



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Program Coordinator - Charles Lewis
Instructor-Charles Lewis

ACCT 2301 – Principles of Accounting I
CRN 78377 – Fall 2015 First Eight Week Semester
August 24, 2015– October 18, 2015
Last assignment due October 12 2015
Distance Education

On-Line Orientation: MANDATORY FOR DISTANCE EDUCATION

Complete your on-line orientation. <http://de.hccs.edu/> and then locate the link for Orientation. If you are having problems assessing the class, contact a distance education support technician at 713-718-5275. You also may visit the HCC Support Center at <http://de.hccs.edu/> Completing the DE online orientation does not count as attendance

This class will be using Eagle On Line 2 <https://eo2.hccs.edu/login/index.php>

You will be required to log into Eagle on Line at least two (2) times a week to read any announcements posted and to review your grade book. See Attendance guidelines on page 15

YOU MUST READ THE FOLLOWING

1. Eagle on Line is required for this class-See page 1
Quick Mail-see page 2
2. Technical Compliance-see page 2
3. Calendar-see page 4
4. Grade scale and grade of FX-see page 5
5. Assignments graded and required for this class located in the McGraw-Hill
Connect Learning Module System-see pages 6-9
6. Text book information and McGraw-Hill Connect information-see pages 11-
13--**The purchase of Connect is mandatory for this course**
7. Attendance guidelines for face to face, hybrid and Distance Education classes-see
Pages 13-14--Official Day of record---Lack of participation-Connect Assignments
8. Drops and Withdrawal guidelines-see pages 14
9. Incompletes-see page 14
10. Student Agreement-see page 15-16

Instructor Information:

Instructor:	Charles Lewis
Office Location:	Central Campus
Office Hours:	By appointment
Phone #:	713-823-9667
Email:	Before classes begin or after the semester email address: charles.lewis@hccs.edu During class you may reach me through Quick Mail in Eagle on Line which will send the email to charles.lewis@hccs.edu

Office Location and Hours:

Please feel free to contact me through Eagle On Line “Mail” or by telephone at 713-823-9667. After the course is completed you also can contact me through HCCS email.

Quick Mail and Official HCCS Email

This class will use Quick Mail through Eagle on Line which will go to your HCCS email address. You also may email me direct at charles.lewis@hccs.edu Any modifications to any schedule will be posted in an “Announcement”, email or a revision in the syllabus. To communicate with your instructor you must use either Quick Mail through Eagle on Line or use your official HCCS email account

Syllabus Changes

The syllabus is subject to change. When changes occur the instructor will advise the students during class time and as an announcement on Eagle on Line. It will be the students responsibility when absent to check with the instructor or students or check Eagle on Line for announcements.

Technical Compliance:

Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Course Description:

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporations, statement of cash flows and interpretation of financial statements.

Prerequisite: ACNT 1303 is preferred but not required

Program/Discipline Requirements: If applicable:

1. EXCEL-Students will work in EXCEL following textbook example formats, labels, and formulas
2. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library)
Ethics-Students will develop personal values for ethical behavior

Academic Discipline/CTE Program Learning Outcomes

1. Students will be able to read, listen, speak, and write proficiently in

- preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
 3. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, ie. Turbo Tax, Peachtree, and/or Quick Books.
 4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

Course Goals:

The primary purpose of Principles of Accounting-I is to provide the students with basic concepts and techniques of double-entry accounting and the accounting cycle. The course is designed to meet the needs of those students who are preparing for a career in accounting

Course Student Learning Outcomes (SLO)

Students will:

1. Illustrate accounting for service & merchandising business
2. Illustrate reporting for assets & current liabilities
3. Illustrate reporting & analysis of financial statements

Learning objectives

The student will be able to:

Illustrate accounting for service & merchandising business

1. Illustrate accounting cycle for one period for service business
2. Journalize & post transactions using subsidiary ledgers & special journals
3. Journalize adjustments & closing for merchandising business

Illustrate reporting for assets & current liabilities

1. Report Current Assets in Balance Sheet
2. Report Fixed & Intangible assets in Balance Sheet & Income Statements
3. Journalize current liabilities

