FALL 2019 Principles of Financial Accounting
Course Policies and Syllabus

Course Number:  ACG2021 Section 121F
Instructor:  John Allen Fortner CPA, CGMA
Title:  Professor
Office:  Daytona Campus Building 200 Room 415
Office Hrs:  See Posting in Class Shell under News
Phone:  386-506-3990 Fax 386-506-4492
Email:  See my name under Classlist inside our course in Falcon Online

COURSE DESCRIPTION: ACG2021 is a study of accounting concepts for service and merchandising businesses, matching concept, adjusting process, financial statements, accounting systems, internal controls, special journals, receivables, inventories, payroll, plant assets, current liabilities, bonds payable and investment in stocks and bonds, and corporate organization, equity rights and earnings. (FA, SP, SU) (3 Credit Hours)

Minimum Technical Requirements: Students are required to have Internet Access (with components of an online course). Daytona State College has computers on all campuses with high-speed Internet access and Microsoft Office 2013 programs (Word, Excel, Access, and PowerPoint).
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the Dropbox
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs

STUDENT LEARNING OUTCOMES (SLOS): Upon completion of Principles of Financial Accounting, a student should be able to:
1. Apply generally accepted accounting principles by recording transaction, adjusting, closing, and reversing entries for service and merchandising businesses.
2. Analyze accounting data to calculate asset, liability, and equity values for sole proprietorships and corporations.
3. Identify sound measures of internal control
4. Construct financial statements and other reports for sole proprietorships and corporations.
5. Integrate financial accounting concepts through case analysis and/or projects.

LEARNING METHODOLOGY:

Revised 08/15/2019
The instructor will guide the students in an active online learning environment and each student is expected to follow this guidance to influence other classmates in a positive manner. Individually and through teamwork, students will utilize all six levels of learning:

- **Knowledge** – Recall and memorization
- **Comprehension** - ability to paraphrase and interpret information in one’s own words
- **Application** – Use knowledge in a new situation
- **Analysis** – break down knowledge into parts and show interrelationship
- **Synthesis** – Bring together parts of knowledge together to form a whole
- **Evaluation** – Make judgements based on given criteria

**Class Format:** This is a 50/50 hybrid online course. Financial Accounting is a combination of accounting theory and application of that theory. In this class, it is VERY IMPORTANT to read the chapters and work through the following sequence of assignments in order to gain the maximum benefit from your learning experience; **Master Interactive Presentations; Complete LearnSmart; Solve assigned Homework Exercises and Problems; Complete Chapter Quizzes and Complete a Project.** Prior to taking this course you should have experience working with computer software, Internet, and basic keyboarding skills.

Taking a course with distance learning components is somewhat different from your typical classroom experience. This course is designed to provide you with various tools by which to meet the course objectives. You will participate in different forms of interaction with your instructor and fellow students with the convenience of working in your own surroundings much of the time. All assignments, discussions, and quizzes are designed to meet the Student Learning Outcomes of this course. Online discussions are a very important part of this course. Our online classroom component is provided and serviced by Falcon Online [http://daytonastate.edu/falcononline](http://daytonastate.edu/falcononline)

**Required Textbook:**

**OPTIONS:**

1. **Purchase Financial Accounting Fundamentals by Wild, 6th ed. (bundle) ISBN 9781260538946 with Connect (access code) from Daytona State Bookstore.**
   OR
2. **Purchase registration code from McGraw-Hill Connect you first enter Connect (e-text included) ISBN 9781260535907**
   OR
3. **Start free trial for 14 days of free access.**

****NOTE: McGraw-Hill Connect offers a 14 day trial period access which will be accessed from within your ACG2021 course in Falcon Online. *****

**Equipment and Supplies:** Students must have a computer and reliable, high-speed internet for this course.

**Important Links:** Students will access Connect course resources including eBook reading, Interactive Presentation, LearnSmart, Chapter Preparation, Chapter Assessment and Graded Quizzes and other Study Tools.
Classroom Policies

Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there.

