

**BUSINESS TECHNOLOGY DIVISION
OZARKA COLLEGE**

**FACULTY GUIDELINES
2007-2008**

**KATHRYN LANGSTON
DIVISION CHAIR**

FACULTY SHARED RESPONSIBILITIES

<p>Baltz, Steven</p>	<p>1. Set up and update all courses in My Ozarka for complete documentation of learning outcomes/objectives, learning activities, evaluation and assessment.</p> <p>Update the course summary sheet for every course and send to Division Chair. The Course Summary Sheet must document measurable learning objectives, activities to achieve objectives, how objectives will be assessed and evaluated, and notes of changes made to enhance student learning.</p> <p>Using the Course summary sheet:</p> <ul style="list-style-type: none"> Update the syllabus for each course in My Ozarka. Update the assignments section of My Ozarka indicating all learning activities. Update the Exams section of My Ozarka Update the Discussions for Web Classes. Label Archived Lectures appropriately. Update Content Module in My Ozarka, using the Business Technology Course Guidelines. Enter the correct textbook and materials ISBN in My Ozarka Textbooks for each course. <p>2. Promote and Recruit for Business Technology Program</p> <ul style="list-style-type: none"> • Distribute brochures. • Prepare and maintain Business Technology Display at Mountain View. <p>3. Administer Business Technology Program Assessment in assigned courses. This assessment will be comprehensive final measuring all learning objectives. This assessment must be consistent for all courses. Results will be sent to Division Chair and will include Names of students taking the evaluation and grades.</p> <p>4. Attend AATYC, Attend a BT Conference, Other professional development.</p> <p>5. Update Textbooks—contact textbook publishers and enter correct and update ISBN numbers entered in My Ozarka for each course.</p> <p>6. Assist with Business Technology Review Information including course assessments and evaluations.</p> <p>7. Send goals for each year to Division Chair to include in Ozarka Planning Document.</p> <p>8. Inspect Mountain View Computer Lab a week prior to every semester to be sure all software is loaded and working.</p> <p>9. Business Advisory Committee</p> <ul style="list-style-type: none"> • Direct recruiting of new members & update Prospect List with correct Address, e-mail address and telephone number. • Set up time and room for meeting. • Arrange dinner or refreshments. • Contact (letter and e-mail) active members for meeting and prepare list of RSVP's • Take minutes of meeting and send minutes of meeting to Division Chair and attendees. • Post minutes of meeting in Public Folders BT Division. <p>10. Send Division Chair lists of final grades for each course each semester.</p>

