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# **West Campus**

**ACG 2021C – Principles of Financial Accounting**

**Summer 2023**

**Course Syllabus**

**(Subject to Change)**

# Instructor: Steven A. Muller, CPA, M.B.A. Room 7-116

Office Phone: Please leave messages at 407 – 299-5000, ext. 1534 or 1526

# E-mail Address: **Please email me using the Inbox link in Canvas.**

**Catalog Description:**

**Principles of Financial Accounting:**

This course presents accounting concepts, principles, procedures and underlying theories applicable to the nature of accounting; financial statements; the accounting cycle; current assets; plant & equipment; long-term investments; intangible assets; payroll; current liabilities; long-term debt; owner’s equity; and sole proprietorships, partnerships, and corporations. Special Fee: $30.

**Prerequisites**: **Minimum grade of C in** [**MAC 1105**](https://catalog.valenciacollege.edu/search/?P=MAC%201105) **or** [**APA 1111C**](https://catalog.valenciacollege.edu/search/?P=APA%201111C) **or** [**MTB 1103**](https://catalog.valenciacollege.edu/search/?P=MTB%201103)**.**

**Credit Hours**: 3

**Required Materials:**

For this course, you will need to purchase access to the Mcgraw-Hill **CONNECT** utility. This is an online utility where you can access both the full, interactive E-Text for the course AND your required assignments.

The full name of the E-Text (included within CONNECT) is: **Fundamental Financial Accounting Concepts**, by Edmonds, McNair, Milam and Olds, 11th edition.

Course materials can be ordered either through the Online Bookstore or through McGraw-Hill Connect. For information on ordering course materials at the Online Bookstore, [view this short video](https://youtu.be/QsMEzuIHavk).

The Online campus bookstore offers two options for this course:

**ONE SEMESTER OPTION:** If you only have to take Principles of Financial Accounting (ACG 2021C) and are NOT planning on returning for Principles of Managerial Accounting (ACG 2071C) here at the Valencia West campus, choose this option in the bookstore. It will include **one** access code card that you can use to sign up and access the Connect program. **ISBN: 9781266052811**

**TWO SEMESTER OPTION:** If you are thinking or planning on coming back for Managerial Accounting (ACG 2071C) next semester here on the West campus, you can **SAVE MONEY!** Just opt for the Two Semester code bundle for this class in the bookstore. This package will include **two** access code cards that will give you access for both this course and Managerial Accounting **FOR A DISCOUNTED COST!!!!! ISBN 9781266053177**

**Here some important notes to keep in mind when choosing this option:**

* **You MUST take both this course Principles of Financial Accounting (ACG 2021C) and Managerial Accounting (ACG 2071C) in consecutive semesters. If you drop, fail, don’t complete the course or change your mind, the CONNECT access may not extend beyond two consecutive semesters. The bookstore will not be offering refunds for such cases.**
* **You MUST take both courses here on the West campus (on ground, online or hybrid – mixed mode) to take advantage of this discount. This discounted bundle does NOT extend to other Valencia campuses.**

**FREE USE OF CONNECT**: If you are waiting for funds to come in or need time to decide between the two options, you can sign up for a free trial version of the CONNECT utility which will last a couple of weeks. Just be sure to convert this free trial version at the end of the trial period or your work to date may be lost**.** When you convert the free trial version, make sure you **use the same username** (email address) you started with.

Also, to effectively use the CONNECT online utility, you must have areliable internet access connection. If you do not have a reliable connection, you should plan to use the computer labs on campus designed for student use.

**Printed Text Option:** **If you desire** (not required) to also have a printed edition of the text, the bookstore may not be selling any printed editions of the text. Instead, you can order this directly from Mcgraw-Hill **after** you have access to the CONNECT utility. There is a link within the **CONNECT** utility in the menu on your main course page to order a printed loose-leaf edition if you so desire at a very nominal price.

**Other necessary materials include an internet connection, pencils, notebook and calculator.**

**Contact:**

I will be online responding to emails and discussion posts in Canvas from 10:00 AM through noon on Monday, Wednesday, Thursday, and Friday.

On Tuesday, I can be reached from 2:00 – 4:00 PM.

**WARNING: To avoid being dropped as a “No Show” students must complete the following by Monday of week 2.**

**1. Complete the assignment How the SmartBook can help you earn an “A”.
A free two-week grace period is provided to Connect. Waiting for finances is not a valid excuse for not completing this assignment.**

**This course reinforces the following Valencia Student 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**



**Withdrawal Policy:**

Please note if you do not drop courses by the published drop/refund deadline, even if you have an outstanding balance or do not attend class, you will remain responsible for paying for these courses. The **drop/refund deadline is May 15, 2023**.

