



TENTATIVE-SUBJECT TO CHANGE
ACCT 1100 FINANCIAL ACCOUNTING I
COURSE SYLLABUS
Online
Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 4/3750

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20067

Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: 8-11:30 am; 1-5 pm T/W/R

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: 8-11:30 am; 1-5 pm M

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT**CengageUnlimited Access Card**

This includes access to ebook *Accounting*, 27th edition, Warren/Reeve/Duchac and access to CengageNow platform, which is required for completing your homework and taking tests. If in doubt about what to purchase, discuss with your instructor before purchasing the code.

Choose ONLY ONE (depending upon your needs):

Cengage Unlimited Printed Access Card 1 Term Access (4 months)	978-0-357-70003-7
Cengage Unlimited Printed Access Card Multi-Term Access (12 months)	978-0-357-70004-4
Cengage Unlimited Printed Access Card 2 Year Access (24 months)	978-0-357-70005-1

REQUIRED SUPPLIES & SOFTWARE

Calculator (no special requirements as long as it will add, subtract, multiply and divide), earbuds, pencil.

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print homework assignments.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. **Mozilla Firefox is the recommended browser. Please do NOT use Internet Explorer.**

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave; Quicktime; Windows Media; Microsoft Office 2007 or higher.

If you do not have computer access, see your instructor for information regarding use of labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship.

MAJOR COURSE COMPETENCIES

Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Online students are responsible for checking e-mails and Blackboard announcements DAILY. It is my only means of communication with you. It only takes a few minutes. Please discipline yourself to check email and Blackboard announcements daily. You cannot succeed in an online class without checking emails and Blackboard announcements frequently.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 62.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

See Technology Access Guide in Blackboard for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.

NO SHOW REQUIREMENTS

In order to acknowledge attendance for the class the student **must** complete ALL of the following for this course within the first three days of class:

1. Send your instructor an email from your STC account stating that you intend to take this course. I need to see that you know how to access your STC email. ALL email correspondence is sent to your STC email during the semester. Do not use your personal email account; always use your STC email. See the Technology Access Guide in Blackboard if you need help accessing your STC email.
2. Complete the Pledge Acknowledgement Quiz in the "Getting Started" link.
3. Complete the Student Introduction in the "Getting Started" link.
4. Subscribe to remind.com for text reminders from the instructor. See Blackboard for instructions to subscribe to remind.com.

5. Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%.
6. Watch the COVID-19 presentation and complete the acknowledgement. This is very important; watch the presentation carefully.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student completes the above no-show requirements during the first three days, the student will be dropped with no penalty **only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

DEADLINES

Students are expected to complete all assignments (homework, tests, quizzes, comprehensive problems, discussion boards, and other assignments) by the dates specified on the attached lesson plan. Early submissions are accepted; late submissions are **not** accepted.

TESTS

Tests are posted for a week in Cengage; tests must be completed by the date specified on the lesson plan. There are no makeup tests, and students who miss a test are assigned a grade of zero. Please do not wait until the last minute to take tests in case you have internet problems with your computer because there are no make-up tests, and there are no exceptions. If internet or browser failure occurs during a test, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Only one test per student will be reset per semester if the instructor is notified immediately according to the instructions above, and if the request is granted. Check your email for instructor response to a request for a test reset. If you do not check your email for the instructor response and miss the deadline provided, you will receive a grade of zero. Any zeroes recorded for missed tests will be included in the final score calculation.

QUIZZES

Quizzes are posted for a week and are to be completed in Blackboard. They are located in Blackboard under the appropriate chapter folder; refer to your lesson plan for weeks requiring a quiz to be completed. Start them only when you are prepared, as there will only be a limited amount of time available to take the quiz. There are no make-ups of quizzes; students who miss a quiz are assigned a grade of zero. Any zeroes recorded for missed quizzes will be included in the final score calculation.

HOMEWORK

Although chapter homework assignments and comprehensive problems are to be completed in CengageNOW, there is a link to those assignments in the chapter folder in Blackboard. When you view the assignment listing, it is recommended that you click on "print blank assignment" before choosing "Take." This will allow you to print the homework assignment so that you can work on it when you're away from the computer. I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will need to see how you got your incorrect answer in order to provide assistance. Also, if you have technical difficulties while entering your answers, you will want to have something to go back to so that you can re-enter your answers.