<p>Hollaway, Brad</p>	<ol style="list-style-type: none"> 1. Set up and update all courses in My Ozarka for complete documentation of learning outcomes/objectives, learning activities, evaluation and assessment. <ul style="list-style-type: none"> Update the course summary sheet for every course and send to Division Chair. The Course Summary Sheet must document measurable learning objectives, activities to achieve objectives, how objectives will be assessed and evaluated, and notes of changes made to enhance student learning. <p>Using the Course summary sheet:</p> <ul style="list-style-type: none"> Update the syllabus for each course in My Ozarka. Update the assignments section of My Ozarka indicating all learning activities. Update the Exams section of My Ozarka Update the Discussions for Web Classes. Label Archived Lectures appropriately. Update Content Module in My Ozarka, using the Business Technology Course Guidelines. Enter the correct textbook and materials ISBN in My Ozarka Textbooks for each course. 2. Promote and Recruit for Business Technology Program <ul style="list-style-type: none"> • Distribute brochures. • Prepare and maintain Business Technology Display at Ash Flat. 3. Administer Business Technology Program Assessment in assigned courses. This assessment will be comprehensive final measuring all learning objectives. This assessment must be consistent for all courses. Results will be sent to Division Chair and will include Names of students taking the evaluation and grades. 4. Attend AATYC, Attend a BT Conference 5. Update Textbooks—contact textbook publishers and enter correct and update ISBN numbers entered in My Ozarka for each course. 6. Assist with Business Technology Review Information including course assessments and evaluations. 7. Send goals for each year to Division Chair to include in Ozarka Planning Document. 8. Inspect Ash Flat Computer Lab a week prior to every semester to be sure all software is loaded and working. 9. PBL <ul style="list-style-type: none"> • Manage meetings • Recruiting • Fund Raisers • Blood Drives • Competition Trip • FBLA competition • Convention Trip • Coordinate High School Competition Day. 10. Send Division Chair lists of final grades for each course each semester.
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NEW	<p>1. Set up and update all courses in My Ozarka for complete documentation of learning outcomes/objectives, learning activities, evaluation and assessment.</p> <p>Update the course summary sheet for every course and send to Division Chair. The Course Summary Sheet must document measurable learning objectives, activities to achieve objectives, how objectives will be assessed and evaluated, and notes of changes made to enhance student learning.</p> <p>Using the Course summary sheet:</p> <ul style="list-style-type: none"> Update the syllabus for each course in My Ozarka. Update the assignments section of My Ozarka indicating all learning activities. Update the Exams section of My Ozarka Update the Discussions for Web Classes. Label Archived Lectures appropriately. Update Content Module in My Ozarka, using the Business Technology Course Guidelines. Enter the correct textbook and materials ISBN in My Ozarka Textbooks for each course. <p>2. Promote and Recruit for Business Technology Program</p> <ul style="list-style-type: none"> • Distribute brochures. • Prepare and maintain Business Technology Display in Miller Building in Melbourne. <p>3. Administer Business Technology Program Assessment in assigned courses. This assessment will be comprehensive final measuring all learning objectives. This assessment must be consistent for all courses. Results will be sent to Division Chair and will include Names of students taking the evaluation and grades.</p> <p>4. Attend AATYC, Attend a BT Conference</p> <p>5. Update Textbooks—contact textbook publishers and enter correct and update ISBN numbers entered in My Ozarka for each course.</p> <p>6. Assist with Business Technology Review Information including course assessments and evaluations.</p> <p>7. Send goals for each year to Division Chair to include in Ozarka Planning Document.</p> <p>8. Coordinate annual alumni survey. Gather responses and prepare report.</p> <p>9. Coordinate annual employer survey for BT alumni. Gather responses and prepare report.</p> <p>10. Send Division Chair lists of final grades for each course each semester.</p>
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Tyler, Kena	<p>1. Set up and update all courses in My Ozarka for complete documentation of learning outcomes/objectives, learning activities, evaluation and assessment.</p> <p>Update the course summary sheet for every course and send to Division Chair. The Course Summary Sheet must document measurable learning objectives, activities to achieve objectives, how objectives will be assessed and evaluated, and notes of changes made to enhance student learning.</p> <p>Using the Course summary sheet:</p> <ul style="list-style-type: none"> Update the syllabus for each course in My Ozarka. Update the assignments section of My Ozarka indicating all learning activities. Update the Exams section of My Ozarka Update the Discussions for Web Classes. Label Archived Lectures appropriately. Update Content Module in My Ozarka, using the Business Technology Course Guidelines. Enter the correct textbook and materials ISBN in My Ozarka Textbooks for each course. <p>2. Promote and Recruit for Business Technology Program</p> <ul style="list-style-type: none"> • Distribute brochures. • Prepare and maintain Business Technology Display at Mountain View. <p>3. Administer Business Technology Program Assessment in assigned courses. This assessment will be comprehensive final measuring all learning objectives. This assessment must be consistent for all courses. Results will be sent to Division Chair and will include Names of students taking the evaluation and grades.</p> <p>4. Attend AATYC, Attend a BT Conference</p> <p>5. Update Textbooks—contact textbook publishers and enter correct and update ISBN numbers entered in My Ozarka for each course.</p> <p>6. Assist with Business Technology Review Information including course assessments and evaluations.</p> <p>7. Send goals for each year to Division Chair to include in Ozarka Planning Document.</p> <p>8. Order Office Supplies and paper for Business Technology Department.</p> <p>9. Coordinate semester surveys of all BT students for BT Program Review.</p> <p>10. Send Division Chair lists of final grades for each course each semester.</p>
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<p>Langston, Kathryn</p>	<p>1. Set up and update all courses in My Ozarka for complete documentation of learning outcomes/objectives, learning activities, evaluation and assessment.</p> <p>Update the course summary sheet for every course and send to Division Chair. The Course Summary Sheet must document measurable learning objectives, activities to achieve objectives, how objectives will be assessed and evaluated, and notes of changes made to enhance student learning.</p> <p>Using the Course summary sheet:</p> <ul style="list-style-type: none"> Update the syllabus for each course in My Ozarka. Update the assignments section of My Ozarka indicating all learning activities. Update the Exams section of My Ozarka Update the Discussions for Web Classes. Label Archived Lectures appropriately. Update Content Module in My Ozarka, using the Business Technology Course Guidelines. Enter the correct textbook and materials ISBN in My Ozarka Textbooks for each course. <p>2. Promote and Recruit for Business Technology Program</p> <ul style="list-style-type: none"> • Distribute brochures. • Prepare and maintain Business Technology Display at Mountain View. <p>3. Administer Business Technology Program Assessment in assigned courses. This assessment will be comprehensive final measuring all learning objectives. This assessment must be consistent for all courses. Results will be sent to Division Chair and will include Names of students taking the evaluation and grades.</p> <p>4. Attend AATYC, Attend a BT Conference</p> <p>5. Update Textbooks—contact textbook publishers and enter correct and update ISBN numbers entered in My Ozarka for each course.</p> <p>Division Chair Report of Program Assessment results Final Textbook Orders verified Budget Business Technology Program Review Report Annual Report Semester Schedules Planning Report Curriculum Development Student Advising Course Assessment Faculty Recruitment Adjunct Management Adjunct Materials Direct Faculty Development Encourage Web Classes and innovative technologies Assist in solving Student/Faculty Problems Attend AATYC or BT Conference Recruiting Gather final course grades for Business Technology Program Review Document all BT information in Public Folders.</p>
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BUSINESS TECHNOLOGY DIVISION

GUIDELINES FOR SETTING UP COURSES IN MY OZARKA

Courses must have documented:

Measurable Learning Outcomes

Activities to achieve outcomes

Assessment of outcomes

My Ozarka Documentation

Syllabi

Assignments

Exams

Content Module

Archived Lectures

Discussions

PART 1 Guidelines for course information entered in My Ozarka.