Illustrate reporting & analysis of financial statements

1. Prepare statement of equity
2. Report bonds in Balance Sheet
3. Report securities in balance sheet
4. Prepare statement of cash flows
5. Compute analytical measures

SCANS or Core Curriculum Statement

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

ACCT 2301-Fall 2015 First Eight Week Semester See Connect for on line assessment due dates Below is suggested start dates (not due dates) Verify grades In Eagle on Line every Monday during the Semester			
DATE	DAY	Ch	TOPIC
8/24	M	1 2	Accounting in Business Accounting for Business Transactions
8/31	M		Official Day of Record- Must sign into Eagle on Line before 6:00 am-Subject to withdrawal
8/31	M	3 4	Adjusting Accounts for Financial Statements Accounting for Merchandising Operations
9/07	M	5 6	Inventories and Cost of Sales Cash and Internal Controls
9/14	M	7 8	Accounting for Receivables Accounting for Long Term Assets
9/21	M	9 10	Accounting for Current Liabilities Accounting for Long Term Liabilities
9/28	M	11 12	Corporate Reporting and Analysis Reporting for Cash Flows
9/28	M		Last Day to Withdraw with a "W" @ 4:30 pm
10/05	M		
10/12	M		Last assignment due @ 6:00 am Distance Education Instruction Ends
10/14	W		Last day to verify grades entered in Eagle on Line Gradebook-Before 6:00 am
10/18	Su		Semester Officially Ends
10/18	Su		Grades entered into the main HCCS system
10/23	F		Grades available to students

Instructional Methods: 100 % Distance Education

ACCT 2301 is a required, elective, or prerequisite course depending upon program or accounting courses.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As a student wanting to learn about the field of accounting, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of accounting.

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete and submit all assignments on or before the due dates. Your assignment grades will be posted in Eagle on Line every Monday. Verify grades every Monday during the Semester.

This course will use the book publisher **McGraw-Hill Connect Learning Module** for all of your on line work

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale

FINAL GRADE OF FX

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work will also receive an FX.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

Evaluation Requirements:

Verify grades every Monday during the Semester

Connect 100 points per chapter x 12 chapters	1200
Total (100 %)	1000 points

Grading Scale:

90 - 100% =	A	(1080-1200 points)
80 - 89% =	B	(960-1079 points)
70 - 79% =	C	(840-959 points)
60 - 69% =	D	(720-839 points)
BELOW 60% =	F	(0 to 719 points)

Below are your assignments in Connect

All chapter grades in Connect equal 100 points for simplicity.

The 100 points for each chapter in Connect is based upon the following points:

Learn Smart (20) Exercises/Problems (50) Interactive Presentations (10) Quizzes (20)

Verify grades every Monday during the Semester

Chapter	Type	Connect	Pts	
1	Learn Smart	LS	20	In Assignment section
	Exercises	1-8	6	Algorithmic
		1-9	8	Algorithmic
		1-15	12	Algorithmic
		1-16	8	Algorithmic
		1-17	16	Algorithmic
	IP	A1	1	
		P1	3	
		P2	6	
	Quiz		20	MC 10 @ 2-Random Pooling
	Total		100	
2	Learn Smart	LS	20	In Assignment section
	Exercises	2-7	11	algorithmic
		2-9	23	Algorithmic
		2-10	16	Algorithmic
	IP	A1	2	
		C2	3	
		C4	5	
	Quiz		20	MC 10 @ 2-Random Pooling
	Total		100	
3	Learn Smart	LS	20	In Assignment section
	Exercises	3-1	5	Algorithmic
		3-3	7	Algorithmic
		3-5	2	Algorithmic
		3-7	12	Algorithmic
		3-8	19	Algorithmic
		3-10	5	Algorithmic