How to proceed through the course: Students should plan to have three (3) hours of class time (even in online classes through Interactive Presentations and readings). A 3 hour course has 45 hours of class time in addition to homework/preparing time. Students should expect to spend a total of 6-8 hours per week to master requirements for this course.
ACG 2021 is organized in McGraw-Hill Connect according to Chapter and Due Date. Students should:
1. Read the text and participate in live classroom activities;
2. Complete Interactive Presentation;
3. Complete LearnSmart;
4. Complete Homework;
and 5. Complete quiz assignments.

Handling of assignments: This course uses Falcon Online for discussion posts. Many assignments will be completed in Connect. You are expected to attend and participate in each live classroom activity. Students are expected to participate in discussions and respond to comments posted by the instructor in Falcon Online as well as in the live classroom setting. Assignments will not be accepted via email. See the “Assessment and Assignment Sheet” beginning on page 6 of the syllabus for a detailed schedule of due dates.
To access Falcon Online: http://daytonastate.edu/falcononline.

Communication: With an online course, there are several communication tools available.

- Stuck on an assignment, need clarification on a deadline, lost in the syllabus? Post these types of Questions to the Discussion Board as others may be having the same issues. Within the Discussion Forums, the instructor as well as fellow students will answer questions. Questions will also be addressed in live classroom activities.
- Question that is personal in nature? The best mode of communication for issues that are personal in nature is email, phone call, office visits, or before or after class meetings. The email address to use for contacting your instructor is the one attached to our online class. Select Classlist within Falcon Online, scroll down to select your instructor’s name, and then scroll back up to select the Email option. It is best to also CC yourself to retain copies of correspondence. Then you will know that the email was successfully sent. My office phone number is located at the beginning of the syllabus. Note my office hours. If you are calling at the end of the week, your message may not be received until the following Monday. (Hence, there may be a longer response time).

Open office hours are available (and some by appointment, if accommodations are needed) to students each week. My office hours can be found under Content in Falcon Online. Daytona State also offers tutors and assistance via the Academic Support Center.

Student Participation Policy: Students are required to check in a minimum of five (5) days a week to stay current on Course News, Discussions and in Connect graded assignments. General discussions are for posting
questions about course and assignments, syllabus, and the self-introduction. Students are expected to participate/interact weekly by attending each live class.

**Assignments:**

**Connect Assignments:**

- **Interactive Presentations assignment:** Students must score **100%** on Interactive Presentation assignments before preceding to LearnSmart assignments. While there are no penalties for late submission of Interactive Presentations and LearnSmart assignments, there are **due date** consequences on HOMEWORK and QUIZ assignments.

- **LearnSmart Assignments:** Students must score **60%** on LearnSmart assignments before preceding to HOMEWORK and QUIZ assignments. Students CANNOT access HOMEWORK and QUIZ assignments before successfully completing Interactive Presentations and LearnSmart assignments. While there are no penalties for late submission of Interactive Presentations and LearnSmart assignments, there are **due date** consequences on HOMEWORK and QUIZ assignments.

- **Chapter Homework:** Due dates of Connect Chapter Homework assignments are noted in the “Assessment and Assignment Sheet”. While students are allowed unlimited attempts before the due date, a student loses **10% of the total available score** for that assignment for each subsequent attempt. See page 6 of the syllabus for specifics for each chapter.

- **Graded Quizzes** - will close on dates listed in the Assessment and Assignment Sheet. A student is allowed two attempts to take quizzes. Make-up Quizzes are **NOT** available.

- **Final Project-Part 1** - Grading policies for the Final Project-Part 1 mirror the polices for Chapter Homework above.

- **Participation** - Attendance and participation in class activities are the basis for participation points.

