COURSE CHANGE REQUEST
Graduate Programs

FLORIDA ATLANTIC UNIVERSITY

UGPC Approval _____
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner _____
Catalog _____

Department

College

Current Course Prefix and Number	*Current* Course Title

*Syllabus must be attached for **ANY** changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.*

Change title to:

Change prefix

    From: **To:**

Change course number

    From: **To:**

Change credits*

    From: **To:**

Change grading

    From: **To:**

Academic Service Learning (ASL) **

    Add   **Remove**

* See Definition of a Credit Hour.
** Academic Service Learning statement must be indicated in syllabus and approval attached to this form.

Change description to:

Change prerequisites/minimum grades to:

Change corequisites to:

Change registration controls to:

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.

Effective Term/Year for Changes:	**Terminate course? Effective Term/Year for Termination:**

Faculty Contact/Email/Phone

Approved by		*Date*
Department Chair	_(signature)_	2/2/23
College Curriculum Chair	_Anita Pennathur_	2/13/2023
College Dean	_Ken Johnson_	2/13/2023
UGPC Chair		
UGC Chair		
Graduate College Dean		
UFS President		
Provost		

Email this form and syllabus to UGPC@fau.edu 10 days before the UGPC meeting.

ACG5505-101/102/401
CRN 13892, 13893, 15533
Governmental & Not-for-Profit Accounting
School of Accounting Executive Program
Saturdays, 12:00 to 1:15 PM Davie
Campus

3 credits

Spring 2023
Prof. Michael J. Gauci, CPA
Office: Davie campus, LA477
Office hours: by appointment only
Telephone: 954-236-1190
Email: mgauci@fau.edu

Course Description

Old: A study of information presented in financial statements/other reports of governmental units and not-for-profit entities and associated authoritative literature. Not available to students who have completed ACG 4501 or its equivalent.

New: Have you ever wondered how the decision was made to widen a certain road, if your local police department has the most up-to-date training and equipment, how schools will be funded, or if the much-needed community park will be built? Have you ever wondered how your donation to a private not-for-profit organization was spent? In this course, you will learn about the budgeting, accounting, and financial reporting processes for state and local governments and not-for-profit entities and Governmental Accounting Standards Board (GASB) pronouncements. Not available to students who have completed ACG 4501 or its equivalent.

Instructional Method

The majority of the course will be delivered online, with synchronous meeting times on Saturdays from 12:00 p.m. to 1:15 p.m. The class meetings will be recorded for viewing at a later date and time. Some content will also be delivered online asynchronously. On select dates, students have the choice to attend In-person lectures at the Davie campus. See the class schedule section later in this syllabus for additional information.

This course is accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, contact OIT for help.

The course is organized into modules with due dates. Unless otherwise specified, each module begins on Monday at 12:00am, EST, and ends on Sunday at 11:59pm, EST. The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, presentations, and other relevant materials for each subsequent module.

Prerequisites/Corequisites

Prerequisites: ACG 3141 or ACG 6137 or equivalent and ACG 3341 or ACG 6347 or equivalent

ACG 5505, Governmental & Non Profit Accounting, is a 3 credit hour course.

Course Objectives/Student Learning Outcomes

Upon successful completion of the course, students will be able to

1. Describe the current accounting standards for state and local governments and nonprofit entities.
2. Compare the differences from and similarities to for-profit businesses.
3. Differentiate between governmental funds, proprietary funds, and fiduciary funds.
4. Identify entities affected by governmental financial transactions and translate those events into governmental accounting, using debits and credits.
5. Create fund basis and governmental-wide statements for state and local governments, applying applicable accounting standards.
6. Create nonprofit financial statements applying applicable accounting standards.
7. Identify the types of government revenues (exchange and nonexchange) and when to recognize them in the financial statements.
8. Identify the modified accrual basis of accounting for expenditures and expenses.
9. Identify capital projects and debt service.
10. Describe the accounting for capital assets.
11. Identify the major fund categories used in governmental accounting and the fund types within each major fund category.
12. Distinguish between and among the two net asset classes for nonprofit financial statements.
13. Prepare journal entries for common transactions of state and local governments and nonprofit organizations.
14. Prepare an annual financial report for a government, using GASB regulations.
15. Use financial information to determine a government's economic condition

