All revisions from original syllabus are in red

ACNT 1371 – BUSINESS APPLICATIONS IN ACCOUNTING
Synchronous Virtual Learning
Master Syllabus

INSTRUCTOR AND COURSE INFORMATION

Instructor:
E-Mail:
Office Location:
***Office Hours*:**
Course Dates and Times – Virtual Lecture: ***Lab:***
Course Location – Lecture and Lab:
Prerequisites: Before enrolling in ACNT 1371, you must have completed ACNT 2302 with a C or better grade (*or approval by the instructor or Dr. Reed Peoples)*. Basic computer skills utilizing internet, word processing, spreadsheet (Excel), and presentation (Power Point) software are recommended for all accounting courses. If you have any questions, consult with an accounting advisor.

Required Textbook/Materials: see the section syllabus
Computer hardware and software requirements: see the section syllabus

Course Description:

This course is designed to provide an overview of the accounting information system and accounting cycle, financial statement interpretation and preparation, time value of money concept and applications, and revenue recognition criteria. It also provides students an introduction to research and writing. This is a 3 credit hour course that consist of almost 3 lecture hours and 1 lab hours per week during a 16 week semester.
This course is not intended to re-teach students debits and credits or other fundamental concepts of financial accounting. Students who plan to take ACNT 1371 are assumed to have already taken ACCT 2301 before enrolling in this course. Topics covered in ACNT 1371 is intended to solidify, reinforce, and enrich the student's understanding of the accounting cycle, principles of financial reporting, and financial statements, time value of money applications, and principles of revenue recognition. Additional areas include the theoretical accounting environment and related current issues.

Course Objectives:

This course examines issues in corporate financial reporting from both preparer and user perspectives. Upon successful completion of this course, students are expected to:

- Analyze the economics (transactions and events) about the business, understand how financial reporting capture those economics, which means to demonstrate proficiency in all aspects of the accounting cycle. This kind of training will build for you the foundation of how equity and credit analysts use financial reporting for fundamental analysis, which is the cornerstone of investing
- Reason about financial reporting issues through the flow of the data from journal entries to financial statements, and to further reason about financial reporting problems by working backward from financial statements to the initial data that captures the economics of the business
- Apply current GAAP principles to problem solving and case study, develop problem-solving skills and ability for quantitative analysis, which helps you build the mechanism for quantitative fundamental analysis.
- Develop understanding and critical interpretation skill of financial statements – their structures, elements, classification, valuation of significant accounts, foot notes, and interrelationships amount financial statements.

- Evaluate and apply basic revenue recognition concepts, identify issues related to earnings management and its impact of on the integrity of financial reporting; be alerted about the impact of the integrity of financial reporting on the efficiency of capital allocation
- Be aware of the joint effort of IASB-FASB convergence and be able to identify some key elements of IFRS and its impact on US accounting standards and financial reporting.
- Demonstrate understanding and application of time-value concepts in various cases, and develop understanding that time-value of money concepts are essential in a variety of accounting situations.

***Course Rationale*:** The goals and objectives of this course prepare students for (1) completing degree requirements; (2) obtaining or improving job skills; (3) qualifying for a business or accounting job; (4) working as an entrepreneur; and/or (5) fulfilling personal goals.
Instructional Methodology: The objectives of this course will be met by incorporating a variety of instructional methods. These may include lecture, class discussion and practice, problem-solving exercises, quizzes and exams, group activities, student presentations, and online activities and research.
SCANS (Secretary's Commission on achieving necessary skills): Please go to http://www.austincc.edu/mkt/scans.php for complete definitions and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

1. **Organize Information**: Organizes, processes, and maintains written or computerized records or other forms of information in a systematic fashion. Competently performing the tasks of organizing information includes understanding and organizing information from computer, visual, oral, and physical sources in readily accusable formats, such as computerized databases, spreadsheets, etc.