A student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar (the **withdrawal deadline is June 30, 2023**). Please refer to Valencia’s [Withdrawal Policy](https://valenciacollege.edu/students/business-office/policies.php) (6Hx28: 4-07). A student is not permitted to withdraw from a class after the withdrawal deadline. The professor is permitted to withdraw a student from the class for violation of the professor’s attendance policy with written notification to the student prior to the beginning of the final exam period as published in the faculty member’s syllabus.

A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. 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". The grades of “WP” and “WF” are eliminated.

Final course grades of "A", "B", "C", "D", or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination may receive a final course grade earned, unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor’s course syllabus.

**CLASS POLICIES:**

1. **Attendance**:

If you do not submit an assignment, or engage in an online discussion for a week, a withdrawal notice is sent out. If your work or discussion is missing in a second week, you are withdrawn from the class. Attendance is recorded each time you complete and submit an assignment in Connect or post in a discussion forum in Canvas (e.g. “Befuddling Questions”).

* 1. *Obviously, this policy is modified for holiday weeks, such as Thanksgiving or Spring Break.*
	2. Also, if your submission of work is delayed due to illness or other reasonable cause, please email me within Canvas (inbox) and let me know before the due date(s) of the assignment(s).

**NOTE:**

* Logging into class without active participation does **not** constitute weekly attendance.
* Participation in assignments and course activities count towards attendance.
* The online course environment weeks run from Monday at 12:00am EST to Sunday at 11:59pm EST.
* Assignments done in a week other than the one when the assignment is due will not count towards attendance for the previous or a future week.

Students are strongly encouraged to log in more in order to understand the subject fully and to be successful in class.

2. A student is responsible for all scheduled assignments and tests. Make-ups for scheduled tests must be requested before the test date and are subject to approval of the instructor.

1. Students who plagiarize or cheat, in anyway, on an exam risk dismissal from the class and expulsion from the college.

4. Students must have an active Atlas account. Students must check their Atlas and Canvas e-mails regularly as to not miss any important messages from the professor.

1. Missed messages via Atlas, Canvas or any other medium may affect your grade and are the responsibility of the student.
2. Anything that is deemed disturbing to the students or instructor will not be allowed in our online environment. If a disturbance occurs, the violator will have 50 points deducted from their final course grade for each occurrence. Continual disturbances will be grounds for removal from the course. Please follow Valencia’s [**Student Code of Conduct**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) while in class or online in our course and on campus.

**Quizzes & Homework:**

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

1. Read the material **before** completing the homework,
2. Complete homework assignments and participate in discussions,
3. Complete the assigned quizzes.

All the Quizzes and Homework assignments are open starting at the first day of the course. Feel free to work ahead of the course calendar.

**Exams:**

There will be 4 exams before the final exam (5 exams in total). Online classes may take their exams at home. If your final exam grade is higher than the previous exams, then the lowest grade exam will be increased to match your final exam grade. A missed exam will count as a dropped exam. Because of this policy, **there are no makeup exams in this class**.

**Extra Credit:**

If you have a question that stumps you in your homework or quizzes, you may post your question in the **Discussion Topic, Befuddling questions**. The first student to answer your question accurately and completely will **earn extra credit points** for that assignment.



**Accommodations:**

“**Students with disabilities** who qualify for academic accommodations must provide a letter from the [Office for Students with Disabilities](https://valenciacollege.edu/students/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 students’ needs.

**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 Zero or ‘F’ on the assignment that contains the copied or plagiarized information for all people involved. A second offense may result in an ‘F’ in the course.

**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. (Attendance is defined in an earlier section of this document).

Any student who does not submit the SmartBook assignment (see page 2 of this document) by Monday of the 2nd week, **will be withdrawn** as a No Show. Your enrollment will count as an attempt in the class, and you 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 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.

**Learning Support**

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 assistance](https://valenciacollege.edu/students/library/services/research-help-information.php) can be accessed online.  For more information on how to access tutoring please visit the tutoring services at: [Valencia online tutoring](https://valenciacollege.edu/students/learning-support/east/online-tutoring.php).

**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 **Online Tutoring & Support**, not as a replacement.  Brainfuse is accessible through Canvas.

**Student Technology in the Classroom:**

**Intellectual Freedom and Viewpoint Diversity**

As your professor, I’m committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

**Mobile Communication Devices**

I understand there are many good reasons to have laptops, mobile phones, and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class.

Recognizing that it may be necessary on occasion to communicate with others during class, please do not text, email, surf, talk, or anything else while class is in session. Feel free to leave the classroom for a moment to take care of any necessary communications.

**Disclaimer:**

***THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THE SYLLABUS, SCHEDULE, PROCEDURES, AND ASSIGNMENTS. CHANGES WILL BE ANNOUNCED IN CANVAS.***

Assignment Checklists below.
Students are strongly encouraged to print the assignment list on the next few pages and use it to follow due dates thereby not missing assignments.





**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 your 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. What is 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.
	1. *Turn each subtopic into a question by using the words*: who, what, where, when, why and how.
	2. *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.
	3. *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.
	4. *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.