Course Evaluation Method

Your final grade will be made up as follows:

Exam #1	21%
Exam #2	21%
Final Exam	21%
Discussion Board	10%
E-reading assignments	6%
Term project	21%

Course Grading Scale

The grading scale is as follows:

A	92% and above	C	72 - 77%
A-	90 - 91%	C-	70 – 71%
B+	88 - 89%	D+	68 - 69%
B	82 - 87%	D	62 – 67%
B-	80 - 81%	D-	60 - 61%
C+	78 - 79%	F	59% and below

The minimum grade required to pass the course is a C.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:
- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in FAU Regulation 4.002.

Policy on Makeup Tests, Late Work, and Incompletes

Missing Exams

No make-up exams will be given, except in the rare case of an excused absence.

Late Assignments

No late assignments are permitted, except in the rare case of an excused absence.

Incomplete Grade Policy Statement
A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Classroom Etiquette Policy

Professionalism

You are in a degree program that will lead you to a professional career. To be successful in that career, you must possess knowledge of the subject matter and act as a professional. Therefore, I expect you to act as a professional in class. Professionals:
1. Come to meetings (class) on time and stay for the entire meeting (class).
2. Come to meetings (class) prepared. This means that you have read and studied the material and worked the assigned exercise and problems before coming to class, and you are ready to participate.
3. Do not disrupt meetings (class) talking about topics not related to the discussion or disrupt meetings (class) with phones or other electronic devices.
4. In video conference classes, it is extremely important that only one person speaks at a time.
   If you habitually talk while others are talking, I will require you to leave the classroom.
5. Are courteous to others when they speak.
6. Meet commitments.
7. Perform all their work in an ethical and honest manner.
8. Enjoy their work (readings and assignments) and their co-workers (classmates).
9. Participate in class discussions.

Cell Phones

Unfortunately, a few students allow their cell phones to disrupt class. You should turn your cell phone off before coming to class. If your cell phone rings during class, you must turn it off immediately.

Suggested Study Approach
- This course requires a large time commitment outside class. Most students will need 9-12 hours per week outside class. The following approach should help you be successful.
- Read the entire chapter prior to the first classroom coverage.
- Be sure you can answer the questions listed on the outline before you begin working exercises and problems.

- Work the exercises and problems in the order shown on the class outline.
- If you e-mail me with questions as you work through the material, you will be able to get over any hurdles in a more timely fashion and continue working on the material.
- Come schedule an office visit with me for help when needed.
- Ask questions in class.
- Review the material covered in class as soon as possible.
- Begin all studying early enough so that you can get help if you need it. I am willing to help you with your studying, but you must begin the study in time to get help.
- Although individuals learn differently, no one is successful in Accounting without reading the material and working many problems outside class.

Inappropriate Behavior

Please realize that inappropriate behavior distracts both the instructor and students and takes away from the learning experience. Inappropriate behavior includes arriving late for class, leaving early, talking with others without being called upon, arguing, being disruptive, and not following the instructions of the instructor. It is important to have an environment that is conducive to learning for everyone in the class. In particularly egregious cases the student may be permanently removed from the class. Please do not forget to turn off your cell phone, iPod, etc. during the class. Students may not use their computer in class for non-course related activities.

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military

obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Policy on the Recording of Lectures
Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Religious Accommodation Policy Statement
In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: FAU Regulation 2.007.

University Approved Absence Policy Statement
In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Counseling and Psychological Services (CAPS) Center
Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

Disability / Accessibility Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures. Their web site is: https://fau.edu/sas.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

SOA Academic Dishonesty Policy

All students are referred to the Code of Academic Integrity of the University Regulations, Chapter 4, Regulation 4.001. It is the policy of the School of Accounting at Florida Atlantic University to adhere to the provisions of this regulation. Faculty of the School of Accounting will take action to secure the maximum penalty in the event of any observation of a violation. Additional rules regarding student responsibility, discipline and a host of other regulations are set out in the Florida Atlantic University Regulations and are subject to change without notice. For the University Regulations in effect at any given time, visit www.fau.edu/regulations.

