

# ACNT 1329 – Payroll Accounting – Spring 2022

**DEPARTMENT:** Business Administration  
**DISCIPLINE:** Accounting  
**COURSE NUMBER:** ACNT 1329.001  
**COURSE TITLE:** Payroll Accounting  
**INSTRUCTOR:** Krishna Hoelscher, Instructor in Accounting – Business Admin. Dept.  
**OFFICE:** Levelland Campus, Technology Center #104-D  
**OFFICE HOURS:** Monday: 8:00-9:00, 11:00-12:00, and 1:30-3:00  
Tuesday: 1:30—3:00  
Wednesday: 11:00-12:00  
Friday: 8:30-9:30 and by appointment  
**TELEPHONE:** 806-716-2244  
**CLASS E-MAIL:** Please use the **Course Messages** option on the "Home Page" control panel within Blackboard for **all** correspondence with me for this course.  
**EMERGENCY E-MAIL:** [khoelscher@southplainscollege.edu](mailto:khoelscher@southplainscollege.edu) (**Use for after hours and weekends only**)

## I. COVID INFORMATION:

If you are experiencing any of the following symptoms please do not attend in-person classes and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Consistent with the latest CDC recommendations, SPC has enacted the following guidelines for students, faculty, and staff who have a known exposure or have tested positive.

- Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure.
- If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test.
- Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.
- Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days.
- If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

## II. COURSE INFORMATION

### A. COURSE DESCRIPTION:

**Prerequisite: 3 hours of accounting or consent of instructor.** Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

### B. LEARNING OUTCOMES:

1. The student will develop personnel and payroll records that provide the information required under current laws.
2. The student will process payroll data and tax data and prepare reports.

### C. STUDENT LEARNING OUTCOMES ASSESSMENT: This will vary and is geared towards Task Stream and WECM standards. This course will be assessed on an annual basis.

- D. **ATTENDANCE POLICY:** Attendance is required for this course. It is scheduled to once per week and roll will be taken by the instructor at every schedule class period.

**This is a class in which student attendance is required. If a student stops attending class, they WILL BE DROPPED and receive a grade of "X" after 4 unexcused absences EVEN IF they continue to complete assignments.**

**Any student not present at roll taking will be marked absent unless prior arrangements have been made. Class will begin PROMPTLY at the scheduled time.**

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

### **FINAL DROP DATE: Thursday – April 28, 2022**

- E. **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
- F. **PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

**Plagiarism** violations include, but *are not* limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

**Cheating** violations include, but *are not* limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

- G. **STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
- H. **DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world

and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

- I. **DISABILITY STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
- J. **NONDISCRIMINATION POLICY:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- K. **TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, a notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email: [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.
- L. **CAMPUS CONCEALED CARRY:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <http://www.southplainscollege.edu/campuscarry.php>  
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### III. COURSE STRUCTURE

- A. **BLACKBOARD - ALL** communication and grades for this course will be conducted through Blackboard.  
You have many resources available to you for help and you can also contact me by e-mail, telephone, or come by my office.
- B. **COURSE MATERIALS:** **TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*
  - **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is **included** in your tuition/fee payment.
  - **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
  - **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
  - **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Spring 2022 semester is **February 2, 2022. \*Please consult with your professor before deciding to opt-out. \***

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** [tfewell@texasbook.com](mailto:tfewell@texasbook.com) / **Phone:** 806-716-2399 **Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

#### IV. COURSE EVALUATION:

- A. **ASSIGNMENT POLICY:** Students are required to complete homework assignments, chapter quizzes and exams as assigned by the instructor. **Assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar.** Please note that late work/assignments **will not be accepted.**

**All completed chapter assignments will automatically be submitted through the CengageNow web link— sign on instructions for this website will be posted on Blackboard in the first week of the semester.**

- B. **EXAMINATION POLICY:** Exams will be conducted online using the Cengage Now software. Exams will have a **time limit** which will be posted in CengageNow. Exams will be scheduled in the appropriate week and deadlines for completing the exams will be posted on the Blackboard Semester Schedule. **No makeup exams will be allowed.** If a student is absent on a day that a test is given, **he or she will not be allowed to make up the test unless arrangements are made prior to the test day.** If you have special needs for taking tests, please contact me or special services the first week of classes. (Refer to the Disability Statement located in this syllabus.)

- C. **GRADING POLICY/PROCEDURES:** Grades will be determined according to the following point totals and scale:

<u>Category</u>	<u>Total</u>
<b>Adaptive Study Plans:</b> 6 assignments @ 25 pts. each	150
<b>Homework Assignments:</b> 6 assignments @ 75 pts. each	450
<b>Quizzes:</b> 6 assignments @ 40 pts. each	240
<b>Unit Exams:</b> 3 exams @ 100 pts. each	300
<b>Comprehensive Project:</b> 1 assignment @ 375 pts	375
<b>TOTAL POSSIBLE POINTS</b>	<b>1515</b>

<u>Your Point Total</u>	<u>Course Grade</u>
1355 or more	<b>A</b>
1204-1354	<b>B</b>
1052-1203	<b>C</b>
901-1051	<b>D</b>
Below 900	<b>F</b>

The grade of “F” will be assigned to a student as an earned grade in regard to the learning objectives of a course.

An “F” may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student’s actions and disregard for the learning objectives of the course.

**FINAL DROP DATE: Thursday – April 28, 2022**

- D. **EXTRA CREDIT:**

There are two extra credit opportunities for a **TOTAL OF 150 POINTS** available for this class. Extra credit is offered to the entire class, NOT individual students. All extra credit points will be added to the **FINAL** course point total at the end of the semester.

- **Course Evaluation – 50 points** will be added to the final course point total for completing the course evaluation for this course. The course evaluation will be available at the end of the semester.
- **Course Assignments – 100 points** will be added to the final course point total for students that complete **EVERY** assignment throughout the **ENTIRE** semester by the required deadline. There are **NO** exceptions for this opportunity.

- E. **OPEN COMPUTER LABS:** There is an Open Computer Lab located on the Levelland campus in the Technology

Center. It is available to all students Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 12:00 p.m. Students wanting to use the computers at the Reese Center or the Lubbock Center will have to check with those campuses to determine their policy for open labs.

- F. **TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a computer crash, or any other situation, there is nothing I can do about it. Make sure you finish your Cengage assignments in a timely manner and DO NOT wait until the last minute!
- F. **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.