**College Network Acceptable Use Policy:** The purpose of this policy is to outline the acceptable use of the network and resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. Please make yourself very aware of this policy by clicking these two links:

- Terms of Use
- Falcon Online User Expectations

**Classroom Etiquette:** Within the online class, and the live classroom students should be courteous and respectful in their postings and actions. The discussion forums supplement classroom discussions, but the environment remains the same. Be professional in your writings using spellcheck and not texting lingo. Postings should not be derogatory in nature towards students, assignments, or class. Postings that do not meet the classroom etiquette standards will be removed from the discussion board. See **Online Protocols** on page 12 of the syllabus for greater discussion of online course etiquette

**Course Evaluation/Assessment Methods:**

<table>
<thead>
<tr>
<th></th>
<th>Possible Pts</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect Interactive Presentation (12 assignments x 11 pts each) (SLO 1)</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Connect LearnSmart (12 assignments x 7 pts each) (SLOs 1, 2, and 4)</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>Connect Homework assignments (12@ 34 pts each) (SLOs 1, 2, and 4)</td>
<td>408</td>
<td></td>
</tr>
<tr>
<td>Connect Graded Chapter Quizzes (12 x 20 pts each) (SLOs 1 and 3)</td>
<td>240</td>
<td></td>
</tr>
</tbody>
</table>
To calculate your grade for a category, take the earned points and divide by the Total Points.

**Students must receive a grade of “C” or better in all courses to meet BAS degree completion requirements.**

**CONNECT INTERACTIVE PRESENTATION (132 points):**

*Interactive Presentations are available in each chapter* in Connect. Interactive presentations explain key chapter concepts and applications in a dynamic, interactive format. There are unlimited attempts available for these assignments. Students MUST score 100% on interactive presentations before preceding to LearnSmart and other assignments.

- Students are required to score 100% on interactive presentations before accessing LearnSmart or other assignments.
- Students have unlimited access to interactive presentations without penalty. However, consequences related to due dates for homework and quiz assignments dictate immediate completion of interactive presentations in the week of the assigned chapter.
- Due dates for all assignments are located in the “Assessment and Assignment Sheet”.

**LEARNSMART ASSIGNMENTS (84 points):**

*Each chapter contains a LearnSmart assignment* in Connect. A LearnSmart module is required for each chapter assigned. LearnSmart assignments cannot be attempted until 100% has been scored on Interactive Presentations for the chapter.

- Students are required to score 60% on LearnSmart assignments before accessing Homework or Quiz assignments.
- Students have unlimited access to LearnSmart assignments. However, consequences related to due dates for homework and quiz assignments dictate immediate completion of LearnSmart modules in the week of the assigned chapter.
- Due dates for all assignments are located in the “Assessment and Assignment Sheet”.

**CHAPTER HOMEWORK ASSIGNMENTS (worth 408 points):**

There will be homework assignments in each chapter of Connect. Homework assignments focus on applying accounting concepts. Many of the homework assignments are similar to the End of the Chapter Exercises in the textbook.
• Students are allowed unlimited attempts for each homework assignment before the due date. Each attempt starts over with new numbers. A student loses 10% of the total available score for that assignment for each subsequent attempt.
• Hints and Resources will be turned on for students for each chapter homework assignments.
• Homework assignments are not timed.
• Due dates for Homework assignments are located in the “Assessment and Assignment Sheet”.

GRADED CHAPTER QUIZZES (worth 240 Points):
Graded Quizzes for each chapter are based on the material and concepts from their applicable chapter.
• Each Graded Quiz will have 20 multiple-choice questions.
• You will be allowed 90 minutes to complete each quiz.
• Graded Quizzes are located in Connect.
• Students are allowed 2 attempts on each quiz.
• Graded Quizzes close on specific dates. See “Assessment and Assignment Sheet”.

Participation (worth 70 points):
Participation activities are in class activities evidenced by your submission of in-class assignments.

Final Project (worth 66 points):
The final project (Part 1) will be completed in Connect. Final project (Part 2) will be submitted under Assignments in D2L. The points for this project combined with the points earned on all other assignments will determine your final grade according to the grading matrix on page 4 of this syllabus. Please note: YOU MUST COMPLETE THIS ASSIGNMENT (FINAL PROJECT) WITH A MINIMUM OF 70% (46 POINTS) IN ORDER TO RECEIVE A PASSING GRADE FOR THE COURSE!