You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.

DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet. Homework assignments may not be submitted after the due date, resulting in a zero (0). Any zeroes recorded for missed homework and comprehensive problems will be included in the final score calculation.

DISCUSSION BOARDS

Discussion boards simulate a traditional classroom discussion. Please participate. There are five discussion boards for the semester. They are located in Blackboard, under Lessons in a folder named Discussion Boards; refer to your lesson plan for weeks requiring participation in a discussion board. **For weeks requiring a discussion board, students should make a post by 11:55 pm on Wednesday and reply to a post made by a classmate by 11:55 pm on Monday.** This is clearly noted on the lesson plan. Students should put the number of the question they are answering in the subject line of their discussion board post. Students should post the answer to a question that has NOT already been answered by a classmate. Posts and replies should be thoughtful and thoroughly answer the question. See the discussion board rubric located at the end of this syllabus for grading details. Discussion boards may be completed early, but must be completed by the date specified. However, if students post early, they must remember to go back and reply to at least one other student’s post. Discussion boards will not be graded after the due date resulting in a zero (0). Any zeroes recorded for missed discussion boards will be included in the final score calculation.

EMAIL COMMUNICATION

The preferred method of communication is email using your STC email. See instructor’s email address on the first page of this syllabus. Please make sure that you always type your name and class in the subject line of every email you send me so I know which class you are emailing regarding. For example: **John Doe ACCT 1100**. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

CHECKING GRADES

You should monitor your grades. Your course average will show on the home page report card of this course in Blackboard. A detailed grade book is available in the BLACKBOARD course on the main page by clicking the “Check My Grades.” Individual grades for each test, homework assignment, comprehensive problem, quiz, and discussion board, as well as the overall course average using the weights described in the Grading Policy section of the syllabus should display in the grade book to help track course progress.

OTHER STUDENT REQUIREMENT INFORMATION

Students are highly encouraged to watch the instructor’s video demonstrations in Blackboard and use the student resources provided in CengageNow.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade

for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned. The 65% point for this semester is Tuesday, October 26.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times:

Vidalia Campus, Monday, December 6 at 9 am in the Gillis Medical Building, Room 839.

OR

Swainsboro Campus, Tuesday, December 7 at 9 am in Building 2, Room 2113

The required proctored event for this class will consist of an objective test on Chapters 1-4, 6-9. The proctored exam is listed in the lesson plan under Proctored Final Exam.

Please send your instructor an email by noon Monday, November 29 to schedule which of these dates you will take your proctored exam.

The following items are required for the proctored exam:

- STC Student ID**
- Mask**
- Pencil**
- Calculator**

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

ALL required work must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE**. A grade of zero will be given for any missed assignment (homework, quizzes, tests, comprehensive problems, and discussion boards). Any zeros recorded will be included in the final score calculation. Refer to the Student Requirements section of this syllabus for more details.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus

indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	25%
Homework	15%
Quizzes	15%
Proctored Final Exam	30%
Comprehensive Problem	10%
Discussion Boards	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ADDITIONAL INFORMATION:

A few bad grades are never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We must learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

How many hours per week should I expect this course to take me? Class Time/Contact Hours for this course are 3750 minutes or 62.5 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to 4.167 hours per week during a 15-week semester. In addition to class time, students can expect to spend 2 to 3 times the contact hours doing additional tasks such as homework, reading, and studying. Therefore, the course will take more than just 62.5 hours.

- 15 Week Semester: $4.167 \text{ contact hours per week} \times 2 = \text{a minimum of } 8.334 \text{ hours per week.}$

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructor wants you to be successful.

Note about CengageNow: CengageNOW is a valuable tool that can greatly enhance your learning of the material. In addition, CengageNOW will increase your ability to work in the online environment, which is in high demand in today's workforce.

