



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Associate Chair – Charles Lewis
Program Coordinator – Dr. Mesfin Genanaw
Instructor – Atef Abuelaish

ACNT 1303 – INTRODUCTION TO ACCOUNTING

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 student's responsibility when absent to check with the instructor or students or check Eagle on Line for announcements.

1. General Course Information – Section 1- page 1
2. Instructor Information – Section 2 – pages 1 and 2
3. Course Catalog Description – Section 3 – page 2
4. Program/Discipline/Course Goals/Scans or Core Curriculum Program/ Section 4 – page 2-3
5. Textbook Information – Section 5 – pages 3-6
McGraw-Hill Connect information-purchase of Connect is mandatory for this course
6. Instructional and Technology Methods – Section 6 – pages 6
7. Course Tentative Schedule – Section 7 – pages 7-10
8. Grading Process -Section 8 – pages 10-15
9. HCCS and Course Policies – Section 9 – pages 15-18
10. International Students – Section 10 – pages 18
11. Student Support- Technical Support – Tutorial Services – page 18
12. EGLS3 –Student Survey Section 12 – page 18
13. On Line Class if applicable Additional information – Section 13 – page 19-20
14. Student Agreement -section 14 – page 20-21

Section 1: Course Information

Course Name: Introduction to Accounting

Course Number: Acnt 1303 **Course Section:** CRN 22282

Semester: Fall 2018 **Date:** Sept. 04th, 2018 – December 16th, 2018

Days and Hours: Tues & Thurs. 08:00 to 9:20 AM **Location:** Not applicable

Prerequisite: College Level Reading, Writing and Mathematics

This class **DOES NOT** fulfill the Texas State Board of Public Accountancy's education requirements to sit for the CPA Exam

Section: 2 Instructor's Information:

Office Location: Southwest College, West Loop **Office Hours:** By appointment

Telephone Number: 832-474-1118

Email: atef.abuelaish1@hccs.edu

Communication: All communication between the instructor and the student will be through the email account set up in People Soft as your primary email. HCCS prefers that your primary email be your official HCCS email. If you do have, as your primary email, an email other than your HCCS email, make sure that this information is correct. You will always communicate with me to my official HCCS at and/or through Eagle on Line Canvas mail. Do not use In Box in Eagle on Line Canvas for communications. **Always in the subject matter of every email put Acnt 1303 CRN 22282. See Eagle on Line Canvas Module 1 document "First day instructions" on how to use email.**

Section 3: Course Catalog Description:

ACNT 1303 is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Coverage also includes the fundamental principles of double-entry bookkeeping, financial statements, trial balances, worksheets, special journals, adjusting entries and closing entries.

Section 4: Program/Discipline/Course Goals/Scans or Core Curriculum

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

Course Goal:

Have students begin reading, critical thinking, and writing about accounting concepts and principles, and, acquire ability to use manual and computerized accounting in acquiring, recording, analyzing, communicating, and evaluating accounting information.

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, i.e. 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 Student Learning Outcomes (SLO):

Students will:

1. Perform accounting for service business
2. Perform accounting for cash and payroll
3. Perform accounting for merchandising business

Learning objectives:

The student will be able to

Students will perform accounting for service business

1. Students will record business transactions in column form
2. Students will record business transactions directly in T accounts
3. Students will record business transactions in two-column general journal
4. Students will complete a work sheet involving adjustments
5. Students will journalize & post-closing entries

Students will perform accounting for cash and payrolls

1. Students will reconcile bank statement
2. Students will calculate deductions & net pay, from gross pay
3. Students will calculate & journalize payroll tax expense

Students will perform accounting for merchandising business

1. Students will prepare schedule of accounts receivable
2. Students will journalize & post special journals
3. Students will record adjustments in work sheet
4. Students will prepare classified income statement.

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

Section 5: Textbook Information:

The required textbook for this course is College Accounting A Contemporary Approach with Connect, Haddock Price Farina 4th Edition. 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.

