ACG 2022 – FINANCIAL ACCOUNTING
FALL 2016 Course Outline
(This is an addendum to the syllabus)

1. Once you have logged onto the Blackboard Course Site you will see on the left the heading My Dashboard. Under that heading you will see see the link to the class Syllabus. If you have not already done so, you will need to click on the link and print out the syllabus. Also, if you have not already done so, print the Course Outline. I would print them so that you have a hard copy, instead of relying on their accessibility online.

2. Under the link for the syllabus you will notice the link entitled “Lessons”.

3. Click on the link and read the welcome message.

4. Next, you must take the “Blackboard Proficiency Quiz” and pass with a grade of 80% in order to continue in the class. The quiz must be completed by August 27, 2016. Failure to do so will result in termination from the class. You have an unlimited opportunity to reach the 80% minimum or better. This quiz is part of your grade.

5. After you complete the proficiency quiz click on the link below “General Discussions”. Under that link you will find a link to the discussion board where you will introduce yourself to me and the rest of the class. This is a graded posting.

6. You will also use this format to respond to discussion questions contained in each chapter. Responses such as Yes, No, I agree, etc. are not appropriate responses. Also, please note that no derogatory comments will be tolerated.

7. Chapter homework will be completed using WileyPlus. The Web Link will be listed on My Dashboard under Web Links.

8. There will be five (5) exams and twelve (12) quizzes during the semester. These can be taken at home or on a computer with a reliable internet connection. The
exams/quizzes will be available during a specified time period in Blackboard. Each will be timed so please prepare yourselves for the exam just as you would if you were taking them in a classroom setting. You will have two opportunities to complete each quiz with the highest grade as your grade. NOTE – this applies to the quizzes only and not the exams.

Be aware... There will not be sufficient time for you to complete the exam if you have to consult the textbook! Also, the questions are randomly selected from a battery of questions – so don’t count on a classmate getting the same question you got.

**NOTE: the password for each quiz/exam is tinker1**

An announcement will be posted advising you of the start and ending date of each quiz/exam.
It is therefore important and your responsibility to read all the announcements upon entering the course site. This link will contain all of the class data and requirements for each lesson. It would be a wise thing for you to review the information under each lesson. It contains a power point lecture and a power point with voiceover for each lesson. In addition you will also find other links to quizzes, exams, study material and study aids.

9. Quizzes will be allotted between 40 and 45 minutes and MUST be completed in one sitting. Each quiz will have a firm closing date. Please act accordingly and allow yourselves sufficient time to access and complete the exam. Do not wait until the last minute because you will run the risk of something happening either to your computer or internet connection which will prohibit your completion of the quiz or exam.

If for some reason, such as a power failure or internet problem, you exit the exam you will be able to access the exam – However, the clock is still ticking and there is the possibility you will be timed out of the quiz / exam.

DO NOT OPEN THE QUIZ/EXAM MORE THAN ONCE, OR WITH TWO DIFFERENT BROWSERS. IF YOU DO YOU WILL RECEIVE A ZERO ON THAT QUIZ/EXAM!! THERE ARE NO MAKE-UP EXAMS OR QUIZZES – SO ACT ACCORDINGLY!

After submitting your quiz or exam you will be able to see which questions you got right or wrong, but you will not be able to see the correct answer. After reviewing your notes, the book and other resources, if you cannot figure out why an answer is wrong, e-mail me in Blackboard with the question number AFTER the quiz or exam closes. You do NOT need to reproduce the question.

LASTLY – No part of an exam or quiz may be printed or copied, in whole or in part, to paper, computer, hard drive, or any other storage device. If for any reason I have reason to believe that anyone is guilty of doing so, they will immediately be dismissed from the class.