A NOTE ON PLAGIARISM

Plagiarism takes many forms, including but not limited to:
- Direct copying (including 3 words in a row) without using quotations.
- Failure to use citations when an idea is not yours o Copying material without quotation marks is always plagiarism, even if you cite the source. o Providing references in the reference section without using citations is still plagiarism.

As a student you are required to be aware of all types of plagiarism. For example, you must cite the textbook where you paraphrase a definition or concept from it. Failure to paraphrase and/or cite correctly your sources can result in dismissal from the class and the University. Saying you worked on a project together and used the same references is not an excuse. Everyone must turn in their own individual paper which follows the correct APA formatting including proper referencing. If you are unsure about correct ways to paraphrase concepts and definitions, contact the campus academic advisor, or the Business Communications Department on the Boca Raton campus, for further assistance.

Anti-plagiarism Software
Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above.

Required Texts/Materials/Readings

For this course you will be required to purchase access to the digital platform called Connect by McGraw-Hill Education. Access to Connect will provide you with a complete eBook which includes options to read online and offline, print pages, highlight text, and annotate with your own notes.

You are not required to have a print text - please be aware if you purchase a used textbook you will still need to purchase Connect access. Access to Connect will be available to purchase directly through your instructor's Connect section. If you would like a print version of the text to accompany the online eBook, a print-upgrade option is available from within Connect. This will be a full color binder-ready [3-hole punched] version of the text.

Connect codes will also be available in the bookstore. The bookstore may have some packages of the Connect code bundled with the printed looseleaf text if you prefer this option.

Information on REQUIRED course material:

Title	Edition	Author	Publisher	ISBN
Digital only with Connect for Accounting for Governmental & Nonprofit Entities	19th	Jacqueline Reck	McGraw-Hill Education	ISBN13: 9781264071173

Online registration instructions
After you enter the Canvas site for this course, please click on the Chapter 1 homework assignment. This will take you to the Connect registration page.

Course Topical Outline

Tentative Class Schedule

Date	Topic
1/14	Ch. 1 & 2 (Intro to Government & Non-Profit Accounting, Financial Reporting)
1/21	Review Chapter 3 (Operating Statement & Budgeting)
1/28	Review Chapter 4 (Governmental Operating Activities)
2/4	Review selected homework problems, Ch. 1 through 4
2/11	Review Chapter 5 (General Capital assets & Capital Projects)

2/18	Review Chapter 6 (General long-term liabilities & Debt service)
2/25	Review Chapter 7 (Business-type activities)
3/4	No Class Meeting – Spring Break
3/11	Review chapter 8 (Fiduciary activities)
3/18	Review selected homework problems, Ch. 5 through 8
3/25	Review Chapter 9 (Financial reporting for state and local governments)
4/1	Review Chapter 14 (Not-for-profit organizations)
4/8	Review Chapter 15 (Colleges & Universities)
4/15	Review Chapter 16 (Health care organizations)
4/22	Review selected homework problems, Ch. 9, 14, 15, 16

Dates highlighted in yellow are dates that you have the option of joining me at the Davie campus or joining the class via Zoom. All other classes will be Zoom meetings with no campus option. All Zoom sessions will be recorded for future viewing.

Assignment due dates

Date	Topic
1/22	Ch. 1 Reading – mastery level electronic submission
1/22	Ch. 1 Electronic homework submission
1/22	Ch. 2 Reading – mastery level electronic submission
1/22	Ch. 2 Electronic homework submission
1/29	Ch. 3 Reading – mastery level electronic submission
1/29	Ch. 3 Electronic homework submission
2/5	Ch. 4 Reading – mastery level electronic submission
2/5	Ch. 4 Electronic homework submission
2/8	Discussion Board Ch. 1-4 original post
2/11	Discussion Board Ch. 1-4 reply posts
2/12-2/13	Exam #1, using Lockdown Browser with webcam
2/26	Ch. 5 Reading – mastery level electronic submission
2/26	Ch. 5 Electronic homework submission
2/26	Ch. 6 Reading – mastery level electronic submission
2/26	Ch. 6 Electronic homework submission
3/12	Ch. 7 Reading – mastery level electronic submission
3/12	Ch. 7 Electronic homework submission
3/19	Ch. 8 Reading – mastery level electronic submission