MY OZARKA SYLLABUS:

1. Measurable learning objectives listed in syllabus. Objectives should be numbered and in measurable terms.
2. Clear evaluation methods indicating specific expectations of students and how evaluation will occur.
3. Clear and precise teaching methods. Specific to in-class or on-line.
4. Clear and precise make-up work policy.
5. Clear and precise attendance policy and/or participation policy. Specific to in-class or on-line
6. Syllabi must be typographically and grammatically correct.

MY OZARKA ASSIGNMENTS

1. All assignments and learning activities (both graded and ungraded) should be listed in Assignments section. (If ungraded, be sure to click on the "hide from grade book" option.) Graded assignments and in-class exams are all part of assessing and evaluating the learning objectives and course.
2. The description of each assignment and learning activity should include very specific description of material covered and reference to the specific learning objective being taught with the assignment or activity. Please do not just list Chapter 1, etc.
3. In Class Problem exams and or Production exams should also be listed in the Assignments section. Again, the description of each should be specific on the material covered and the learning objective being evaluated. This is where you may have students open the exam file, complete the exam and submit it back. If this is an in-class problem or production exam, then you will enter the grades after students have completed the exam. These are all part of assessing the learning outcomes and course objectives.
4. Assignment grading and feedback to students should be done in a timely manner. Instructor must grade assignments, in-class exams, and production exams and provide feedback to students within 2 class meetings after the exam or assignment.

MY OZARKA EXAMS

1. Exams may be given online using My Ozarka Exams to help assess the Learning Objectives. Description should include specific material covered and the learning objective being assessed. Exams may also be given in My Ozarka Exams section or the Assignments section of My Ozarka or in the classroom. Exams given in My Ozarka Exams Section may be objective exams--instructor may download the test bank that corresponds with the textbook and create exams if using this option for exams and/or quizzes.

MY OZARKA DISCUSSIONS

1. Discussion board should be used in all web classes. Topics must be provided for students to discuss on each learning objective. Discussion participation should be graded and entered in as a grade in the Assignments section of My Ozarka.

MY OZARKA ARCHIVED LECTURES

1. If the course is taught via interactive video, there may be an archived lecture of each class session. Each archived lecture file should include a complete description of material covered and learning objective covered. Your archived lectures of in-class sessions may be made available to your on-line web class of the same course.

MY OZARKA CONTENT MODULE

1. Include a link to the textbook learning site and encourage students to use it.
2. Include lecture notes--these may be on a CD that comes with your textbook.
3. Include files of handouts and help sheets.
4. Include solutions to problems for students to be able to do practice or homework problems and then check their work using these solutions prior to class.
5. Include Power Point Presentation of topics and show description of topic and learning objective covered.

FEEDBACK

Instructor would record notes about teaching methods used, changes resulting from results of assessment in the classroom, techniques used for assessment and teaching the course, etc.

COURSE EVALUATION

Division Chair will view all courses of all instructors in the division and help instructors to maintain adequate assignments, exams, discussions, and content for courses...especially feedback notes and feedback given to students by timely grading practices.

All aspects used to evaluate student learning and accomplishment of learning objectives (Exams, homework, assignments, quizzes, discussions, participation, etc.) will be used to determine if changes in instructional methods are needed.

COMPREHENSIVE FINAL EXAMS FOR ASSESSMENT OF BUSINESS TECHNOLOGY PROGRAM

BUSINESS TECHNOLOGY COURSE OFFERINGS	Semesters	Instructor	COMPREHEN SIVE FINAL EXAMS	Results received	
				Fall 2007	Spring 2008
ACCT 1123 Accounting I	Both				
ACCT 2133 Accounting II	Spring				
ACCT 2153 Payroll Accounting	Spring				
ACCT 2163 Federal Income Tax Accounting	Fall				
ACCT 2283 Managerial Accounting	Fall				
BUS 1133 Keyboarding Essentials	Both		Timed Writings Only		
BUS 1213 Information Processing	Both		Timed Writings and Production		
BUS 2013 Business Communications	Spring				
BUS 2613 Business Principles	Fall				
BUS 2663 Legal Environment of Business	Spring				
CIS 1303 Computer Information Systems	Both				
CIS 1333 Microcomputer Applications	Both				
CIS 2353 Electronic Spreadsheets	Fall				
CIS 2393 Desktop Publishing	Spring				
ECON 2313 Principles of Economics	Fall				
IST 1213 Introduction to Computer Programming	Spring				
IST 1223 Introduction to Visual Basics	Spring				
IST 1403 Networking I	Spring				
IST 1503 Internet Technologies	Fall				
IST 2713 Computer Ethics & Security	Both				
IST 2803 Introduction to Database Concepts	Fall				
MATH 1103 Math with Business Aps	Both				
MGMT 2403 Records Management	Fall				
MGMT 2553 Small Business Management	Spring				
MGMT 2603 Financial Planning	Fall				
MGMT 2623 Management	Fall				
MGMT 2643 Human Relations	Both				
MKTG 2633 Marketing	Spring				

