**VALENCIA COLLEGE – WEST CAMPUS**

# ACG 2021 – Principles of Financial Accounting

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| **Semester** | Fall 2017 |
| **CRN / Section** | 13778 / W16 |
| **Meeting Days/Time** | West Campus: Tuesdays 5:30PM – 8:15PM |
| **Instructor** | Professor Sunshine Jingozian |
| **Instructor Phone** | (321) 236-1133 |
| **Instructor E-mail** | sjingozian@valenciacollege.edu |
| **Instructor Office Hours** | By Appointment |

**CATALOG DESCRIPTION:**

“PRINCIPLES OF FINANCIAL ACCOUNTING: Accounting concepts, principles, procedures and underlying theories applicable to nature of accounting, financial statements, accounting cycle, current assets, plant and equipment, long-term investments, intangible assets, payroll, current liabilities, long-term debt, and owner's equity including accounting for sole proprietorships, partnerships, and corporations.”

**CREDIT HOURS:** 3

**PRE-REQUISITES:**

* Minimum grade of C in MAC1105 or APA1111C

**REQUIRED MATERIALS:**

* **Textbook: *Fundamental Financial Accounting Concepts: 9th Edition***, Thomas P. Edmonds, Frances M. McNair, & Philip R. Olds, McGraw-Hill/Irwin.

**RECOMMENDED MATERIALS:**

* **Calculator**.
* **Pencils** for class work.
* **Notebook.**
* **Access textbook Internet Address**: www.connect.mcgraw-hill.com for many helpful studies tools available for your learning enrichment.

**WEB ENHANCED:**

This is a web-enhanced course. A significant amount of learning activities and assignments are required to be completed using computer software and Connect Accounting.

Please bookmark Valencia’s home page, blackboard and Connect Accounting: <http://valenciacollege.edu>.

**EVALUATION:**

Your grade will be determined by a POINT SYSTEM as follows (total maximum points):

* Individual Homework - 1100 points (100 points each, 11)
* Exams - 900 points (300 points each, 3)
* Quizzes - 550 points (50 points each, 11)
* Class Attendance & Participation - 280 points (20 points per class, 16)

Your total points will be divided by the total maximum points (2830 points).

**Final letter grades** are assigned using the following **scale** based on total possible points:

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| **Points** | **Percentage** | **Grade** |
| 2533 – 2830 | 90% – 100% | A |
| 2250 - 2532 | 80% – 89% | B |
| 1967 – 2249 | 70% – 79% | C |
| 1684 - 1966 | 60% – 69% | D |
| Below 1684 | Below 60% | F |

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. ***I strongly suggest you do not miss out any opportunities to earn points. Every point counts!***

**COMPETENCIES:**

This course will develop interaction with and among the students. **This course reinforces the CLAST competencies and Valencia Student competencies (Please refer to the last page for more information).**

**COMMITMENT:**

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

**CLASS POLICIES and PROCEDURES**:

1. This course combines face-to-face meetings on campus and online learning tools. The student will benefit from learning accounting concepts by applying ***Internet-based skills*** to this course using ***Connect Accounting.***
2. Read and understand all of Valencia’s policies (http://valenciacollege.edu/generalcounsel/policies.cfm), especially the Academic Standards of Satisfactory Progress, Course Attendance and Grades, Withdrawals, Academic Dishonesty and Student Code of Conduct policies.
3. Students are ***not*** allowed to work independently on the computers during class. Students will work on the computers ***only*** when your professor has instructed to do so.
4. **Class attendance and participation are mandatory.** Students are expected to arrive on time and remain for the entire class period. Class begins at a scheduled time and is over when the instructor dismisses class. ***Leaving early without prior permission will result in a class absence.*** Attendance is crucial if you want to succeed in this course. The different topics build upon each other. Missing one topic could negatively affect your understanding of a later topic. Students are expected to maintain attendance in accordance with the established college policy. **Class attendance records** **will be kept to indicate your attendance and class participation for each class session**. **For each class absence, 20 points will be deducted from the 280 points of Class attendance and participation. You are responsible for signing the attendance record for each class and stay for the entire class period.**
5. In case of an **absence**, it is the **student’s responsibility** to communicate with the professor and find out what was covered in class and complete all work due.
6. If the student is ***absent*** for a ***scheduled exam,*** a ***zero (0)*** will be received for that exam. **Justifying circumstances must be verified and substantiated in writing** in order to take a make-up of the exam. The student has to take the make-up of the exam **no later than 2 days** after the missed exam.
7. **Excessive absences (more than 3) before the withdrawal deadline (as published in the college calendar)** willresult in **withdrawal** from the course by the professor. Continual tardiness will be viewed as absences and treated as such.
8. Please become familiar with ***Valencia’s withdrawal policy***. It is your responsibility to properly withdraw 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. The withdrawal deadline is 11/10/17.
9. Students who stay in the class after the withdrawal deadline are responsible to complete all work required for the course; e.g., homework, quizzes, tests, etc. If the student chooses to stop coming to the class after the withdrawal deadline, the student 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. In this case, the final grade for the course will be determined by taking into consideration the grades obtained in all the work done on time and the zeros given to the work which was not turned in on time.
10. 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.”
11. Each chapter’s homework has a due date as posted in the calendar and in Connect Accounting. **If you miss the due date, you will have the chance to still do the homework with a 2% penalty per day for submitting it late. You will only have 2 weeks to complete the homework before it is not available at all.**
12. There will be **no** eating or drinking in the classroom.
13. Cell Phone Usage: Cell phones will not be used during class hours, please refrain from speaking or texting on your cell phone. Should you need to use your phone or text in case of an emergency, please excuse yourself from class, as to not disturb your fellow students.
14. Extra Credit will be available throughout the semester at my discretion.
15. Unlimited attempts will be allowed for each question in your homework assignments through Connect Accounting.

NO-SHOW PROCEDURE:

Any student who does not attend class prior to the start of the no-show period for each part of 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 term.

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.

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. Use the computer Internet connection only when the professor instructed to do so. Do not “surf the net” on your own. Violations will be subject to disciplinary action by the professor.

**ACADEMIC HONESTY POLICY:**

All work submitted by students should be the result of their own efforts. 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. Academic penalties for an act of academic dishonesty may include, without limitation, at professor discretion, one or more of the following: loss of credit (zero grade) for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct and in this case disciplinary penalties for academic dishonest may include, without limitation, warning, probation, suspension and/or expulsion from the College.

ACCOMMODATIONS:

“Students with disabilities who qualify for academic accommodations must provide a letter 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 (OSD) determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, Ext.1523).”

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.

**CLAST COMPETENCIES:**

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, 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, team 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