INCOMPLETE POLICY
An incomplete grade will NOT be given UNLESS the following criteria are met:
• A request in writing is submitted to the instructor prior to last three weeks of class,
• All assignments, term paper, and quizzes were completed at that point in time,
• The student has a grade C or higher at that point in time.

ASSESSMENT AND ASSIGNMENT SHEET

<table>
<thead>
<tr>
<th>Due Date of Assessments and Assignments</th>
<th>Activities Located in Falcon On-Line</th>
<th>Assignments and Assessments Located in Connect</th>
<th>Completions/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22 Week 1</td>
<td>Post your introduction under Discussion Post confirming you have completed instructions to access Connect. By August 22</td>
<td>Register and Sign-in to Connect View thee student orientation videos. Attend class orientation.</td>
<td>X</td>
</tr>
<tr>
<td>Date</td>
<td>Classroom Activity</td>
<td>1. Read Chapter 1</td>
<td>2. Complete Interactive Presentation Chapter 1</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
</tbody>
</table>
| Aug. 23-Aug. 28  
Week 2                             | Classroom activity                                                                 | 3. Chapter 1 LearnSmart               | Classoom Activity                           |
| Aug. 29                                             | Classroom activity                                                                 | 1. Chapter 1 Homework                  |                                             |
| Aug. 30-Sep. 4  
Week 3                                | Classroom activity                                                                 | 2. Chapter 1 Quiz                      | 4. Complete Interactive Presentation Chapter 2 |
| Sep. 5                                               | Classroom activity                                                                 | Read Chapter 2                         | 5. Chapter 2 LearnSmart                     |
| Sep. 6-11  
Week 4                                  | Classroom activity                                                                 | 1. Homework Chapter 2                  |                                             |
| Sep. 12                                             | Classroom activity                                                                 | 2. Take Chapter 2 Quiz                 |                                             |
| Sep 13-18  
Week 5                                | Classroom activity                                                                 | 3. Read Chapter 3                      | 4. Complete Interactive Presentation Chapter 3 |
| Sep. 19                                             | Classroom activity                                                                 | 4. Chapter 4 LearnSmart                |                                             |
| Sep. 20-25  
Week 6                                  | Classroom activity                                                                 | 6. Begin work on Final Project – Part 1 Due Oct. 10 |
| Sep. 26                                             | Classroom activity                                                                 | 1. Homework Chapter 4                  |                                             |
| Sep. 27-Oct. 2  
Week 7                                | Classroom activity                                                                 | 2. Take Chapter 4 Quiz                 |                                             |
| Oct. 3                                               | Classroom activity                                                                 | 3. Read Chapter 5                      | 4. Complete Interactive Presentation Chapter 5 |
| Oct. 4-10  
Week 8                                  | Classroom activity                                                                 | 5. Chapter 5 LearnSmart                |                                             |
<p>| Project Part 1 DUE Oct. 10                      | 1. Homework Chapter 6                                                             | 2. Take Chapter 6 Quiz                 |                                             |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 11-16</td>
<td>Week 9</td>
<td>NO CLASS ACTIVITY</td>
</tr>
</tbody>
</table>
| Oct. 17      | Classroom activity | 1. Read Chapter 7  
|              |           | 2. Complete Interactive Presentation Chapter 7  
|              |           | 3. Chapter 7 LearnSmart  
|              |           | Classroom activity  
|              |           | 4. Chapter 7 Homework  
|              |           | 5. Take Chapter 7 Quiz                                                  |
| Oct. 18-23   | Week 10   | NO CLASS ACTIVITY                                                        |
| Oct. 24      | Classroom activity | 1. Read Chapter 8  
|              |           | 2. Complete Interactive Presentation Chapter 8  
|              |           | 3. Chapter 8 LearnSmart  
|              |           | Classroom activity  
|              |           | 4. Chapter 8 Homework  
|              |           | 5. Take Chapter 8 Quiz                                                  |
| Oct. 25-30   | Week 11   | NO CLASS ACTIVITY                                                        |
| Oct. 31      | Classroom activity | 1. Read Chapter 9  
|              |           | 2. Complete Interactive Presentation Chapter 9  
|              |           | 3. Classroom Chapter 9 LearnSmart  
|              |           | Classroom activity  
|              |           | 4. Chapter 9 Homework  
|              |           | 5. Take Chapter 9 Quiz                                                  |
| Nov. 1-6     | Week 12   | NO CLASS ACTIVITY                                                        |
| Nov. 7       | Classroom activity | 1. Read Chapter 10  
|              |           | 2. Complete Interactive Presentation Chapter 10  
|              |           | 3. Chapter 10 LearnSmart  
|              |           | Classroom activity  
|              |           | 4. Chapter 10 Homework  
|              |           | 5. Take Chapter 10 Quiz                                                 |
| Nov. 8-13    | Weeks 13  | Final Project-Part 2 Due Nov. 27                                         |
| Nov. 14      | Classroom activity | 1. Read Chapter 11  
|              |           | 2. Complete Interactive Presentation Chapter 11  
|              |           | 3. Chapter 11 LearnSmart  
|              |           | Classroom activity  
|              |           | 4. Chapter 11 Homework  
|              |           | 5. Take Chapter 11 Quiz                                                 |
| Nov. 15-20   | Week 14   | NO CLASS ACTIVITY                                                        |
| Nov. 21      | Classroom activity | 1. Read Chapter 13  
|              |           | 2. Complete Interactive Presentation Chapter 13  
|              |           | 3. Chapter 13 LearnSmart  
|              |           | Classroom activity                                                      |
| Nov. 22-27   | Final Project due Nov. 27 | Final Project Due Nov. 27                                              |
| Dec. 1-8  
| Week 15  
| Assignments will not be accepted Dec. 8 | **Final Project will not be accepted after Nov. 27** |
| 1. Chapter 13 Homework  
| 2. Take Chapter 13 Quiz | No class activity  
| No Class Activity  
| Assignments will not be accepted after Dec. 8 |