SAMPLE

ACCT 1003 Introduction to Accounting Classroom Based Course Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Record in equation form the financial effects of business transactions. 2. Define and identify the relationship between asset, liability and owner's equity accounts. 3. Analyze the effects of business transactions on a firm's assets, liabilities, and owner's equity. 4. Analyze business transactions and enter them in asset, liability, owner's equity, revenue and expense T accounts. 5. Develop a chart of accounts. 6. Record transactions in the general journal. 7. Post journal entries to general ledger accounts. 8. Prepare adjustments for unrecorded business transactions. 9. Complete the worksheet. 10. Prepare income statement, statement of owner's equity, and balance sheet. 11. Journalize and post the adjusting entries. 12. Journalize and post closing entries. 13. Prepare a post closing trial balance. 14. Complete a mini-practice set setting up and completing accounting cycle for a service company while applying all learning outcomes. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students may view the "archived lectures" of all class sessions found in My Ozarka Archived Lecture section for the course.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view "narrated" power point presentations of the concept, and to view the "topic tackler" section of the textbook learning site to create discussions among students.</p> <p>Students will complete a mini-practice set applying all learning objectives (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a service company.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Mini-practice set covering all learning outcomes.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

Action words to use in preparing **learning outcomes** at the course level

Actions for Lower division course outcomes—at the course level

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
Cite	Associate	Calculate	Categorize	Design	Grade
Count	Classify	Classify	Classify	Formulate	
Define	Compare	Demonstrate	Compare	Integrate	
Draw	Compute	Determine	Debate	Manage	
Identify	Contrast	Dramatize	Diagram	Organize	
List	Differentiate	Employ	Differentiate		
Name	Discuss	Examine	Distinguish		
Paint	Distinguish	Illustrate	Examine		
Read	Estimate	Interpret	Experiment		
Recite	Explain	Locate			
Record	Express	Operate			
Repeat	Extrapolate	Order			
Select	Interpolate	Practice			
State	Locate	Restructure			
Tabulate	Predict	Translate			
Tell	Report	Write			
Trace	Restate				
	Translate				

Learning objectives and outcomes must be stated using action words that specifically describe what you want the student to be able to do.

Learning activities (teaching methods) should reflect the activities you will use to determine if the student can do the objectives.

Evaluation Procedures should reflect how you will assess the students ability to do the objectives.

Course Syllabus

Section: 90 **ONLINE SECTION**

Instructor: Langston, Kathryn M
Home Phone: 870-368-2083
Office Phone:
College Fax: (870) 368-2091
Email: klangston@ozarka.edu
Office Hours: Hall Building, H103, Melbourne Campus
Monday:
Tuesday:
Wednesday:
Thursday:
Virtual On-line Office: My Ozarka Course Mail and Course Discussion Boards. Please use the E-mail found in Course Mail Section of each course.
Times: Unassigned
ClassRoom: Internet WEB

I. Prerequisites:

None

II. Course Description:

(Equivalent to AIB 1000.) The study of accounting concepts and procedures as they apply to sole proprietorships. Emphasis on the accounting cycle and its implementation. Simulated accounting activities offer decision-making opportunities encountered in the business world. Must have permission of instructor for online course. 3 credits.

III. Rationale:

IMPORTANT NOTICE! Accounting I should be taken in the classroom unless the student has completed Introduction to Accounting with a grade of B or better or has some accounting background. Obtain permission from instructor to take this course online.

Accounting I is the study of accounting concepts and procedures as they apply to sole proprietorships. Emphasis is on the accounting cycle and its implementation. Simulated accounting activities offer decision-making opportunities encountered in the business world.

IV. Outcomes/Learning Objectives:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Prepare basic general journal entries, general ledger posting, worksheets, adjusting entries and closing entries. for a service company.
2. Prepare basic financial statements in proper format.
3. Complete mini-practice set 1 involving setting up and recording entries for a Service Company that uses only the General journal and General Ledger.
4. Prepare transaction entries in special journals including: purchases journal, sales journal, cash receipts journal and cash payments journal to record business transactions for businesses using special journals and subsidiary ledgers.
5. Complete mini-practice set 2 involving setting up and recording entries for a Merchandising Company that uses special journals and ledgers.
6. Prepare accounting entries to record and pay payroll.
7. Prepare a bank reconciliation statement and appropriate entries in the journal for reconciliation items.
8. Prepare and post adjusting entries for a merchandising company.
9. Prepare multi-step income statement and classified balance sheet for a merchandising company.

V. Textbooks/Required Materials:

Textbook	Author	ISBN	Price
College Accounting - Chapters 1-32	John Ellis Price	0073029920	\$0.00
Study Guide & Working Papers Ch 1-32 to accompany College Accounting	John Ellis Price	0073030597 9780073030593	\$48.49

INTERNET ACCESS AT HOME IS REQUIRED.

VI. Methods of Instruction:

DUE DATES FOR ALL ASSIGNMENTS AND EXAMS AND QUIZZES ARE FOUND IN THE ASSIGNMENTS AND EXAMS SECTIONS OF MY OZARKA.

Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor by viewing archived lectures.

Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.

Students will complete exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.

Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view narrated power point presentations of the concept, and to view the topic tackler section of the textbook learning site to create discussions among students.

Students will complete a mini-practice set (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a service company.

Students will complete a mini-practice set (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a merchandising company using special journals.

This is a web-based course. Students must be self-motivated. Students must access the course website and MyOzarka and participate in discussions, quizzes, and exams as assigned and on or before the due dates shown on the assignment schedule.

Students must log in to this course regularly and participate in assignments, discussions and quizzes and exams on or before the due date. Student participation will be monitored. Online courses require as much time as a regular course. My Ozarka allows the instructor to view what times and portions of My Ozarka the student has accessed.

