

# Valencia College

## APA 1111- Basic Accounting

### Instructor: Scott Paxton, CPA

Email: Use Messages link within the Blackboard course site

Office: 7-147 Office Hours posted on door

Phone: (407) 582-5817

## Course Description:

Instruction and practice in fundamentals of financial record keeping and reporting. Accounting tasks will be performed by hand and using appropriate software. Topics include completing the accounting cycle, controls over cash, and accounting for payroll. This is a HYBRID course. As a result, a significant portion of your classwork will be completed online using the Pearson My Accounting Lab utility (see below for details).

Credits: 3

## Communication:

To contact me outside of class, you **MUST** click on the Messages link within the Blackboard course site. This way, I can verify that you are enrolled in the class. I will not respond directly to emails sent outside of the Blackboard site.

For direct questions that you may have when working with the practice problems or homework, you may also click on the "Ask my instructor" link located within the My Accounting Lab online utility (see below). This link will provide a direct link to the problem along with your question which makes it much more efficient for me to respond.

As your instructor for this class, I will make every effort to respond to any messages within 24-48 hours of posting Monday through Friday. Any messages sent late in the day on Friday may not be answered until the next business day (Monday). I do not plan on checking the course message area during the weekends, college holidays or when the main campus is closed. Please refer to the course calendar for more information.

## Required Materials:

**1) *College Accounting: A Practical Approach***, by Jeffrey Slater, 13th edition. Pearson Prentice Hall

If you decide to purchase the text outside of the bookstore: ISBN-10: 0-13-386630-0 | ISBN-13: 978-0-13-386630-8. You must acquire the correct edition for this class. No other editions will be allowed.

**2) *Pearson My Accounting Lab (MAL)***- is an online utility that you will use to complete your assignments and exams. You can purchase an access card along with the textbook at the bookstore. You can also purchase access online to this utility at:

**FREE TRIAL:** You can also sign up for a free trial version of the MAL utility which will last for a few weeks while you are getting your other materials for this course. Just be sure to convert this free trial version at the end of the trial period or your work to date may be lost. Also, in order to effectively use the MAL online utility, you must have a reliable 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.

Other necessary materials include pencils, notebook and calculator.

## General Education Abilities and Course Outcomes:

Major Learning Outcomes with Evidence, Core Competencies and Indicators

<b>The student will be able to analyze and record business transactions.</b>	
<b>Corresponding Evidence of Learning</b>	
<ul style="list-style-type: none"> <li>• Student will be able to Demonstrate knowledge of debit and credit rules (normal account balances).</li> <li>• Student will be able to Prepare journal entries with brief explanations.</li> <li>• Student will be able to Utilize special purpose journals, as needed.</li> </ul>	
<b>Core Competency: Think</b>	
<b>Indicators</b>	<b>Assessments</b>
<ul style="list-style-type: none"> <li>• employ the facts, formulas, procedures of the discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Journal</li> <li>• Locally developed exam/objective</li> <li>• Locally developed multiple choice exam</li> <li>• Performance or Demonstration</li> </ul>
<b>The student will be able to post data to ledgers and maintain account balances.</b>	
<b>Corresponding Evidence of Learning</b>	
<ul style="list-style-type: none"> <li>• Student will be able to Set up and use T-Accounts or four column ledgers.</li> <li>• Student will be able to Determine the correct account balance periodically.</li> <li>• Student will be able to Identify account balances that may not be normal (find errors).</li> </ul>	
<b>Core Competency: Act</b>	

Indicators	Assessments
<ul style="list-style-type: none"> <li>• apply disciplinary knowledge, skills, and values to educational and career goals</li> </ul>	<ul style="list-style-type: none"> <li>• Locally developed exam/objective</li> <li>• Locally developed multiple choice exam</li> <li>• Performance or Demonstration</li> <li>• Project</li> </ul>
<p><b>The student will be able to prepare end of period adjusting and closing entries.</b></p>	
<p><b>Corresponding Evidence of Learning</b></p>	
<ul style="list-style-type: none"> <li>• Student will be able to Apply the accrual concept to revenues and expense recognition.</li> <li>• Student will be able to Prepare and post adjusting entries in good form.</li> <li>• Student will be able to Prepare and post closing entries in good form.</li> <li>• Student will be able to Prepare an after adjusting and after closing trial balance.</li> <li>• Student will be able to Determine which accounts are temporary in nature.</li> </ul>	
<p><b>Core Competency: Think</b></p>	
Indicators	Assessments
<ul style="list-style-type: none"> <li>• employ the facts, formulas, procedures of the discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Journal</li> <li>• Locally developed exam/essay</li> <li>• Locally developed exam/objective</li> <li>• Locally developed multiple choice exam</li> <li>• Performance or Demonstration</li> </ul>
<p><b>The student will be able to prepare the basic financial statements in good form.</b></p>	
<p><b>Corresponding Evidence of Learning</b></p>	
<ul style="list-style-type: none"> <li>• Student will be able to Prepare a multiple step income statement in good form.</li> <li>• Student will be able to Prepare a statement of changes to owner's equity statement in good form.</li> <li>• Student will be able to Prepare a classified balance sheet in good form.</li> <li>• Student will be able to Demonstrate knowledge of how financial statements articulate to each other.</li> </ul>	
<p><b>Core Competency: Communicate</b></p>	