ACCT 1100 Financial Accounting I

Fall Semester 2021 Lesson Plan

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
First Day August 16	No Show Requirements	<p>1. PRINT and read the ACCT 1100 Course Syllabus/Lesson Plan <u>located in Blackboard</u>. Any other syllabus is merely tentative.</p> <p>2. Read all of the items under the “<i>Getting Started</i>” link.</p> <p>3. Complete ALL of the following no-show requirements by 11:55 pm, Wednesday, August 18:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Pledge Acknowledgment Quiz in the “<i>Getting Started</i>” link in Blackboard <input type="checkbox"/> Post the Student Introduction in the “<i>Getting Started</i>” link in Blackboard <input type="checkbox"/> Send your instructor an email from your <u>STC account</u> stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence is sent to your STC email this semester. See the Technology Access Guide in Blackboard if you need help accessing your STC email. <input type="checkbox"/> Sign up for course reminders to be sent to your phone as a text. See link in Blackboard under Lessons. <input type="checkbox"/> Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%. Print your syllabus FIRST (refer to step 1 above) and use it to answer the questions. <input type="checkbox"/> Watch the COVID-19 presentation and complete the acknowledgement. This is very important; watch the presentation carefully. <p><u>If ALL of these items are not completed by 11:55 pm on Wednesday, August 18, you will be turned in as a No-Show and will be removed from the course.</u></p> <p style="background-color: yellow;">It is most important that you register your CengageNow access code as soon as possible.</p> <p>See next page for Week 1 Assignments →</p>	

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 1 August 16-23	Chapter 1 Introduction to Accounting & Business	<p>Read chapter 1 sections and watch the demonstration videos:</p> <ul style="list-style-type: none"> • Nature of Business & Accounting • Generally Accepted Accounting Principles • The Accounting Equation <p>Complete Chapter 1 homework exercises in CengageNow: Exercises 1-4, 1-5, 1-6, 1-8 These will be due 8/30</p> <p>Read chapter 1 sections and watch the demonstration videos:</p> <ul style="list-style-type: none"> • The Accounting Equation • Business Transactions & The Accounting Equation <p>Complete Chapter 1 homework exercises & problems in CengageNow: Exercises 1-9, 1-11 Problem 1-1B These will be due 8/30</p> <p>Due by 11:55 pm 8/23: <input type="checkbox"/> Chapter 1 quiz</p> <p>No homework is due this week, BUT you MUST complete the no show requirements by the third day of class, as well as the chapter 1 quiz by 11:55 pm 8/23.</p> <p>The only way to succeed on the quiz is to be reading and working NOW. So DO NOT PROCRASTINATE. Discipline yourself to work according to this lesson plan/schedule so you can do well on the quizzes and know if/when you need to come in for extra help.</p>	1 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 2 August 24-30	Chapter 1 Introduction to Accounting & Business	Read chapter 1 sections and watch the demonstration videos: <ul style="list-style-type: none"> • Income Statement • Statement of Owner's Equity • Balance Sheet Complete Chapter 1 homework exercises & problems: Exercises 1-16, 1-17, 1-18, 1-19, 1-22 Problems 1-1B, 1-2B, 1-3B—part 1,2,3, omit part 4), Problems 1-4B, 1-5B, 1-6B Due by 11:55 pm 8/30: <input type="checkbox"/> ALL Chapter 1 homework exercises & problems assigned Chapter 1 test available 8/30 – 9/7	1 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
<p>Week 3 August 31 – September 7</p> <p>Note—this week’s due date is on Tuesday due to the Labor Day. Holiday on Monday, September 6</p>	<p>Chapter 2 Analyzing Transactions</p>	<p>Please note: This is the most important chapter of the course. Mastery of these concepts = success. Lack of mastery of these concepts = failure. It is the foundation of EVERYTHING we do all semester. Please make an appointment immediately for tutoring if you have any questions.</p> <p>Print Chapter 2 Debit and Credit Rules Handout Read chapter sections and watch Chapter 2 Demonstration/Lecture Part 1</p> <ul style="list-style-type: none"> • Using Accounts to Record Transactions • Double-Entry Accounting System <p>Complete Chapter 2 homework exercises in CengageNow: Exercises 2-4, 2-5, 2-6, 2-7 These are due 9/13</p> <p>Read chapter sections and watch Chapter 2 Demonstration/Lecture Part 2</p> <ul style="list-style-type: none"> • Journalizing November transactions • Journalizing December transactions • Posting November & December transactions • Preparing a Trial Balance <p>Watch Chapter 2 Demonstration/Lecture Part 3—more about debit and credit rules.</p> <p>Print the <u>blank journal handout</u> and watch Chapter 2 Demonstration/Lecture Part 4 where your instructor will demonstrate STEP-BY-STEP how to journalize the November and December transactions.</p> <p>Print the <u>blank ledger handout and blank trial balance handouts</u>.</p> <p>Watch Chapter 2 Demonstration/Lecture Part 5 where your instructor will demonstrate STEP-BY-STEP how to post the November and December transactions and prepare a trial balance.</p> <p>Print the Trial Balance Order Handout for reminders on the order accounts should appear on a trial balance.</p> <p>Complete Chapter 2 homework exercises in CengageNow: Exercises 2-9, 2-10, 2-13, 2-14 These are due 9/13</p> <p>Due by 11:55 pm 9/1</p> <p><input type="checkbox"/> Discussion Board 1 post</p> <p>Due by 11:55 pm 9/7:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 1 Test <input type="checkbox"/> Discussion Board 1 reply to another student’s post <input type="checkbox"/> Chapter 2 quiz 	<p>1 b,c</p>