VII. Evaluation Procedures:

Standard for work: Students are expected to reflect a collegiate level attitude, be conscientious in performing assignments, actively participate in class, show respect for the instructor and other students.

All work must be labeled specifically. Include your name, the chapter, the assignment number.

Students receive points for participation in class and doing the quizzes, exams, and discussions on time.

Grades will be determined using the following criteria: Participation, My Ozarka Theory Exams and Problem exams in the assignments section, Practice Sets, Discussions on My Ozarka and a Comprehensive Final Exam.

Quizzes on My Ozarka to demonstrate grasp of accounting concept.

Online problems (found in assignments section of My Ozarka) demonstrating ability to perform learning outcome.

Online problem exams found in assignments section of My Ozarka over each learning outcome.

Mini-practice sets covering all learning outcomes.

Comprehensive Final Exam over all learning outcomes.

VIII. Grading Scale:

90-100 = A Excellent
80-89 = B Above Average
70-79 = C Average
60-69 = D Conditional
Below 60 = F Failing
I = Incomplete
W = Withdrew from Course.

IX. Academic Integrity:

Academic honesty is expected of all students. Dishonesty includes claiming credit for work others completed for you, lying, plagiarism, and copying off other students assignments. Even one incident of violating academic standards of honesty may result in expulsion. Examples of academic integrity violations include: logging on to another students course and doing any type work for another student, cheating, plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes, favors, and threats. Plagiarism is a very serious offense and including copying from other students, purchasing completed assignments, copying from textbooks or other sources, claiming as your work the ideas belonging to someone else, and not giving credit to a source when quoting directly from that source.

X. Make-Up Policy:

You MUST plan ahead and complete assignments, exams and quizzes by the due dates. Computers down, internet down, computer broken are NOT EXCUSES to allow late work. If computer shuts down during an exam online, student should call or e-mail instructor at the time of the failure. Tracking will be checked and if excuse is legitimate, work may be opened--at discretion of instructor. Plan ahead and be ready for all assignments.

If you are working on an exam or quiz and something happens online to shut you out of the quiz or exam, you may notify the instructor, who will at her discretion after investigating the situation, reopen the quiz or exam for you to finish it. Please be aware that we have tracking on My Ozarka that shows exactly when you logged onto exams, etc. If your computer went off or the site went down, we will have documentation as to how long you were at a certain place on My Ozarka.

No late work will be accepted. Special circumstances and excused absences will be considered.

XI. Attendance Policy:

You should expect to spend as much time in this class as you would in an in-class class, plus time to do your homework. Classes on the web make the class more flexible NOT easier! All student activity on My Ozarka is tracked.

If you miss an excessive number of class meetings, quit coming to class at all, or need to drop this class because of a failing grade, it is your responsibility to go through the official procedure to drop this course. The official form is available from the Office of the Registrar. The form must be signed by you, your advisor, and the Registrar, who will forward the form to administration. Failure to complete this procedure will result in you receiving an F for each course affected. There is no charge for dropping a course. You may drop the course up until the last class day.

Students must participate in this course via the web. Assignments are to be submitted, quizzes taken, exams taken, discussion comments entered in the discussion section, and e-mail used for communication. Student time on the site will be monitored. Students who do not log in and participate regularly and turn in assignments on or before the due date may receive a grade of F at the discretion of the instructor.

XI. Special Needs:

Any student with special needs that may require any adaptation or modification of classroom work is responsible for informing the faculty of those needs and possible modifications/adaptations.

Example of syllabus for in-CLASS SECTION

Instructor:

Home Phone:

Office Phone:

College Fax:

Email:

Office Hours: Hall Building, H103, Melbourne Campus
Monday:
Tuesday:
Wednesday:
Thursday:
Virtual On-line Office: My Ozarka Course Mail and Course Discussion Boards. Please use the E-mail found in Course Mail Section of each course.

Times: MON WED FRI 10:00am-10:50am

ClassRoom: Melbourne H113

I. Prerequisites:

None

II. Course Description:

Introduction to basic accounting concepts related to the processing of transactions and preparation of financial statements. Primary emphasis on developing an understanding of fundamental accounting concepts, The accounting cycle, with secondary emphasis on procedural mechanics. In addition, students will develop an awareness of the language and environment of American business, appreciation of accounting methodology, and skills in problem solving. 3 credits.

III. Rationale:

Accounting is a very broad field and includes activities such as recording, summarizing, reporting, and interpreting financial data. In our society to entity can function efficiently without accounting. Financial information is needed to plan and control the use of resources. The survival of a business entity depends on reliable accounting information.

IV. Outcomes/Learning Objectives:

Upon success completion of this course, the student will demonstrate the ability to:

1. Record in equation form the financial effects of business transactions.
2. Define and identify the relationship between asset, liability and owners equity accounts.
3. Analyze the effects of business transactions on a firms assets, liabilities, and owners equity.
4. Analyze business transactions and enter them in asset, liability, owners equity, revenue and expense T accounts.
5. Develop a chart of accounts.
6. Record transactions in the general journal.
7. Post journal entries to general ledger accounts.
8. Prepare adjustments for unrecorded business transactions.
9. Complete the worksheet.
10. Prepare income statement, statement of owners equity, and balance sheet.
11. Journalize and post the adjusting entries.
12. Journalize and post closing entries.
13. Prepare a post closing trial balance.
14. Complete a mini-practice set setting up and completing accounting cycle for a service company while applying all learning outcomes.