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. Details of the bundle are below.

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 (option 3) or ordered directly from McGraw-Hill (option 1). 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 (option 2). This provides you with access to all of the assignments in McGraw-Hill Connect plus an integrated e-book version of the required textbook.

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 Canvas for more information concerning McGraw-Hill Connect.

The below URL is the initial link for registration into McGraw Hill Connect for this class. [FALL 2018 Semester - CRN 22282 - Tues & Thurs From 8:00 Till 09:20 AM](#)

The first day for registration into the above link is August 24th, 2018 and the last day for registration is September 11th, 2018 @ 11:59 pm- Failure to register by September 11th, 2018 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

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 temporally register with the Courtesy period that normally is 14 days.

Textbook Pricing Options:

First Option

Best Bargain \$**93.00**

Package: Loose-Leaf textbook with Connect Plus

ISBN: 9781260255157

Print and Digital Solution (6 month Connect access)

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

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

Do not use the above link as the book is on back order.

Second Option

Best Digital Option Second Option **\$87.00**

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

Purchase Online (12-month Connect access)

The first day for registration into the above link is August 24th, 2018 and the last day for registration is September 11th, 2018 @ 11:59 pm- Failure to register by September 11th, 2018 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

Third Option: <http://hccs.bncollege.com/>

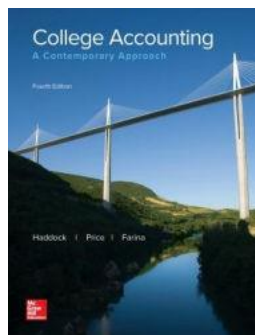
Package: Loose-Leaf textbook with Connect

ISBN: 9781260255157

Print and Digital Solution (6 month Connect access)

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book for HCC



Fourth Option:

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

Registering with the Courtesy Period

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:

Your courtesy access to this class
will expire on August 15, 2017, 11:58
AM CDT.

Do you want to purchase access
right now?



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 \$87.)

Section 6: Instructional/Technology Methods:

Instructional Methods: 100 % On Line

On-Line Orientation: MANDATORY FOR HCC On Line Classes

Complete your on-line orientation <http://www.hccs.edu/online/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC On Line support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>

Completing the HCCS On Line orientation does not count as attendance.

This class will be using Eagle on Line Canvas <https://eagleonline.hccs.edu>

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

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.

This class uses McGraw Hill Connect for all assignments. See Section 5 for registration.

Section 7: Course Tentative Schedule

Meet NO.	Dates	Chapter	Topic	Homework Assignment
1	09/04	1	Accounting: the Language of Business	
2	09/06	1	Accounting: the Language of Business	<i>Using Connect – 2 Questions for 50 Points – <u>Due 10/24</u></i>
3	09/11	2	Analyzing Business Transactions	
4	09/13	2	Analyzing Business Transactions	<i>Using Connect – 7 Questions for 50 Points – <u>Due 10/24</u></i>
5	09/18	3	Analyzing Business Transactions Using T Accounts	
6	09/20	3	Analyzing Business Transactions Using T Accounts	<i>Using Connect – 6 Questions for 50 Points – <u>Due 10/24</u></i>
7	09/25	4	The General Journal and the General Ledger	
8	09/27	4	The General Journal and the General Ledger	<i>Using Connect – 4 Questions for 50 Points – <u>Due 10/24</u></i>
9	10/02	<u>EX # 1</u>	<u>Exam 1 Using Connect – 3 PARTS For 80 Points [Chapters 1, 2, and 3]</u> <u>Under Chapter # 4</u>	<i>Using Connect – 3 PARTS For <u>80 Points</u> [Chapters 1, 2, and 3]</i>
10	10/04	5	Adjustments and the Worksheet	