2. **Use Problem Solving Skills:** Recognizes that a problem exists (i.e. there is a discrepancy between what is and what should or could be); identifies possible reason for the discrepancy, devises and implements a plan of action to resolve it; evaluates and monitors progress; revises plan as indicated based on findings.

3. **Apply Technology:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems. Demonstrating competence in how to apply technology to tasks includes understanding and using various software products (e.g. Ultra Tax and RIA Checkpoint).

Texas State Board of Public Accountancy: Austin Community College has received the designation of Qualifying Educational Credit for CPA Examination by the Texas State Board of Public Accountancy (Board). This course qualifies as one of the 30 required upper-level accounting courses, however for this course to be counted, t**he student MUST have completed a bachelor's degree PRIOR to taking this course**. If this course is completed before a bachelor's degree is awarded, the Texas State Board of Public Accountancy will **not** accept it. Please review the information on our web site http://www.austincc.edu/accting/cpainfo.php. **It is the responsibility of the student to understand and comply with the requirements of the Texas State Board of Public Accountancy.**

To become a CPA in Texas, you must have a minimum of a bachelor's degree that includes 150 hours of college credit, 36 hours of accounting, 3 hour ethics course and 24 hours of business; pass a uniform exam; and have experience working with a CPA.
Pursuant to Rule §511.57(a)(1)(c) from the Texas Administrative Code, an individual completing accounting course requirements for the CPA exam shall have no more than 15 hours of online instruction. This limit applies only to the 30 upper level accounting hours.
It is very important that you enroll in the Professional Accountant - Advanced Technical Certificate and that you see an advisor at the start of your program. Please be aware of enforcement of prerequisites. If you do not have the necessary prerequisites for this course, you will be withdrawn from the course.

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

To become a CPA in Texas, the Board has a statutory obligation (Section 901.253) to determine that any person awarded a Texas CPA certificate is of good moral character. Good moral character is demonstrated by the lack of a history of dishonest or felonious acts. The Board considers several areas in evaluating an applicant's moral character. These include

- Responses to questions on the application relating to arrests, charges, convictions, probations and/or deferred adjudications of a felony or misdemeanor other than misdemeanor driving offenses such as moving violations (NOTE: DWIs are not considered misdemeanor driving offenses).
- The Board will access the Federal Bureau of Investigation (FBI) database and the Texas Department of Public Safety – Crime Records Division files using an established fingerprint process for each person who submits an Application of Intent. The fingerprint process allows the Board to receive information on all arrests, charges, convictions, probations and deferred adjudications of misdemeanor and felony offenses that occur in any U.S. state or territory. Records of these activities are reported to the Board for further investigation. If an applicant was 17 years of age or older at the time of the arrest, it should be reported to the Board. You are not required to report criminal records that have been expunged or sealed by an order of the court. You are required to report criminal records subject to a non-disclosure order. Any subsequent arrest will automatically be reported to the Board for further investigation.

ACC POLICIES

HEALTH & SAFETY PROTOCOLS

All ACC campuses and centers have one entrance for students and employees. The college is limiting facility access to faculty, essential staff, and students who are enrolled in Career and Technical Education courses. Each person is required to take the following steps:

1. **Self-screen for COVID-19 symptoms** using the ACC Health Screening App. There are three secure ways to use the app — **1)** download it on your phone (recommended), **2)** download the web link, or **3)** you may use an iPad that is available at the door. It is easy to download and use. Answer a series of quick questions and the app will give you results. Save the results to show at the door upon entry. Get the app here at: https://www.austincc.edu/coronavirus/acc-health-screening-app

2. **ACC ID badges or Student ID cards** will be required for all employees and students upon entry. Employees and students must display their I.D. at all times.
3. **Temperature checks** will be conducted with a no-touch thermometer. If you have a fever 100 degrees Fahrenheit or greater, you will not be admitted to the building.
4. **ACC Health Screen App results** will be requested at the door. If you are unable to download the app, an iPad will be provided at the door so that you may answer a series of questions to determine if you have COVID-19 symptoms which include:

Cough
Shortness of breath or difficulty breathing
Chills
Repeated shaking with chills
Muscle pain
Headache
Sore throat
Loss of taste or smell
Diarrhea
Fever
Have you come into contact with anyone who tested positive for COVID-19 with 14 days?