Indicators	Assessments
<ul style="list-style-type: none"> <li>• employ methods of communication appropriate to your audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom assessment technique</li> <li>• Performance or Demonstration</li> <li>• Project</li> </ul>
<p><b>The student will be able to control cash and prepare a bank reconciliation.</b></p>	
<p><b>Corresponding Evidence of Learning</b></p>	
<ul style="list-style-type: none"> <li>• Student will be able to Demonstrate knowledge basic internal controls over information.</li> <li>• Student will be able to Prepare a bank reconciliation.</li> <li>• Student will be able to Prepare adjustments to reconcile cash to the correct end of period balance.</li> </ul>	
<p><b>Core Competency: Act</b></p>	
Indicators	Assessments
<ul style="list-style-type: none"> <li>• apply disciplinary knowledge, skills, and values to educational and career goals</li> </ul>	<ul style="list-style-type: none"> <li>• Locally developed exam/objective</li> <li>• Performance or Demonstration</li> </ul>
<p><b>The student will be able to account for payroll and prepare a payroll register.</b></p>	
<p><b>Corresponding Evidence of Learning</b></p>	
<ul style="list-style-type: none"> <li>• Student will be able to Compute gross earnings for a period.</li> <li>• Student will be able to Compute net earnings for a period.</li> <li>• Student will be able to Prepare a payroll register.</li> <li>• Student will be able to Prepare all payroll related journal entries and post to the appropriate ledgers.</li> </ul>	
<p><b>Core Competency: Think</b></p>	
Indicators	Assessments
<ul style="list-style-type: none"> <li>• employ the facts, formulas, procedures of the discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Locally developed exam/objective</li> <li>• Locally developed multiple choice exam</li> <li>• Performance or Demonstration</li> </ul>
<p><b>The student will be able to complete accounting tasks using appropriate software.</b></p>	
<p><b>Corresponding Evidence of Learning</b></p>	

- Student will be able to Ste-up a new company or download data files.
- Student will be able to Update the chart of accounts.
- Student will be able to Modify accounting information system default information (e.g. credit terms).
- Student will be able to Complete each step in the accounting cycle using software.

**Core Competency: Think**

Indicators	Assessments
<ul style="list-style-type: none"> <li>• employ the facts, formulas, procedures of the discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Performance or Demonstration</li> </ul>

**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

## Assessment:

MAL- Dynamic Study Modules (12 ch x 20 pts)	240	24%
MAL- Homework (12 ch x 20 pts)	240	24%
MAL- Quizzes/Other Activities	220	22%
Final Exam (Covering Chapters 1-12)	300	30%
TOTAL	1,000 pts	100%

Letter grades will be awarded on the following scale (Note: There will be no rounding of points or percentages):

A	900 – 1,000 points	90% to 100%
B	800 – 899 points	80% to 89%
C	700 – 799 points	70% to 79%
D	600 – 699 points	60% to 69%
F	0 – 599 Points	0% to 59%

## How to be successful in this class:

To maximize your chance of success in this course, I strongly suggest that you follow these procedures as the course progresses.

**1)** Carefully read each assigned chapter as it is scheduled and before it is discussed in class.

**2)** For each chapter, you will be required to complete and submit certain assigned activities using the My Accounting Lab (MAL) online utility. Due dates for these required activities will be assigned by the class instructor as the class progresses and displayed in the MAL utility. Any due dates assigned by the instructor in class take priority over any due dates listed in the My Accounting Lab utility.

The Dynamic Study Modules and Homework must be completed using the MAL application tool. The time it takes for you to complete the Dynamic Study Modules is dependent on how well you know the material so it would be wise to read the chapter prior to attempting these modules. For the Chapter Homework, you will have the option to submit multiple attempts (no more than 5) up until the due date to improve your score.

**LATE SUBMISSIONS:** MAL Dynamic Study Modules and Homework submitted past the assigned due date and time will automatically receive a deduction of 20% per day for each day it is late. Any submissions more than 5 days after the deadline will receive a ZERO grade. No exceptions.

Technical problems with the utility or your internet connection will not be an acceptable excuse for late submissions of an assignment (Don't wait to the last minute to submit assignments or quizzes!)

**IMPORTANT:** After submitting each assignment in MAL, it is **YOUR responsibility to check that a score has been recorded for you on that assignment by the due date and time assigned.** You can do so by reviewing the Reports area of the Connect utility. Any scores not recorded due to technical issues, will ultimately result in a zero grade for that assignment. Please contact the Pearson support team if you are experiencing these problems.

### **IN-CLASS**

Unless noted otherwise, any Chapter Quizzes will be administered in class and only 1 attempt is allowed. There will be a set time limit for these quizzes and you may not use any notes, text or any other resources.

