp; 10 Quizzes</b> available in <b>"My Accounting Lab"</b>- <b>DUE on Sunday, April 14, 2024 at 11:59 PM</b></li> </ul>
<b>April 01 at 11:59 PM</b>	<b>DUE date to post your thoughts in Canvas under the discussion Forum <i>"Writing a Letter to Successors"</i> (10 points worth-This is a required discussion)</b>
<b>10<sup>th</sup> Week</b> <b>April 15-April 22, 2024</b> <b>Final Exam Week</b>	<ul style="list-style-type: none"> <li>Read, practice, review PowerPoint presentation of <b>Chapters 11 &amp; 12</b> in Canvas under MODULES and in <b>"My Accounting Lab"</b> system.</li> <li>Complete <b>Ch.11 &amp; 12 Assignment</b> in <b>"My Accounting Lab"</b> <b>DUE on Friday, April 19, 2024 at 11:59 PM</b></li> <li>Take <b>Ch.11&amp;12 Quiz</b> available in <b>"My Accounting Lab"</b> <b>DUE on Sunday, April 21, 2024 at 11:59 PM</b></li> <li>Study for the final exam.</li> <li>Take the <b>final exam Review Practice Quiz &amp; the final exam</b> in <b>"My Accounting Lab"</b> System through Canvas before <b>Tuesday, April 23, 2024.</b></li> </ul> <p><b>Depending on the Coronavirus crisis status</b>, you could take the final exam from the comfort of your home. If the Valencia testing centers are open, then you <b>MUST</b> take the <b>final exam</b> at any Valencia's Testing Center at any time <b>from Tuesday, April 16, 2024 to Tuesday, April 23, 2024 at 8:30 PM</b> during their business hours in order to take the final exam, which includes problem-solving questions similar to the practice tests. If you have any personal or medical problem, please do not hesitate to contact me immediately for special arrangements. For more details about the Valencia Testing Centers' business hours and locations, please refer to the Valencia website at <a href="http://www.valenciacollege.edu">www.valenciacollege.edu</a>. <b>PLEASE, you must find out the business hours of the testing center that you decide to attend and keep in mind any changes in business hours during this spring.</b></p> <p>You are allowed to use a <b>CALCULATOR</b> and any size of <b>ONE-INDEX CARD</b> (maximum possible size 5" X 8") where you can write the formulas and other information in front and back of the card for reference during the exam. There are no exceptions for this policy. You are also allowed using <b>ONE or TWO scratch paper</b> for calculations, but you must give these scratch papers back to the testing center staff to be destroyed. <b>(PLEASE, REMEMBER TO BRING YOUR VALENCIA ID CARD with you to the testing center)</b> The Testing Center Staff must <b>enter</b> the <i>password</i> into the computer assigned to the student in order to access the exam in <b>"My Accounting Lab"</b> through Canvas. The testing center staff is <u>not</u> authorized to tell the password to any student.</p> <p>The final exam of this course enabled by <b>"My Accounting Lab"</b> System through Canvas will be timed (approximately 2 ½ hours for problem-solving questions similar to the practice test) and will only allow <b>ONE-ATTEMPT</b>. Once the</p>

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	<p>student enters the exam, the student must complete it because you are only allowed to ONE-ENTRY. <b><i>**Failure to take the Final Exam will result in an "F" grade (zero) in your final exam. **</i></b></p> <p><b><i>** Special Note:</i></b> <i>The final exam will be proctoring at any Valencia Testing Center if they are open depending on the status of the current health Crisis caused by Coronavirus at that moment. If not, you will take your final exam at your home. However, any changes will be informed to you online by email through Canvas. **</i></p>
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