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 4 September 7-13	Chapter 2 Analyzing Transactions	<p>Please note: This is the most important chapter of the course. Mastery of these concepts = success. Lack of mastery of these concepts = failure. It is the foundation of EVERYTHING we do all semester. Please make an appointment immediately for tutoring if you have any questions.</p> <p>Re-read chapter 2 and re-watch all of the lecture/demonstrations. If we were in a traditional classroom, your instructor would repeatedly review this material. You have the same opportunity by utilizing the detailed demonstrations.</p> <p>Complete Chapter 2 homework exercises & problems in CengageNow: Exercises 2-15, 2-16, 2-20 Problems 2-1B, 2-2B, 2-3B NOTE: Print 2-3B and work on paper before entering in CengageNow.</p> <p>Due by 11:55 pm 9/13: <input type="checkbox"/> ALL Chapter 2 homework exercises & problems assigned</p> <p>Chapter 2 Test available 9/13 – 9/20</p>	1,3 b,c

<p>Week 5 September 14-20</p>	<p>Chapter 3 The Adjusting Process</p>	<ul style="list-style-type: none"> • Print the Chapter 3 Unadjusted Trial Balance & Chart of Accounts Handout • Print the Blank Journal Handout <p>Read chapter 3 sections and watch Chapter 3 Demonstration/Lecture Part 1:</p> <ul style="list-style-type: none"> • Nature of the Adjusting Process • The Accrual and Cash Basis of Accounting • Revenue and Expense Recognition • The Adjusting Process • Types of Accounts Requiring Adjustment <ul style="list-style-type: none"> ○ Accruals ○ Deferrals • Adjusting Entries for Accruals <ul style="list-style-type: none"> ○ Accrued Revenues ○ Accrued Expenses <p>Complete Chapter 3 homework exercises in CengageNow: Exercises 3-3, 3-4 Exercises 3-5, 3-7 These will be due 9/27</p> <p>Read chapter 3 sections and watch Chapter 3 Demonstration/Lecture Part 2:</p> <ul style="list-style-type: none"> • Adjusting Entries for Deferrals • Unearned Revenues • Prepaid Expenses • Adjusting Entries for Depreciation • Summary of Adjusting Process • Adjusted Trial Balance <ul style="list-style-type: none"> • Print the Adjusted Trial Balance for NetSolutions Handout • Print the Income Statement Comparison: Before and After Adjustments Handout <p>Complete Chapter 3 homework exercises in CengageNow: Exercises 3-8, 3-9, 3-10 Exercises 3-11, 3-13, 3-14 Exercises 3-18, 3-19, 3-20 These will be due 9/27</p> <p>Due by 11:55 pm 9/20: <input type="checkbox"/> Chapter 3 quiz</p>	<p>1,3 b,c</p>
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Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 6 September 21-27	Chapter 3 The Adjusting Process	<ul style="list-style-type: none"> • Re-read chapter 3 and re-watch all of the lecture/demonstrations. If we were in a traditional classroom, your instructor would repeatedly review this material. You have the same opportunity by utilizing the detailed demonstrations. • Make an appointment for tutoring if you need help. <p>Complete Chapter 3 homework problems in CengageNow: Problems 3-1B, 3-2B (answer to part 4 is “no effect”), 3-5B. Print Extra Help for Problem 3-5B Handout</p> <p>Due by 11:55 pm 9/27:</p> <p><input type="checkbox"/> <u>ALL</u> Chapter 3 homework exercises & problems assigned</p> <p>Chapter 3 test available 9/27 – 10/4</p>	1,3 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 7 September 28 – October 4	Chapter 4 Completing the Accounting Cycle	<p>Read chapter 4 sections and watch Chapter 4 Lecture/Demonstration Part 1:</p> <ul style="list-style-type: none"> • Flow of Accounting Information • Financial Statements <ul style="list-style-type: none"> ○ Income Statement ○ Statement of Owner's Equity ○ Balance Sheet <p>Complete Chapter 4 homework exercises in CengageNow: Exercises 4-1, 4-2, 4-3, 4-6, (denote loss with a negative sign in Cengage) 4-8, 4-10 These are due 10/11</p> <p>Read chapter 4 sections and watch Chapter 4 Lecture/Demonstration Part 2:</p> <ul style="list-style-type: none"> • Journalizing and Posting Closing Entries • Post-Closing Trial Balance • 10-step Accounting Cycle • Illustration of the Accounting Cycle <p>Complete Chapter 4 homework exercises in CengageNow: Exercises 4-14, 4-15, 4-17, 4-18 These are due 10/11</p> <p>Go to Blackboard, under Lessons, print/read EVERYTHING in the folder: Comprehensive Problem—VERY IMPORTANT!</p> <p>Start working on Comprehensive Problem Step 1 in CengageNow.