V. Textbooks/Required Materials:

Textbook	Author	ISBN	Price
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College Accounting – Chapters 1-32	John Ellis Price	0073029920	\$0.00
Study Guide & Working Papers Ch 1-32 to accompany College Accounting	John Ellis Price	0073030597 9780073030593	\$48.49

Calculator. Mechanical Pencils.

VI. Methods of Instruction:

Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.

Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.

Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.

Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.

Students may view the archived lectures of all class sessions for this class found in My Ozarka Archived Lecture section for the course.

Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view narrated power point presentations of the concept, and to view the topic tackler section of the textbook learning site to create discussions among students.

Students will complete a mini-practice set applying all learning objectives (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a service company

VII. Evaluation Procedures:

Students are expected to reflect a collegiate level attitude, be conscientious in performing assignments, actively participate in class, show respect for the instructor and other students.

Quizzes on My Ozarka to demonstrate grasp of accounting concept.

In-Class quizzes for immediate assessment and feedback.

In-Class graded problems demonstrating ability to perform learning outcome.

In-Class problem exams over each learning outcome.

Mini-practice set covering all learning outcomes.

Comprehensive Final Exam over all learning outcomes.

Participation is determined by student attendance and completion of homework and assignments on time.

VIII. Grading Scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and Below = F

IX. Academic Integrity:

Academic honesty is expected of all students. Dishonesty includes claiming credit for work others completed for you, lying, plagiarism, and copying off other students assignments. Even one incident of violating academic standards of honesty may result in expulsion. Examples of academic integrity violations include: cheating, plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes, favors, and threats. Plagiarism is a very serious offense and includes copying from other students, purchasing completed assignments, copying from textbooks or other sources, claiming as your work the ideas belonging to someone else, and not giving credit to a source when quoting directly from that source.

Every instance of such actions will result in a grade of F for the assignment or entire course, or expulsion from the course, at the discretion of the instructor.

Students are expected to reflect a collegiate, respectful, and prudent attitude at all times. Foul language, disruptive behavior and misuse of college equipment and campus facilities and grounds will not be tolerated and may result in an F for the course and immediate expulsion from the course.

X. Make-Up Policy:

Assignments must be turned in on or before the due date.

Students will not be allowed to slow the progress of the class because of work missed due to absences.

The student is responsible for viewing the archived lecture of the class they missed, learning the work missed due to absences and for going to a tutor as needed for help with lessons missed due to absences.

Quizzes done during class time may not be made up.

If a student misses a Major exam with an excused absence, the makeup exam will be administered the last week of classes. All assignments and exams are listed in My Ozarka with due dates. It is the responsibility of the student to check My Ozarka regularly for revised due dates.

XI. Attendance Policy:

Students are expected to attend all scheduled meetings of class. Only absences with a documented excuse from a Doctor or excused College activities will be considered as an extenuating circumstance. After a student has missed the equivalent of two weeks of class (6 MWF classes or 4 T-TH classes or 3 summer classes, or 2 night classes), the instructor may assign a grade of F for the course. Extenuating circumstances may be considered at the discretion of the instructor.

If you miss an excessive number of class meetings, quit coming to class at all, or need to drop this class because of a failing grade, it is your responsibility to go through the official procedure to drop this course. The official form is available from the Office of the Registrar. The form must be signed by you, your advisor, and the Registrar, who will forward the form to administration. Failure to complete this procedure will result in you receiving an F for each course affected. There is no charge for dropping a course. You may drop the course up until the last class day.

XI. Special Needs:

Any student with special needs that may require any adaptation or modification of classroom work is responsible for informing the faculty of those needs and possible modifications/adaptations.

FALL	Locations	INSTRUCTOR	1.
ACCT 1003 Introduction to Accounting	IV		2.
ACCT 1123 Accounting I	IV, WEB		3.
ACCT 2163 Federal Income Tax Accounting	IV, WEB		4.
ACCT 2283 Managerial Accounting	IV, WEB		5.
MGMT 2603 Financial Planning	WEB/IV		6.
BUS 1133 Keyboarding Essentials	ALL		7.
BUS 1213 Information Processing--Formatting	ALL		8.
BUS 2613 Business Principles	IV/WEB		9.
CIS 0003 Survey of Computers	ALL		10.
CIS 1303 Computer Information Systems	ALL, WEB		11.
CIS 1333 Microcomputer Applications	ALL		12.
CIS 2353 Electronic Spreadsheets	ALL		13.
ECON 2313 Principles of Economics	IV		14.
IST 1213 Introduction to Computer Programming	MEL		15.
IST 1503 Internet Technologies	MEL		16.
IST 2713 Computer Ethics & Security	MEL		17.
IST 2803 Introduction to Database Concepts	MEL		18.
MATH 1103 Math with Business Applications	IV		19.
MGMT 2403 Records Management	ALL		20.
MGMT 2623 Management	IV		21.
MGMT 2643 Human Relations	IV, WEB		22.