**Class Withdrawal Process:** The last day to withdraw from this course is **October 30**. Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should continue below.

For Instructions on Withdrawing from a class, visit Drop a Class—Fall 2019. Guideline for what constitutes Dropping versus Withdrawing can be reviewed at How to Register (Drop/Add/Withdraw) for Classes Online

### Student Rights & Responsibilities

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”

#### Academic Integrity

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

#### Forms of Academic Dishonesty

**Cheating** - Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

**Plagiarism** - Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.
**Self-plagiarism** - Recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does ‘repurposing’ assignments deny students the opportunity to learn, but also it is not fair according to the college’s standards. Because of this, self-plagiarizing is coined ‘double-dipping,’ which leads to devaluation of grades and therefore, a devaluation of the College. Daytona State College prohibits self-plagiarism.

**Online Academic Integrity Violations** - These violations include, but are not limited to the following: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else’s work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased form a website.

**Fabrication** - Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

**Other Academic Misconduct:** Other Academic Misconduct might include, but is not limited to:
- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor’s or proctor’s permission.
- Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
- Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
- Soliciting someone to impersonate you online or in a classroom setting.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

**Honor Pledge:** I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view Honor Code.

**Academic Support Services**

**Students with Disabilities:** The Counseling & Accessibility Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the Counseling & Accessibility Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the Counseling & Accessibility Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/cas.

**Veterans:** If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/
The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to [http://www.daytonastate.edu/asc/](http://www.daytonastate.edu/asc/) or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc).

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. [http://library.daytonastate.edu/index](http://library.daytonastate.edu/index).

**Technical Support** is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@Daytonastate.edu.

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit [https://www.getrave.com/login/daytonastate](https://www.getrave.com/login/daytonastate).

**Student Self-Service Help:** Go to [http://daytonastate.edu/help](http://daytonastate.edu/help) to find help with registering, student accounts, financial aid, pulling your degree plan, etc.