	IP	P1	6	
		P3	4	
	Quiz		20	MC 10 @ 2-Random Pooling
	Total		100	
4	Learn Smart	LS	20	In Assignment section
	Exercises	4-4	14	Algorithmic
		4-5	12	Algorithmic
		4-7	16	Algorithmic
		4-	8	Algorithmic
				Algorithmic
	IP	P1	2	
		P2	4	
		P4	4	
	Quiz		20	MC 10 @ 2 Random Pooling
		Total	100	
5	Learn Smart	LS	20	In Assignment section
	Exercises	5-2	2	Algorithmic
		5-3	28	Algorithmic
		5-9	20	Algorithmic
	IP	P1	10	
	Quiz		20	MC 10 @ 2 Random Pooling
	Total		100	
6	Learn Smart	LS	20	In Assignment section
	Exercises	6-5	9	Algorithmic
		6-6	14	Algorithmic
		6-9	8	Algorithmic
	Problem	6-3	19	Algorithmic
	IP	P2	4	
		P3	6	
	Quiz		20	MC 10 @ 2 Random Pooling
		Total	100	
7	Learn Smart	LS	20	In Assignment section
	Exercises	7-1	20	Algorithmic
		7-2	12	Algorithmic
		7-3	6	Algorithmic
		7-4	8	Algorithmic
		7-5	4	Algorithmic
	IP	P1	2	
		P2	4	

		P3	4	
	Quiz		20	MC 10 @ 2-Random Pooling
	Total		100	
8	Learn Smart	LS	20	In Assignment section
	Exercises	8-2	4	Algorithmic
		8-3	14	Algorithmic
		8-15	6	Algorithmic
		8-16	6	Algorithmic
		8-18	2	Algorithmic
		8-19	2	Algorithmic
		8-20	1	Algorithmic
	Problem	8-2a	15	Algorithmic
	IP	P1	5	
		P2	5	
	Quiz		20	
		Total	100	MC 10 @ 2-Random Pooling
9	Learn Smart	LS	20	In Assignment section
	Exercises	9-3	6	algorithmic
		9-4	20	algorithmic
		9-5	8	algorithmic
		9-6	7	algorithmic
		9-12	4	algorithmic
		9-16	5	algorithmic
	IP	P1	10	
	Quiz		20	MC 10 @ 2-Random Pooling
		Total	100	
10	Learn Smart	LS	20	In Assignment section
	Exercises	10-1	13	Algorithmic
		10-2	16	Algorithmic
		10-3	6	Algorithmic
		10-10	15	Algorithmic
	Quiz		20	MC 10 @ 2-Random Pooling
	IP	A1	10	
		Total	100	
11	Learn Smart	LS	20	In Assignment section
	Exercises	11-2	6	Algorithmic
		11-3	10	Algorithmic
		11-4	4	Algorithmic
		11-5	4	Algorithmic

		11-8	4	Algorithmic
		11-9	4	Algorithmic
		11-18	18	Algorithmic
	IP	P1	4	
		P2	6	
	Quiz		20	MC 10 @ 2-Random Pooling
		Total	100	
12	Learn Smart	LS	20	In Assignment section
	Exercises	12-4	12	Algorithmic
		12-7	5	Algorithmic
		12-8	5	Algorithmic
		12-11	28	Algorithmic
	IP	C1	10	
	Quiz		20	MC 10 @ 2-Random Pooling
	Total		100	

Learn Smart/Smart Book Assignments:

No two students are alike. Why should their learning paths be? LearnSmart uses revolutionary adaptive technology to build a learning experience unique to each student’s individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, LearnSmart adapts and adjusts the content based on his or her individual strengths, weaknesses and confidence, ensuring that every minute spent studying with LearnSmart is the most efficient and productive study time possible.

LearnSmart also takes into account that everyone will forget a certain amount of material. LearnSmart pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, LearnSmart goes beyond simply getting students to memorize material – it helps them truly retain the material in their long term memory. Want proof? Students who use LearnSmart are 35% more likely to complete their class; 13% more likely to pass their class; and have been proven to improve their performance by a full letter grade.

Content is still structured somewhat like a textbook but instead of asking students to read it thoroughly from start to finish, it coaches the student on how to read the material and quizzes them on various concepts as they move through each section. Depending on their responses, they’re guided along to different highlighted passages. LearnSmart is more focused on reviewing material and attempts to help students read more efficiently to better retain information.

The assignment list where Learn Smart is listed indicates a time such as 20 minutes. This does not mean you have only 20 minutes before you start but is telling you that the average amount of time is 20 minutes. Just make sure the assignment is completed by the day and time listed in the assignment list.