</p> <p>Due by 11:55 pm 10/4:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 3 test <input type="checkbox"/> Chapter 4 quiz 	1,3 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 8 October 5-11	Chapter 4 Completing the Accounting Cycle	<p>If you have not already:</p> <p>Go to Blackboard, under Lessons, print/read EVERYTHING in the folder: Comprehensive Problem—VERY IMPORTANT!</p> <ul style="list-style-type: none"> • Re-read chapter 4 and re-watch all of the lecture/demonstrations. If we were in a traditional classroom, your instructor would repeatedly review this material. You have the same opportunity by utilizing the detailed demonstrations. • Make an appointment for tutoring if you need help. <p>Complete Chapter 4 homework problems in CengageNow: Problems 4-1B, 4-2B</p> <p>Due by 11:55 pm 10/6:</p> <p><input type="checkbox"/> Discussion Board 2 post</p> <p>Due by 11:55 pm 10/11:</p> <p><input type="checkbox"/> ALL Chapter 4 homework exercises & problems assigned</p> <p><input type="checkbox"/> Discussion Board 2 reply to another student's post</p> <p>Chapter 4 test available 10/11 – 10/18</p>	1,3 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 9 October 12-18	Chapter 5 Accounting Systems Chapter 6 Accounting for Merchandising Businesses	<p>Complete Comprehensive Problem Step 1 in CengageNow.</p> <p>Read chapter 5 and watch the Lecture/Demonstration videos:</p> <ul style="list-style-type: none"> • Part 1 • Part 2 <p>There is no homework exercises & problems or test on Chapter 5</p> <p>Read chapter 6 sections and watch Chapter 6 Demonstration/Lecture Part 1:</p> <ul style="list-style-type: none"> • Nature of Merchandising Businesses • Merchandising Transactions: Purchases Transactions <p>Complete Chapter 6 homework exercises & problems in CengageNow: Exercises 6-1, 6-2, 6-4, 6-5, 6-6, 6-7 Problem 6-1B These are due 10/25</p> <p>Due by 11:55 pm 10/18:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 4 test <input type="checkbox"/> Comprehensive Problem Step 1 <input type="checkbox"/> Chapter 6 quiz <p>Even though there is not a homework deadline this week, please DO NOT PROCRASTINATE. Discipline yourself to work according to this lesson plan/schedule.</p>	1,4 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 10 October 19-25	Chapter 6 Accounting for Merchandising Businesses	<p>Complete Comprehensive Problem Steps 2 & 3 in CengageNow.</p> <p>Read chapter 6 sections and watch Chapter 6 Demonstration/Lecture Part 2:</p> <ul style="list-style-type: none"> • Merchandising Transactions: Sales Transactions <p>Read chapter 6 sections and watch Chapter 6 Demonstration/Lecture Part 3:</p> <ul style="list-style-type: none"> • More About Freight <p>Read chapter 6 sections and watch Chapter 6 Demonstration/Lecture Part 4</p> <ul style="list-style-type: none"> • Sales Taxes • Trade Discounts • The Adjusting Process <p>Complete Chapter 6 homework exercises & problems in CengageNow: Exercises 6-8, 6-9, 6-12, 6-13, 6-14, 6-15, 6-16, 6-17, 6-18 Problems 6-1B & 6-2B</p> <p>Read chapter 6 sections and watch Chapter 6 Demonstration/Lecture Part 5</p> <ul style="list-style-type: none"> • Financial Statements for a Merchandising Business <ul style="list-style-type: none"> ○ Multiple Step Income Statement ○ Single Step Income Statement ○ Statement of Owner's Equity ○ Balance Sheet • The Closing Process <p>Complete Chapter 6 homework exercises in CengageNow: Exercises 6-23, 6-24, 6-28, 6-29, 6-30</p> <p>Due by 11:55 pm 10/20:</p> <p><input type="checkbox"/> Discussion Board 3 post</p> <p>Due by 11:55 pm 10/25</p> <p><input type="checkbox"/> ALL Chapter 6 homework exercises & problems assigned</p> <p><input type="checkbox"/> Comprehensive Problem Steps 2 & 3</p> <p><input type="checkbox"/> Discussion Board 3 reply to another student's post</p> <p>Chapter 6 test available 10/25 – 11/1</p> <p>Note: Students who withdraw on or before Tuesday, October 26 receive a grade of "W"</p>	1,4 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 11 October 26 – November 1	Chapter 7 Inventories	<p>Note: Students who withdraw on or before Tuesday, October 26 receive a grade of “W”</p> <p>Complete Comprehensive Problem Steps 4, 6, & 7 (step 5 is optional) in CengageNow.