**While I understand and can sympathize that life events can sometimes interfere with class, there will be NO makeups allowed for these in-class quizzes as they are designed as an in-class exercise that requires attendance on the day the quiz is administered.**

**This includes any planned (i.e. doctor appointments, vacations, work schedule conflicts etc) or any unplanned absences (i.e. medical sickness or conditions, family emergencies, car problems or minor accidents etc.)** If you happen to miss a quiz, there will be numerous Extra Credit opportunities throughout the class to make up some or all of the points you missed.

There will also be a comprehensive Final Exam in this class. This exam will be administered at the testing center and must be taken individually. There will be a set time limit for this exam and the dates for the exam will be scheduled as the class progresses. The exam must be completed within this time frame due to the tight time frame to submit final grades.

**3)** Consider completing several of the exercises and problems located under the Study Plan link for each chapter (in MAL). This additional practice is critical to understanding the course material. These practice problems are not counted towards your grade and do not count as Extra Credit.

**4)** Stay on schedule. This class can be a difficult class if you fall behind.

GET HELP when needed! Remember, I am here to assist you in understanding the assigned material.

## Tentative Schedule:

Week One	Intro and Chapter 1
Week Two	Chapter 1 & 2
Week Three	Chapter 2
Week Four	Chapter 3
Week Five	Chapter 3&4
Week Six	Chapter 4&5
Week Seven	Chapter 6
Week Eight	Ch 6&7
Week Nine	Chapter 7
Week Ten	Chapter 8
Week Eleven	Chapter 8&9
Week Twelve	Chapter 9
Week Thirteen	Chapter 10
Week Fourteen	Chapter 10&11
Week Fifteen	Chapter 12
Week Sixteen	Final Exam (Covers Ch 1-12)

IMPORTANT: The above schedule is tentative.

## Policies:

### Academic Honesty Policy:

While I encourage you to work together and to form study groups, all assigned problems and quizzes must be completely your own work. All forms of academic dishonesty are prohibited at Valencia Community 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 will result in zero on the assignment. A second incident will result in failing the course and expulsion from the college.

### Attendance and Punctuality:

Attendance is extremely important. If you plan to drop the class for any reason, it is YOUR responsibility to execute the drop request. Failure to do so may result in a failing grade placed on your permanent record. See withdrawal policy below.

**An attendance sign in sheet will be passed around during the first 5 minutes of class. If you arrive late to class and therefore fail to sign this sheet during this time frame, you will be marked absent for that class**

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**session even if you decide to stay and complete that day's class. If you compile three or more classes during the semester, you may be withdrawn from the course at the instructor's discretion and this withdrawal may also impact your financial aid eligibility. You may be excused for an absence in the case of military duty, jury duty and certain religious holidays. However, you MUST give the instructor advance notice and documentation. In addition, you will still be responsible for any activities and deadlines during your absence.**

### Withdrawal Policy:

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 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 exam. 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 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."

Please note that withdrawing may affect your financial aid, so please contact a financial aid advisor before deciding to withdraw.

Video and Audio Recording Policy: Students must receive written consent from the instructor before any video or audio recording may occur.

Students with Special Needs: 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 at the start of classes. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

## **Other Items:**

- **Classroom Disruptions:** All electronic devices (including cell phones, laptops, tablets, iPods etc) must be silenced and stored during class time. In addition, any material not pertaining to this class (i.e materials for other classes) should be stored away. Please come to class prepared and attentive. I expect that your time in class will be spent interacting and learning the material. No food or drinks are allowed in the classroom.

- Only standard calculators will be allowed during exams. The calculator feature on your cell phone may not be used during an exam or quiz. Also, hats (i.e. baseball caps etc) or other clothing that obscure your eyes may not be worn during exams or quizzes.
- Exams and quizzes may consist of a variety of Multiple Choice, True/False, Short Answer and Problems. Possible material to be included on each exam and quiz may include material from the Textbooks and/or any discussions covered in the class lecture.
- Remember, due dates for assigned problems will be scheduled and listed in the MAL utility. You must complete each assignment within this time frame and submit all parts by the deadline date and time. Please keep in mind that the due dates and times for these assignments are electronic and therefore very specific (i.e. 11:59pm EST means 11:59pm EST). You should plan to complete and submit any assignments before the due date and time in order to receive a grade. If you experience technical issues with the MAL utility while completing an assignment, quiz or exam, first try to contact the Pearson support line, second let me know of your situation right away. Once again, please remember that technical issues with the utility are not valid excuses for missing a deadline for any online activities.
- Extra credit may be awarded as scheduled (Exercises, Problems etc.) and assigned by the instructor. These opportunities will be limited and only offered on a class basis (no individual extra credit will be offered).

The instructor reserves the right to modify this syllabus for any reason.

## **Important Links:**

College Catalog: <http://valenciacollege.edu/catalog/>

Policy Manual: <http://valenciacollege.edu/generalcounsel/>

Student Handbook: <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

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