Be sure to use Learn Smart (Smart Book) that is in the assignment section in Connect to be graded.

See link below to review how to use Smart Book

<http://learnsmartadvantage.com/products/smartbook/>

Exercises and Problems Assignments:

All exercises and problems in Connect are the same exercises and problems as you will find in the back of each chapter. The only difference is that each student's numbers for the exercises or problems in Connect will be different numbers than in the book or what your fellow students have.(algorithmic exercises and problems)

Submission Attempts-Check my works

The system is set to give you only two (2) submission attempts but you do have unlimited "check my works" to help you eventually master the concept and problem before you submit for grading. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Hints:

Some of the exercises and problems have features to allow you to watch a video of a similar exercise/problem "View Hint" will walk you through the process.

Ask your instructor feature:

The system is set that you can ask your instructor a question by using the mail feature found in each Connect problem. Students can "ask your instructor a question". Your instructor will respond back to you by using the mail feature in Connect (so check your Connect regularly for responses back from your instructor).

Ebook and resources:

The system is set that you can click on ebook and resources that will take you direct to the section in the book that is dealing with your exercise/problem

Report a content issue:

If a student feels that there is an error with the material do NOT report these issues directly to Connect. Click "ask your instructor" while in the Connect problem. Give detailed information as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

Interactive Presentations Assignments:

Interactive Presentations (IP) are an interactive audio/video that will require you to answer questions as you move along in the video. The system is set to give you two (2) attempts. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Quizzes Assignments:

Each chapter in Connect has a 10 question multiple choice quiz and each student's quiz is completely different from another student's quiz.(random pooling) Each student is allowed 2 attempts to improve their grade. Each attempt is a different set of questions. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the

grade from the first attempt. Quizzes do not have “check my work”. The feature “ask your instructor” is available.

Textbook and Related Material (Required):

Welcome to Accounting 2301-Financial Accounting Principles of Accounting 1. Please read this entire message carefully, as it contains crucial information about your required course materials and how to obtain the best bargain as you are shopping around.

The required textbook for this course is: Financial Accounting Fundamentals 5th. Edition Chapters 1-13 w/Connect Loose-Leaf by Wild - Publisher: McGraw-Hill ISBN: 9781259690457 You will also be required to complete a variety of assignments that will be delivered via **McGraw-Hill Connect**, an innovative online learning system proven to help students achieve greater success. **The purchase of Connect is mandatory for this course.**

While there are many purchase options, the best bargain for obtaining everything you will need to be successful in this course may be found in the value-added bundle available in the campus bookstore or ordered directly from McGraw-Hill. While I highly recommend the option that includes a printed copy of the text, if you are comfortable forgoing use of a hard-copy text in favor of an electronic version, you may instead purchase stand-alone access to **McGraw-Hill Connect**. This provides you with access to all of the assignments in **McGraw-Hill Connect** plus an integrated e-book version of the required textbook.

Once you have purchased your materials from the bookstore, direct from McGraw-Hill or if you are ready to purchase access directly online, go to the appropriate registration page for your section listed below:

<http://connect.mheducation.com/class/c-lewis-fall-2015-acct-2301-crn-78377>

DO NOT SIGN INTO THE ABOVE URL UNTIL August 23, 2015

To register, confirm that you are on the appropriate page by reviewing the course and section information listed on the site. If the course and section information listed is correct, click on the “Register Now” button, and follow the instructions on the site to complete your registration. **You will register with the Connect code or temporarily register with the Courtesy period that normally is 14 days.**

The McGraw Hill Connect system allows you to register without immediately paying. **You do have a 14 calendar day period before you have to pay but do not pass that Courtesy period of paying as your account will expire and you will not have access to Connect.** The Courtesy period is a courtesy offered by McGraw at our request but all students are required to pay. If you pay and then withdraw or drop, Connect will honor your registration for a certain number of days normally where you can take the course again the next semester.