11	10/09	5	Adjustments and the Worksheet	<i>Using Connect – 5 Questions for 50 Points – <u>Due 10/24</u></i>
12	10/11	6	Closing Entries and the Postclosing Trial Balance	
13	10/16	6	Closing Entries and the Postclosing Trial Balance	<i>Using Connect – 6 Questions for 50 Points – <u>Due 10/24</u></i>
14	10/18	7	Accounting for Sales, Accounts Receivable, and Cash Receipts	
15	10/23	7	Accounting for Sales, Accounts Receivable, and Cash Receipts	<i>Using Connect – 7 Questions for 50 Points – <u>Due 12/12</u></i>
16	10/25	<u>EX # 2</u>	<u>Exam 2 Using Connect – 3 PARTS</u> <u>For 80 Points [Chapters 4, 5, and 6]</u> <u>Under Chapter # 7</u>	<i>Using Connect – 3 PARTS For <u>80 Points</u> [Chapters 4, 5, and 6]</i>
17	10/30	8	Accounting for Purchases, Accounts Payable, and Cash Payments_	
18	11/01	8	Accounting for Purchases, Accounts Payable, and Cash Payments	<i>Using Connect – 6 Questions for 50 Points – <u>Due 12/12</u></i>
19	11/06	9	Cash	

20	11/08	9	Cash	<i>Using Connect – 7 Questions for 50 Points – <u>Due 12/12</u></i>
21	11/13	10	Payroll Computations, Records, and Payments	
22	11/15	10	Payroll Computations, Records, and Payments	<i>Using Connect – 8 Questions for 50 Points – <u>Due 12/12</u></i>
		<u>EX # 3</u>	<u>Exam 3 Using Connect – 3 PARTS For 80 Points [Chapters 7, 8, and 9]</u> <u>Under Chapter # 10</u>	<u>Using Connect – 3 PARTS For 80 Points [Chapters 7, 8, and 9]</u> <u>At Home</u>
23	11/20	<u>NO CLASS</u>	<u>THANKSGIVING School Break</u>	
24	11/22	<u>NO CLASS</u>	<u>THANKSGIVING School Break</u>	
25	11/27	11	Payroll Taxes, Deposits, and Reports	
26	11/29	11	Payroll Taxes, Deposits, and Reports	<i>Using Connect – 8 Questions for 50 Points – <u>Due 12/12</u></i>
27	12/04	12	Accruals, Deferrals, and the Worksheet	
28	12/06	12	Accruals, Deferrals, and the Worksheet	<i>Using Connect – 5 Questions for 50 Points – <u>Due 12/12</u></i>

29	12/11	13	Financial Statements and Closing Procedures	<i>Using Connect – 4 Questions for 50 Points – <u>Due 12/12</u></i>
30	12/13	<u>FINAL</u>	<u>COURSE FINAL EXAM</u> <u>Chapters 10 – 13</u> <u>Under Chapter # 13</u>	<i>Using Connect – 4 PARTS for 100 Points</i> -

Section 8: Grading Processes

<http://www.hccs.edu/programs/catalog/general-course-information> (see HCC Grading System)

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 On Line course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work may also receive an FX or may be withdrawn from the class. See pages 14-15 for guidelines on active participation in this class.

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.

Instructor Grading Criteria Evaluation Requirements:

Three Exams At Home Online	240 points
Homework using Connect	650 points
5 Orientations & 5 Surveys.	10 points
FINAL EXAM using Connect	100 points
Total Points	1000 points

Grading Scale:

Percentage		Grade	Points	Points/semester HR
90 - 100%	=	A	(900 to 1000 points)	4 Points
80 - 89%	=	B	(800 to 899 points)	3 Points
70 - 79%	=	C	(700 to 799 points)	2 Points
60 - 69%	=	D	(600 to 699 points)	1 Points
BELOW 59%	=	F, FX, IP, W, I, AUD,	(0 to 599 points)	0 Points

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.