</p> <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 1:</p> <ul style="list-style-type: none"> • Control of Inventory • Inventory Cost Flow Assumptions <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 2:</p> <ul style="list-style-type: none"> • Perpetual Inventory Costing using LIFO <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 3:</p> <ul style="list-style-type: none"> • Perpetual Inventory Costing using LIFO <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 4:</p> <ul style="list-style-type: none"> • Perpetual Inventory Costing using Weighted Average <p>Complete Chapter 7 homework exercises in CengageNow: Exercises 7-2, 7-3, 7-4, 7-5, 7-6, 7-7, 7-8, 7-9 These are due 11/8</p> <p>Due by 11:55 pm 10/27</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board 4 post <p>Due by 11:55 pm 11/1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 6 Test <input type="checkbox"/> Discussion Board 4 reply to another student’s post <input type="checkbox"/> Comprehensive Problem Steps 4, 6, & 7 <input type="checkbox"/> Chapter 7 quiz <p>DO NOT PROCRASTINATE. Discipline yourself to work according to this lesson plan/schedule.</p>	1,5 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 12 November 2-8	Chapter 7 Inventories	<p>Complete Comprehensive Problem Steps 8, 9, & 10 in CengageNow.</p> <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 5:</p> <ul style="list-style-type: none"> • Periodic Inventory using FIFO, LIFO, Weighted Average <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part : 6</p> <ul style="list-style-type: none"> • Comparing Inventory Methods • Reporting Merchandise Inventory in the Financial Statements • Effects of Inventory Errors on the Financial Statements <p>Read chapter 7 sections and watch Chapter 7 Demonstration/Lecture Part 7:</p> <ul style="list-style-type: none"> • Estimating Ending Inventory <p>Complete Chapter 7 homework exercises & problems in CengageNow: Exercises 7-12, 7-13, 7-14, 7-15, 7-17, 7-22, 7-23, 7-26 Problem 7-4B</p> <p>Due by 11:55 pm 11/8:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALL Chapter 7 homework exercises & problems assigned <input type="checkbox"/> Comprehensive Problem Steps 8, 9, & 10 <p>Chapter 7 test available 11/8 – 11/15</p>	1,5 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 13 November 9-15	Chapter 8 Internal Control & Cash	<p>Please note: Only ONE week is allotted for Chapter 8 homework.</p> <p>Read chapter 8 sections and watch the Chapter 8 Demonstration/Lecture Part 1:</p> <ul style="list-style-type: none"> • Internal Control <p>Read chapter 8 sections and watch the Chapter 8 Demonstration/Lecture Part 2:</p> <ul style="list-style-type: none"> • Cash Controls Over Receipts & Payments <p>Read chapter 8 sections and watch the Chapter 8 Demonstration/Lecture Part 3:</p> <ul style="list-style-type: none"> • Petty Cash <p>Read chapter 8 sections and watch the Chapter 8 Demonstration/Lecture Part 4:</p> <ul style="list-style-type: none"> • Bank Accounts & Bank Reconciliation <p>Complete Chapter 8 homework exercises & problems in CengageNow: Exercises 8-12, 8-13, 8-16, 8-17, 8-18, 8-19, 8-20, 8-21, 8-22, 8-24 Problems 8-2B, 8-3B, 8-4B These are due THIS week.</p> <p>Due by 11:55 pm 11/15:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 7 test <input type="checkbox"/> ALL Chapter 8 homework exercises & problems assigned <input type="checkbox"/> Chapter 8 quiz <p>Chapter 8 test available 11/15 – 11/22</p>	1,2 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 14 November 16-22	Chapter 9 Receivables	<p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 1:</p> <ul style="list-style-type: none"> • Classification of Receivables • Uncollectible Receivables <p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 2:</p> <ul style="list-style-type: none"> • Direct Write-off Method for Uncollectible Accounts <p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 3:</p> <ul style="list-style-type: none"> • Allowance Method for Uncollectible Accounts <p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 4:</p> <ul style="list-style-type: none"> • Allowance Method -% of Sales <p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 5:</p> <ul style="list-style-type: none"> • Allowance Method – Analysis of Receivables <p>Complete Chapter 9 homework exercises in CengageNow: Exercises 9-3, 9-4, 9-5, 9-6, 9-9, 9-10, 9-11 These are due 12/1</p> <p>Due by 11:55 pm 11/17:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussion Board 5 post <p>Due by 11:55 pm 11/22:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 8 Test <input type="checkbox"/> Discussion Board 5 reply to another student's post <input type="checkbox"/> Chapter 9 quiz 	1,6 b,c