If you do not pass the pre-screening, you will receive specific information on healthcare procedures and instructions for what you need to know to be able to return to campus.

5. **Facial coverings/masks** are required for anyone entering an ACC building. You must wear a facial covering/mask at all times. In private spaces such as an individual office, your facial covering may be removed if you are alone. These guidelines are consistent with guidance from the Centers for Disease Control and Prevention, which makes clear that facial coverings and social distancing are among the most effective measures for limiting the spread of COVID-19.

TIP—Students should arrive to campus early to ensure enough time to get through the screening line.
A training video is available here at: https://www.austincc.edu/coronavirus/health-and-safety-protocols

Campus Operations

To limit the spread of COVID-19, ACC campuses remain closed to all but faculty, essential staff, and students who are enrolled in certain Career and Technical Education courses. Face-to-face classes and services are limited.

Statement on Academic Integrity
Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process

Any course specific policies, expectations, or procedures could be included here.

Student Rights & Responsibilities
Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.
https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct

Senate Bill 212 and Title IX Reporting Requirements
Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: https://www.austincc.edu/students/counseling .
While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints
A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at: http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy
The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Recording Policy
To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement
Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or a continuing illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry
The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-7999. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited
The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability. Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students. Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at: https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view

Use of ACC email
All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: http://www.austincc.edu/help/accmail/questions-and-answers

Use of the Testing Center
All testing is currently online. While campuses are closed, exams for courses will be online tests that students can take from home. For more information about online testing at ACC, visit the Online Testing resource page: https://www.austincc.edu/academic-and-career-programs/acconline/testing.

All exams will be completed using ProctorU or Respondus Lockdown Browser with Monitor. The exam can be taken on any day the exam window is open. DO NOT MISS EXAMS. More information will be provided in class.

STUDENT SUPPORT SERVICES
The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support
ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at *http://www.austincc.edu/students*. A comprehensive array of student support services is available online at:
https://www.austincc.edu/coronavirus/remote-student-support

Student Accessibility Services
Students with documented disabilities who need academic or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at
https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology

Academic Support
ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here:
https://de.austincc.edu/bbsupport/online-tutoring-request/

Additional tutoring information can be found here:
austincc.edu/onlinetutoring

Library Services
ACC Library Services is operating online while campuses are closed during the current pandemic. Libraries continue to support ACC courses and programs and provide students with research and assignment assistance from expert faculty librarians. ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website, and students must use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries provide the "Ask a Librarian" service, which allows students to reach a librarian 24/7 through online chat or complete an online form for in-depth questions. Faculty librarians are available via email and virtually to meet with you by appointment seven days a week. Students can also contact the Library for questions about their library account, registration holds, and technology/device distribution options.

- Library Website: http://library.austincc.edu
- Library Information & Services during COVID-19: https://researchguides.austincc.edu/LSinfoCOVID19
- Ask a Librarian 24/7 chat and form: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

Student Organizations
ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at http://sites.austincc.edu/sl/.

Personal Support
Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: https://www.centraltexasfoodbank.org/food-assistance/get-food-now
- Assistance with childcare or utility bills is available at any campus Support Center: http://www.austincc.edu/students/support-center.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family life is available through the Student Money Management Office: http://sites.austincc.edu/money/.