There is no reason to delay registering. There is also no reason to get behind as the Connect system does offer the ability to use the ebook portion of Connect

If you run into any technical difficulties, please call **McGraw-Hill’s Customer Experience Group** by dialing **1(800)331-5094** or submit the “*Contact Us*” form found online at www.mhhe.com/support. I suggest for a faster response, CALL.

Also see in Eagle On Line the appropriate Topic section for McGraw-Hill for more information.

Textbook Pricing Options are below:

First Option:

Best Bargain \$70.00

Package: Loose-Leaf textbook with Connect

ISBN: 9781259690457

Print and Digital Solution Good for Acct 2301 only

Only Available Online at the link below: Standard 5-7 day shipping applies

Using the McGraw-Hill link below is a two (2) step process. The first step will bring you to a McGraw-Hill home page of all Accounting Courses at Houston Community College that use McGraw Hill books. The second step is to click on book you wish to purchase which will direct you to the page to order your book for this class. MAKE SURE THAT YOUR BOOK INDICATES ACCT 2301

<http://shop.mheducation.com/mhshop/store/HCCACC>

Second Option:

Best Digital Option Second Option \$60.00

Connect (Includes ebook and homework access only) All digital solution

Purchase Online

<http://connect.mheducation.com/class/c-lewis-fall-2015-acct-2301-crn-78377>

DO NOT SIGN INTO THE ABOVE URL UNTIL August 23, 2015

Third Option: \$100.00

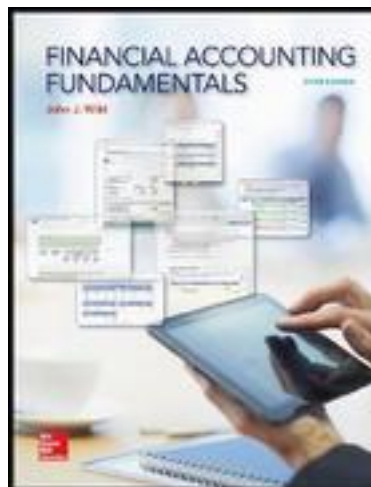
Package: Loose-Leaf textbook with Connect

ISBN: 9781259690457

Print and Digital Solution

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book

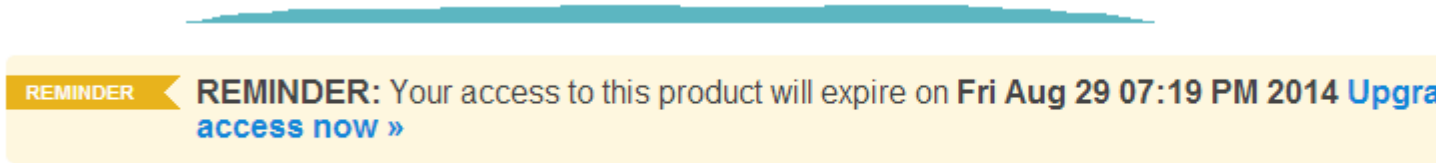


Fourth Option:

If may buy the book from any other source but you will have to purchase the Connect code separately from McGraw-Hill.

If you register temporarily with the courtesy period you can upgrade through your instructor's URL. The below reminder will always be there when you log into Connect.

Example below:



When you do this, input your code that you got from option 1 or 3 above.

If you Click the button to buy on line instead of option 1 or 3 then you will get the digital ebook with Connect and that price is \$60.)

HCC Policy Statements

Link: <http://www.hccs.edu/district/students/student-handbook/>

Americans with Disabilities Act (ADA)-Students with Disabilities:

<http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/>

<http://www.hccs.edu/district/students/disability-services/>

Academic Honesty:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/student-procedures/>

Attendance: Face to Face, Hybrid or Distance Education classes

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Eagle On Line class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

It is important that you LOG INTO THIS COURSE IN EAGLE ON LINE for attendance purposes before August 31, 2015, because we are obligated to report attendance to the registrar's office by that date. If you have not logged in to Eagle on Line before **August 31, 2015, you will have been considered as never attending and the registrar's office will drop you from this course. **I will NOT reinstate you.****

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle On Line, and/or to withdraw a student for excessive absences or failure to actively participate regularly. DE students who do not log into their Eagle On Line class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

During the course, I reserve the right to withdraw you from the course due to excessive non-participation in class assignments or activities

Active participation is based upon ATTEMPTING AND SUBMITTING Connects assignments for grading. Your instructor will continuously monitor the number of SUBMITTED Connect assignments and your grade average

Any grade average of 50 % or lower will alert your instructor to review your course work and determine if the grade average is due to lack of submitted work or lack of understanding the material. A student may be considered as non-participating and subject to withdrawal if they have attempted and submitted less than 75% of your assignments.