**College Network Acceptable Use Policy:** The purpose of this policy is to outline the acceptable use of the network and resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. Please make yourself very aware of this policy by clicking these two links:
- [Terms of Use](http://library.daytonastate.edu/index)
- [Falcon Online User Expectations](http://library.daytonastate.edu/index)

**HOW TO SUCCEED IN THIS COURSE**

**Time Management** - Set a schedule for reading, studying, participating in the discussion forum, and completing assignments. Allow sufficient time for the projects. Stick to your schedule. Stay on task.

**Work Through the Course Content** – Your textbook is integrated into LearnSmart Study Plan along with an Interactive Presentation with each chapter to help you master the chapters concepts. The Interactive Presentation and LearnSmart assignment must be completed prior to doing the homework and taking the quiz.

**Get Involved in Your Class** - Form a study group, ask questions in our discussion forum, and help other students.

**Go online OFTEN** – Make it a habit to check our classroom often. Read news, read all new posts and keep informed about what’s going on. Use the UNGRADED Discussion topics to ask questions about course content or assignments.
Seek Assistance when Needed — Daytona State’s Academic Support offers help. Your instructor is also available for help during class time and office hours. Excel is installed on all the computers in the ASC and Library, and we also have tutors to help you with assignments. See our online classroom for more info.

ONLINE PROTOCOLS
Protocols are the correct procedures for doing things. We need them for this class so that everyone knows what is expected of them, and so that everyone plays by the same rules.

Virtual Classroom Expectations
The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined in the Daytona State College Student Handbook. Keep up with the reading. Make sure you keep up with your online discussions and utilize our online classroom’s tools.

2. Work with others. You are encouraged to form study groups (online and/or in person), and participate in the Graded Discussion Forum.

3. Network Acceptable Use Policy: Be certain to familiarize yourself with the College’s policies governing the usage of your online account. You must view this document located at http://online.daytonastate.edu/docs/acceptable_use.pdf

News, e-mail from your instructor, and discussion forums
When you sign into the classroom, check the class news on the front page. Important announcements will appear there. Also, check your e-mail for messages from your instructor.

1. Check the News, read all discussion posts and check your e-mail every time you sign in. You should sign in at least five days a week.

2. Be patient. Do not expect an immediate response when you send a message. Generally, two days is considered a reasonable amount of time to receive a reply.

3. Always put ACG2021 and Sec 121F in the subject line and your FULL NAME in the body of the message.

4. Be courteous and considerate. Being honest and expressing your position thoroughly is very important, but being considerate of others online is just as important as in the classroom.

5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.

6. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read. Check spelling, grammar, and punctuation (you may want to compose in word processing software then cut and paste the message into the discussion or e-mail).

7. Break up large blocks of text into paragraphs and use a blank line between paragraphs.

8. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate chapter/topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Learning by teaching is a powerful tool.

9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your e-mail. Never send or keep anything that you would not mind seeing on the evening news.

10. Please keep all postings professional. Correct grammar and spelling are an important part of the business environment. Review your comments before you post them. Write as though you were sending the correspondence to an officer of your company.
ONLINE COURSE MAP
Please take a few minutes to read about the many features within Falcon Online, our online classroom. Using all these features will help you succeed in the course! Access to each feature is easy within Falcon Online, just click the link.

**CONTENT** – This is where you’ll find our Syllabus, Instructor Office Hours, Log in link for Connect, Supplemental Reading Assignments, Chapter PowerPoints, and Chapter Study Guides for the course.

**DISCUSSIONS** – The discussion forum supplements our classroom discussion and interaction. Go here to ask me questions about the course content or assignments, or talk with other students. This is where the weekly class participation/discussion postings will be completed.

**CLASSLIST** – This is where you’ll find the students enrolled in the course. You will also see the instructor listed. To email someone, check the box next to the person’s name and then scroll up to select “Email” at the top of the list. The email associated with our online course is FalconMail. You will need to check your FalconMail several times a week as that is where I will be sending emails.

**ATTENDANCE** – Is based on your successful participation in face to face class meetings.
**GRADES** – Check your progress in the course. Only you can see your grades.
**MAIL** – Select Mail and FalconMail to access the email for this course.