A full listing of services for student parents is available at: https://www.austincc.edu/students/child-care

- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: https://www.austincc.edu/coronavirus/cares-act-student-aid.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: http://www.austincc.edu/students/counseling .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
    - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

Illness
Any ACC student or employee with symptoms or exposure to the COVID-19 virus should inform their professor(s) or supervisor and complete the college's self-reporting form: https://cm.maxient.com/reportingform.php?AustinCC&layout_id=124

COURSE EVALUATION/GRADING SYSTEM:

Activity	Points	Percent
Exams (3)	700	70%
Labs	100	10%

Practice Set	100	10%
Required Homework (Connect) & Other Activities	100	10%
TOTAL	**1000**	**100%**

Basis for Grading:

Points	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
Below 599	F

Borderline Grades:
*If a student attended all classes and participated in & was well-prepared for class, a "borderline" grade could be moved up to the next grade level. A borderline grade is on the cusp between two grade levels (i.e. 59.5, 69.5, 79.5, or 89.5). I will only consider grades that fall in this category. If the student did **not** attend all classes, did not participate & was not prepared for all classes, the grade would remain at the original level. Final course grades are based solely on the judgment of the instructor and are non-negotiable.*

Over the course, you may assess your performance based on total points you have learned to date comparing to the total points allocated to all the assignment to date, then, follow the "Basis for Grading" laid out above. There will be no curve for each exam. There will be no opportunity to raise your course grade by asking for and doing "extra credit" work during or after the end of the semester.

Specific Grading Policy: Please note that regardless of the total points accumulated, students will not be able to enroll in ACNT 2303 unless they have at least a 70% average for this course. Students' performance for exams reflect the understanding, applications of concepts, ability for problem-solving, and comprehension of topics covered. It is critically important that students strike to achieve better results from exams.

CLASSROOM AND STUDENT POLICIES

Academic Freedom Statement: It is expected that faculty and students will respect the views of others when expressed in classroom discussions. (See Student Handbook: www.austincc.edu/handbook)

Student Discipline: ACC's policy on student discipline can be found in the Student Handbook: www.austincc.edu/handbook

Scholastic Dishonesty: Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Electronic devices may not be used for exams unless specifically authorized by the instructor. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an F in the course and/or expulsion from this institution.
See Student Handbook: www.austincc.edu/handbook

Plagiarism: Plagiarism is taken very seriously in this class. Plagiarism is considered to be copying of another's work including another students, internet, or research source. Any phrase, sentence, paragraph, etc. that is take from another's work must be cited appropriately. All students are required to review the plagiarism module that can be found

in the course for further instructions. All assignments submitted in this course are run through a comprehensive plagiarism checker. The first instance of plagiarism will result in a required student/faculty meeting and a grade of zero on that assignment. The second instance of plagiarism will result in a referral to the college dean of student services and a grade of F in the course.

Grade Change Policies: Click on this link to view the policy. See Student Handbook: www.austincc.edu/handbook/policies2.htm

Rule of Three*:* Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an *additional* $60 per credit hour unless exempted. Click on this link for more information: http://www.austincc.edu/withdraw/conseq_and_resources/onepage.htm

Withdrawal*:* _____ is the last day to withdraw from this class and receive a grade of "W". If you wish to withdraw, it is **your responsibility** to do so. I do not withdrawal students from the class. If you do not choose to withdraw, you will receive the grade earned at the end of the semester.

Incomplete: Incomplete grades are given only on rare occasions at the instructor's discretion. Generally, to receive an Incomplete, a student must have completed all examinations and assignments to date, with a satisfactory grade of C or better, and have personal circumstances that prevent course completion that occur **after** the deadline to withdraw.

INSTRUCTIONAL POLICIES AND SUPPORT

Blackboard: see the section syllabus
Attendance Policy: see the section syllabus
Homework**:** see the section syllabus
Connect**:** see the section syllabus
Late Homework/Quizzes/Practice Set Policy**:** see the section syllabus
Chapter Quizzes/Labs**:** see the section syllabus
Practice Set**:** see the section syllabus
Exams**:** see the section syllabus
Missed Exam Policy: see the section syllabus