3/19	Ch. 8 Electronic homework submission
3/22	Discussion Board Ch. 5-8 original post
3/25	Discussion Board Ch. 5-8 reply posts
3/26-3/27	Exam #2, using Lockdown Browser with webcam
4/2	Term project due
4/9	Ch. 9 Reading – mastery level electronic submission
4/9	Ch. 9 Electronic homework submission
4/9	Ch. 14 Reading – mastery level electronic submission
4/9	Ch. 14 Electronic homework submission
4/16	Ch. 15 Reading – mastery level electronic submission
4/16	Ch. 15 Electronic homework submission
4/23	Ch. 16 Reading – mastery level electronic submission
4/23	Ch. 16 Electronic homework submission
4/26	Discussion Board Ch. 9, 14-16 original post
4/29	Discussion Board Ch. 9, 14-16 reply posts
4/30-5/1	Exam #3, using Lockdown Browser with webcam

Canvas

I will post all the supplemental material and changes in the class schedule to Canvas. You are responsible for assuring you have the material when we cover it in class. Canvas announcements and / or email will be used as a communication tool to students.

Discussion Board Expectations

Unit discussions are graded discussions. Your posts must be professional, well organized, grammatically correct, and free of misspellings. Additionally, any content quoted, paraphrased, or gleaned from references must be properly cited (see "Academic Integrity" and "Citing Sources"). This policy includes references to work from your co-learners and your instructor. Interaction is a substantial portion of this grade. Each discussion forum requires at least 3 posts—one original post and two responses to co-learners—to receive full credit. The posts should be entered directly into the discussions, not in the form of an attachment. Attachments should be held to a minimum and used only if needed for illustration, e.g., chart, image, or table. The first post will serve as your original post in reply to the discussion instructions and must be 100-200 words in length. The remaining two posts are to be responses to co-learners' posts. These posts must be 50-100 words in length. They must contribute to the conversation through supportive addition or critique. When the responses are of the latter, they must argue the issue, never the author. Follow up responses can be posted until the unit closes.

Citing Sources

Written submissions for this course are required to be in APA format. The library has reference material for the APA style.

Netiquette

Due to the casual communication common in the online environment, participants are sometimes tempted to relax their grammar, spelling, and/or professionalism; however, remember you are students—your communication should be appropriate. Also, please note that in the online environment you do not have the advantage of voice inflection or gestures. As a result, sarcasm can come across very negative, so this form of communication should be avoided.

Online Proctored Exams

The FAU College of Business uses Lockdown Browser (with webcam) to proctor your online exams. This system offers two important benefits: 1) It allows you to continue taking exams anywhere online, and 2) it helps to protect the academic integrity of the course by verifying your identity and ensuring that the final exam is completed honestly by all students.
Hardware requirements for taking the online proctored exams include:
- A well-functioning computer.
- A stable Internet connection. A hard line is better than WiFi.
- A webcam.
- Your FAU Owl Card (or other government-issued photo ID).

Online Proctoring Policy for Online Exams
Online webcam proctoring will be used with online examinations as instructed by faculty. o Students are required to establish identity following the procedures outlined in the instructions. Test Environment Requirements: The online testing environment should mimic the 'in class' testing environment, and must conform to the following:
Testing Area:
- Sit at a clean desk or clean table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination
- No writing visible on desk or on walls
- The following should not be on your desk or used during your exam unless specifically allowed for that examination: o Word
    o PowerPoint o
        Textbooks o
        Websites
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Do not have a radio or the television playing in the background
- Do not talk to talk to anyone else--No communicating with others by any means
- No other persons except the test-taker should be permitted to enter the room during testing
- You will be allowed blank scrap paper and a pen on the desk for use during the exam. You will also be able to use a basic calculator.

Behavior:

- Dress as if in a public setting
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in)
- No use of headsets, ear plugs (or similar audio devices) are permitted
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue

Policy Violation Consequences:
- If you are flagged for cheating, you will be contacted directly by your instructor and subject to penalties as articulated in the School Conduct Policy & syllabus.
- For all other violations you may be notified. This notification will be delivered by email after reviews are complete.
- The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required

As outlined in the course syllabus policy, repeat offences will be subject to review and may result in a failing grade or expulsion.