SPRING	LOCATIONS	INSTRUCTOR	1.
ACCT 1003 Introduction to Accounting	IV		2.
ACCT 1123 Accounting I	IV, WEB		3.
ACCT 2133 Accounting II	IV, WEB		4.
ACCT 2143 Computerized Accounting	ALL		5.
ACCT 2153 Payroll Accounting	IV		6.
BUS 1133 Keyboarding Essentials	ALL		7.
BUS 1213 Information Processing	ALL		8.
BUS 2013 Business Communications	IV		9.
BUS 2663 Legal Environment of Business	IV		10.
CIS 0003 Survey of Computers	ALL		11.
CIS 1303 Computer Information Systems	MEL/AF		12.
CIS 1333 Microcomputer Applications	ALL		13.
CIS 2393 Desktop Publishing	ALL		14.
IST 1223 Introduction to Visual Basics	MEL		15.
IST 2713 Computer Ethics & Security	MEL		16.
IST 1403 Networking I	MEL		17.
MATH 1103 Math with Business Applications	IV		18.
MGMT 2553 Small Business Management	IV		19.
MKTG 2633 Marketing	IV/WEB		20.
MGMT 2643 Human Relations	IV, WEB		21.

STUDENT NAME	INTENDED GRADUATION DATE	DEGREE OR CP	
REQUIRED CORE COURSES		Required for CP	Completed/ Approved Substitution
MUST COMPLETE ALL FOR AAS DEGREE IN BUSINESS TECHNOLOGY			
ALL	ACCT 1123 Accounting I (ACCT 1003 strongly recommended before ACCT 1123)		
	ACCT 2133 Accounting II or ACCT 2143 Computerized Accounting Spring		
	BUS 1133 Keyboarding I		
	BUS 2013 Business Communications Spring		
	BUS 2613 Business Principles Fall		
	BUS2663 Legal Environment of Business Spring		
	CIS 1303 Computer Information Systems		
	CIS 1333 Microcomputer Applications		
	COMM 1313 or SPCH 1313		
	ECON 2313 Principles of Economics Fall		
	ENGL 1013		
	ENGL 1023 or ENGL 1133		
	IST 2713 Computer Ethics and Security		
	MATH 1103 Math with Business Applications		
MGMT 2643 Human Relations			
Total Required Core Course Hours for AAS-BT= 45			45 Hours
CERTIFICATE OF PROFICIENCY COURSES			
15 hours required for each Certificate (Some of these may be completed in Core.)			
	ACCT 1003 Introduction to Accounting (Strongly suggested in preparation for Accounting 1)	Preparatory	
	ACCT 1123 Accounting I	Acct/Core	Core
	ACCT 2133 Accounting II Spring	Acct/Core	
	ACCT 2153 Payroll Accounting Spring	Acct	
	ACCT 2163 Federal Income Tax Accounting Fall	Acct	
	ACCT 2283 Managerial Accounting Fall	Acct	
	CIS 1333 Microcomputer Applications	Comp/Core	Core
	BUS 1213 Information Processing	Comp	
	CIS 2353 Electronic spreadsheets Fall	Comp	
	CIS 2393 Desktop Publishing Spring	Comp	
	IST 2803 Intro to Database Concepts Fall	Comp	
	IST 2713 Computer Ethics & Security	IST/Core	Core
	IST 1213 Introduction to Computer Programming Fall	IST	
	IST 1223 Introduction to Visual Basic Spring	IST	
	IST 1403 Networking I Spring	IST	
	IST 1503 Internet Technologies Fall	IST	
	MGMT 2643 Human Relations	Mgmt/Core	Core
	MGMT 2603 Financial Planning Fall	Mgmt	
	MGMT 2623 Principles of Management Fall	Mgmt	
	MGMT 2663 Small Business Management Spring	Mgmt	
	MKTG 2633 Principles of Marketing Spring	Mgmt	
ADDITIONAL BUSINESS TECHNOLOGY ELECTIVES			
	MGMT 2403 Records Management Fall		
	ACCT 2143 Computerized Accounting Spring		
15 Additional Hours from Proficiency Requirements and Electives for AAS-BT Degree = 15			15
Total Hours Required for AAS-BT			60
Other Courses Taken			
Total Hours Earned by this student			

THIS STUDENT HAS EARNED:

<input type="checkbox"/> AAS Degree in Business Technology	
Certificate of Proficiency in: <input type="checkbox"/> Accounting <input type="checkbox"/> Computer Applications <input type="checkbox"/> Management <input type="checkbox"/> IST	
Verified by Business Technology Division Chair:	Date:

Business Technology Proficiency Certificate Requirements

<p style="text-align: center;">CERTIFICATE OF PROFICIENCY IN ACCOUNTING</p> <p>**ACCT 1123 Accounting I</p> <p>*ACCT 2133 Accounting II (Spring) *ACCT 2283 Managerial Accounting (Fall) *ACCT 2163 Federal Income Tax Accounting (Fall) *ACCT 2153 Payroll Accounting (Spring)</p> <p>Recommended elective: ***ACCT 2143 Computerized Accounting (Spring)</p>	<p style="text-align: center;">CERTIFICATE OF PROFICIENCY IN BUSINESS COMPUTER APPLICATIONS</p> <p>**CIS 1333 Microcomputer Applications</p> <p>*BUS 1213 Information Processing *CIS 2353 Electronic Spreadsheets (Fall) *CIS 2393 Desktop Publishing (Spring) *IST 2803 Intro to Database Concepts (Fall)</p> <p>Recommended elective: ***MGMT 2403 Records Management (Fall)</p>
<p style="text-align: center;">CERTIFICATE OF PROFICIENCY IN BUSINESS MANAGEMENT</p> <p>**MGMT 2643 Human Relations</p> <p>*MGMT 2623 Principles of Management (Fall) *MGMT 2603 Personal Financial Planning (Fall) *MGMT 2663 Small Business Management (Spring) *MKTG 2633 Principles of Marketing (Spring)</p> <p>Recommended elective: ***MGMT 2403 Records Management (Fall)</p>	<p style="text-align: center;">CERTIFICATE OF PROFICIENCY IN INFORMATION SCIENCE TECHNOLOGY</p> <p>**IST 2713 Computer Ethics and Security (Spring)</p> <p>IST 1213 Introduction to Computer Programming (Fall) IST 1503 Internet Technologies (Fall) IST 1223 Introduction to Visual Basic (Spring) IST 1403 Networking I (Spring)</p> <p>Recommended elective: ***IST 2803 Introduction to Database Management (Fall)</p>

*Certificate of Proficiency Requirement

**Required Course in AAS Business Technology Degree and Certificate of Proficiency Requirement

***Recommended Elective

Student may achieve these certificates separate from an AA or AAS Degree.
Students will receive the Certificate upon completion of the required courses for the Certificate of Proficiency.

**ASSOCIATE OF APPLIED SCIENCE
BUSINESS TECHNOLOGY
DEGREE PLAN**

FALL FIRST YEAR		SPRING FIRST YEAR	
Course	Hours	Course	Hours
ENGL 1013 English Composition I	3	ENGL 1023 English Composition II <i>(Prerequisite: ENGL 1013)</i>	3
MATH 1103 Math with Business Applications	3	CIS 1303 Computer Information Systems	3
ACCT 1123 Accounting I (Strongly recommended that students take ACCT 1003 in preparation for Accounting 1)	3	ACCT 2133 Accounting II or ACCT 2143 Computerized Accounting (Spring) <i>(Prerequisite: ACCT 1123)</i>	3
BUS 1133 Keyboarding Essentials <i>(OR Keyboarding Ability plus an extra elective)</i>	3	CIS 1333 Microcomputer Applications <i>(Prerequisite: BUS 1023 or Keyboarding Ability)</i>	3
MGMT 2643 Human Relations	3	*Certificate of Proficiency Requirement	3
Total	15	Total	15
FALL SECOND YEAR		SPRING SECOND YEAR	
ECON 2313 Principles of Economics (Fall)	3	BUS 2013 Business Communications (Spring) <i>(Prerequisite: ENGL 1013 or ENGL 1003 and BUS 1023 or Keyboarding Ability)</i>	3
BUS 2613 Business Principles (Fall)	3	BUS 2663 Legal Environment of Business (Spring)	3
COMM 1313 Communications	3	IST 2713 Computer Ethics and Security	3
*Certificate of Proficiency Requirement	3	*Certificate of Proficiency Requirement	3
*Certificate of Proficiency Requirement	3	***ACCT, BANK, BUS, CIS, IST, MGMT or MGKT Course Elective	3
Total	15	Total	15
		Total hours for the AAS in Business Technology	
		60	

Certificates of Proficiency in one or more of the following areas may be achieved as part of, or **completely separate from**, or in addition to the AAS Degree in Business Technology. Each option is 15 hours.

CERTIFICATE OF PROFICIENCY IN ACCOUNTING **ACCT 1123 Accounting I *ACCT 2133 Accounting II (Spring) *ACCT 2283 Managerial Accounting (Fall) *ACCT 2163 Federal Income Tax Accounting (Fall) *ACCT 2153 Payroll Accounting (Spring) Recommended elective: ***ACCT 2143 Computerized Accounting (Spring)	CERTIFICATE OF PROFICIENCY IN BUSINESS COMPUTER APPLICATIONS **CIS 1333 Microcomputer Applications *BUS 1213 Information Processing *CIS 2353 Electronic Spreadsheets (Fall) *CIS 2393 Desktop Publishing (Spring) *IST 2803 Intro to Database Management (Fall) Recommended elective: ***MGMT 2403 Records Management (Fall)
CERTIFICATE OF PROFICIENCY IN BUSINESS MANAGEMENT **MGMT 2643 Human Relations *MGMT 2623 Principles of Management (Fall) *MGMT 2603 Financial Planning (Fall) *MGMT 2663 Small Business Management (Spring) *MKTG 2633 Principles of Marketing (Spring) Recommended elective: ***MGMT 2403 Records Management (Fall)	CERTIFICATE OF PROFICIENCY IN INFORMATION SCIENCE TECHNOLOGY **IST 2713 Computer Ethics and Security *IST 1213 Introduction to Computer Programming (Fall) *IST 1503 Internet Technologies (Fall) *IST 1223 Introduction to Visual Basic (Spring) *IST 1403 Networking I (Spring) Recommended elective: ***IST 2803 Introduction to Database Management (Fall)

*Certificate of Proficiency Requirement

**Required Course in AAS Business Technology Degree and Certificate of Proficiency Requirement

***Recommended Elective

IMPORTANT: Students should meet with a Business Technology Instructor/advisor to develop a degree plan and choose an area for proficiency certification.