The instructor will apply the above mentioned guidelines for officially withdrawing a student before or by the official day of withdrawal. These same guidelines will also apply after the official day of withdrawal in assigning a final grade of FX.

Also review page 1 about the requirement that you must log into Eagle on Line at a minimum of two (2) times a week. Checking in everyday would be advisable. Any modifications to any schedule will be posted in an “Announcement”, email or a revision in the syllabus

Drops and Withdrawals: HCC Course Withdrawal Policy

See below link for guidelines and rules

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The final withdrawal deadline for this class is September 28, 2015 before 4:30pm. Classes of other duration may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar’s Office to determine class withdrawal deadlines.

HCC 6 Drop Policy

Financial Aid and Withdrawal

<http://www.hccs.edu/programs/financialaid/withdrawal-policy/>

International Students: Receiving a **W** in a course may affect the status of your student visa. Once a **W** is given for the course, it will not be changed to an **F** because of visa considerations.

<http://www.hccs.edu/district/students/international/>

Repeat Course Fee

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Incompletes:

It is my policy not to give a grade of “I” (incomplete).

HCC Student Services Information

Link: <http://www.hccs.edu/district/students/student-handbook/>

DISTANCE EDUCATION:

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://www.hccs.edu/district/students/student-handbook/>

Distance Education for advising, counseling, social networking, facebook, twitter, library sources:
<http://de.hccs.edu/>

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action

INTERNATIONAL STUDENTS

Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

<http://www.hccs.edu/district/students/international/>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Student agreement and responsibilities-YOU MUST READ THIS SECTION

You must copy and paste the below into a word document and send this to your instructor stating you understand the below responsibilities. You must do this within the first week of class. Also understand that any student that fails to send the attached document will not have grades posted.

Please review the following items to verify that you have the basic skills, equipment and much needed ambition to properly complete this course.

1. You have read the syllabus and understand the grading system and course requirements.
2. You are responsible for managing & scheduling your time to study & complete assignments by the designated due dates.
3. You are responsible for having the correct book according to the syllabi.
4. If your course uses a publisher homework system, such as McGraw Connect, you will enroll immediately for access to assignments to meet due dates. You understand that you are required to pay for the Publisher's homework system (Connect) and if you fail to pay you will be given an "Incomplete" until the system indicates you have paid.
5. You are not a person that waits until the last minute to complete your work.
 - a. Assignment due dates are NEVER extended.
 - b. NEVER ask for an extension.
 - c. Complete your work well before the due date – if an issue arises (computer or personal), there is still time to resolve.
 - d. An emergency situation does not constitute a valid reason for extensions of due dates.
6. You are self-motivated and tenacious in your pursuit of the correct answer.
7. You have access to a computer, PC platform with Adobe, Microsoft Word and Excel.
 - a. You have a basic understanding of how to use Word and Excel.
 - b. Submitted documents must have a file extension of .doc, .docx, .xls, .xlsx, .pdf
 - c. You know how to attach documents when submitting.
8. If your personal computer fails at any time, you have convenient access to another computer.
9. You know how to use the Internet to search and download a program.
10. If you are having trouble with Eagle Online or a publisher homework system, you are capable of contacting the proper organization's customer support for assistance.
11. If you are having trouble with the course material, you can spend time with an accounting tutor or call, email, or set an appointment to see me.
12. Disputed grades must be resolved within one week of the grade posting, excluding the last week of the course.
13. I understand the grading scale as outlined in the syllabi and that my final grade average is what I have earned and that negotiations of my grade is not acceptable. Extra credit work is not provided. . I will review the Grade book in Eagle on Line every Monday and the last day the last assignment is due to verify my grades for my assignments and review my average grade for the course throughout the semester