Communication

All communication should be via email to me. Please put your name, course number, and course section in the subject field. Emails will be generally responded to within 24 hours excluding Saturdays, Sundays, and holidays. You are encouraged to keep my email readily available (or in your cell phone) in case of emergencies and technology problems.

EXPECTATIONS FOR STUDENTS

Announcements

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in. You also have the option of sending all course announcements to your FAU email address. Be sure to update your notification setting in Canvas.

Email/Video Conferencing

You are responsible for reading all your course email and responding in a timely manner.

Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK

Email/Video Conferencing Policy

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within one business day. **Be sure to put the course prefix and number in the subject line of your email.** You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, you should email the instructor.

Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

Feedback Method: Feedback for assignments will vary. For Connect Assignments, you will receive automatic grades. For feedback on specific questions, please schedule a meeting with the instructor. Other assignments will have comments provided.

Course-Related Questions Policy

Except weekends and holidays, the instructor will generally answer questions within one business day.

Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses). ● Harassment of

   any kind. Please see the Office of Information Technology's policies on Cyber Security

   Awareness.

Required technological skills:
- Basic Skills in computer use
- Access to the internet
- Basic Blackboard LMS skills
- Basic Skills for Office programs (word processing and presentation programs)

Required Software
- Microsoft 365 Suite
- Reliable web browser (recommended Chrome or Firefox)
- Java – Link to download and/or Link to verify Java on your computer
- Adobe Flash Player: Link to download

- Mobile App: Instructions on how to download the Canvas App on an iOS device (<u>Link for iOS Instructions</u>) or Android device (<u>Link for Android instructions</u>).

Internet Connection
- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher. ● To check your Internet speed, <u>click here</u>.

Minimum Technical Skills Requirements
The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:
1. Accessing Internet.
1. Using Canvas (including taking tests, attaching documents).
2. Using email with attachments.
3. Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
4. Copying and pasting functions.
5. Downloading and installing software.
6. Using presentation, graphics, and other programs.
7. Posting and commenting in an online discussion.
8. Searching the FAU library and websites.

Computer Requirement - Basic computer specifications for Canvas <u>Link to Specifications</u>
Operating System
- A computer that can run Mac OSX or Win 7.0 or higher.

Peripherals
- A backup option should be available to minimize the loss of work, such as an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software
- Once logged in to Canvas, make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

Technical Problem Resolution Procedure
In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructors can verify and take appropriate action to resolve the problem.

It is your responsibility to obtain the necessary information and skills to manage the hardware and software systems of this course. In addition, if your personal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer resources to meet the course deadlines.

Remember, you can always go to any FAU computer lab to complete your work!

Recommended Browsers
Canvas supports the latest two versions of the most widely used browsers. We have learned that Canvas works better with Google Chrome and Mozilla Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, consider installing Chrome or Firefox.

We highly recommend updating to the **newest version** of whatever browser you are using as well as updating to the most recent Flash plug-in.

For more details, see Which Browsers Does Canvas Support?

Getting Help

FAU has purchased Tier 1 support, provided by Canvas. What does this mean for you?

Canvas support is available **24/7, 365 days a year** in various forms. You can use the Canvas Guides to search for answers, call the support hotline to talk to a person, hit the chat link to message a Canvas support technician, or report an issue directly to Canvas.

You can access all of these help options by clicking on the **Help** link in the bottom-left corner of the Canvas window and then selecting your preferred method of assistance.

If you call FAU's Help Desk, please be sure to select the option for Canvas.

Questions about Assignments or Course Material

Make sure you read the entire syllabus and Start Here Module first. If you have questions about the assignments or course material, contact me through my Canvas Inbox.

The suggestions listed above have been noted by the Center of eLearning Department at FAU.

Support Services & Online Resources
- Center for eLearning and Student Success
- Counseling and Psychological Service (CAPS)
- FAU Libraries
- Freshmen Academic Advising Services
- Math Learning Center
- Office of Information Technology Helpdesk
- Office of International Programs and Study Abroad
- Office of Undergraduate Research and Inquiry
- Student Accessibility Services
- University Center for Excellence in Writing