Date/Week	Chapter	Content/Assignments/Tests/Due Dates	Competency Area
Week 15 November 23 – December 2	Chapter 9 Receivables	<p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 6:</p> <ul style="list-style-type: none"> Comparing Direct Write-off and Allowance Methods <p>Print the Bad Debt Journal Entries Handout and practice on the journal entries of the two methods</p> <p>Read chapter 9 sections and watch Chapter 9 Demonstration/Lecture Part 7:</p> <ul style="list-style-type: none"> Notes Receivable <p>Complete Chapter 9 homework exercises & problems in CengageNow: Exercises 9-19, 9-20, 9-22, 9-23, 9-24 Problems 9-1B, 9-4B</p> <p>Chapter 9 test will be available 11/26 – 12/2</p> <p>Due by 11:55 pm 12/2:</p> <p><input type="checkbox"/> ALL Chapter 9 homework exercises & problems assigned</p> <p><input type="checkbox"/> Chapter 9 test</p> <p>Please send your instructor an email by noon Monday, November 29 to schedule which of these dates you will take your proctored exam.</p>	1,6 b,c
Proctored Final Exam December 6 & 7	Chapters 1-4, 6-9	<p>Proctored Final Exam</p> <p>Take the Proctored Exam on Chapters 1-4, 6-9 in person:</p> <p>Monday, December 6 at 9 am on the Vidalia Campus, Gillis Building, Room 839</p> <p>OR</p> <p>Tuesday, December 7 at 9 am on the Swainsboro Campus, Building 2, Room 2113</p> <p>The following items are required for the proctored exam:</p> <p><input type="checkbox"/> STC Student ID</p> <p><input type="checkbox"/> Mask</p> <p><input type="checkbox"/> Pencil</p> <p><input type="checkbox"/> Calculator</p>	1,2,3,4,5,6 b,c

COMPETENCY AREAS:

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>To receive full credit, students must:</p> <ul style="list-style-type: none"> • make their initial discussion board post to their chosen discussion board question by Wednesday (20 point deduction) • reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 points) • include the number of the question answered in the subject line of their post (10 point deduction) • answer a question that has not already been answered by another student (30 point deduction) • have 4-5 sentences in their post that answers the question thoroughly and correctly (50 points) • have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (30 points) • make post and reply that is free of grammatical and spelling errors (up to 10 point deduction for gross grammatical and spelling errors)