Below are your assignments in Connect

All chapter grades in Connect equal 50 for simplicity.

The 50 points for each chapter in Connect is based upon the following points:

Learn Smart (5) Exercises/Problems (45)

Chapter	Type	Connect	Pts	Pts	
	Exercises -Problems				
1	LS		5		
	Questions		45		Different than the norm
	Total			50	
2	LS		5		
	Exercises	2-1	3		
		2-4	6		
		2-5	12		
		2-6	6		
		2-8	9		
		2-10	9		

	Total			50	
3	LS		5		
	Exercises	3-1	2		
		3-2	15		
		3-5	6		
		3-6	15		
		3-7	7		
	Total			50	
4	LS		5		
	Exercises	4-2	12		
		4-3	25		
		4-4	8		
	Total	Total		50	
5	LS		5		
	Exercises	5-1	11		
		5-3	13		
		5-5	10		
	Problem	5-3a	11		
	Total			50	
6	LS		5		
	Exercises	6-1	10		
		6-5	4		
		6-6	11		
		6-7	5		
	Problem	6-2a	15		
	Total			50	
7	LS		5		
	Exercises	7-3	8		
		7-7	3		
		7-8	5		
		7-9	10		
		7-10	4		
	Problems	7-1a	15		
	Total			50	
8	LS		5		
	Exercises	8-2	6		

		8-4	9		
		8-6	9		
		8-8	9		
	Problem	8-6a	12		
	Total			50	
9	LS		5		
	Exercises	9-1	6		
		9-2	2		
		9-3	4		
		9-6	15		
		9-8	8		
	Problem	9-3a	10		
	Total			50	
10	LS		5		
	Exercise	10-2	5		
		10-3	8		
		10-4	8		
		10-5	4		
		10-6	7		
		10-7	6		
	Problem	10-1a	7		
	Total			50	
11	LS		5		
	Exercise	11-2	8		
		11-3	8		
		11-4	4		
		11-5	4		
		11-7	4		
		11-8	7		
	Problem	P11-2a	10		
	Total			50	
12	LS		5		
	Exercise	12-3	12		
		12-5	5		
		12-7	8		
	Problem	12-2a	20		
	Total			50	

13	LS		5		
	Exercise	13-3	23		
		13-4	14		
		13-5	8		
	Total			50	
Total	Chapters			650	13 Chapters @ 50 points

Learn Smart/Smart Book Assignments:

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. Learn Smart 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 Eagle on Line Topic 4 for links to learn how to do Learn Smart (Smart Book)

See Connect Orientations in Connect on how to use Learn Smart as an assignment

See Connect Orientations in Connect on how to do Exercise Assignments and Interactive Presentations

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.

Section 9: HCCS and Course Policies

a. Attendance guidelines: Face to Face, Hybrid or On-Line classes

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in On Line 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.

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

<http://www.hccs.edu/programs/catalog/general-course-information>
(see class attendance)

b. Active Participation:

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

c. **Official Day of Record and guidelines- August 24th, 2018**

It is important that you **LOG INTO THIS COURSE IN EAGLE ON LINE** for attendance purposes before **August 24th, 2018 @ 11:59 pm** and also register in Connect before **August 24th, 2018 @ 11:59 pm**. We are obligated to report attendance to the registrar's office by August 24th, 2018. If you have not logged in to Eagle on Line by the above date and registered into Connect by the above stated date, you will have been considered as never attending and the registrar's office will drop you from this course. I will NOT reinstate you.

d. **Drops and Withdrawals: HCC Course Withdrawal Policy**

See below link for guidelines and rules

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

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 July 30, 2018. 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.

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. On Line 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 On-Line orientation does not count as attendance.

- e. **HCC 6 Course Drop Policy**
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures>
- f. **Financial Aid and Withdrawal**
<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>
- g. **Repeat Course Fee**
<http://www.hccs.edu/programs/catalog/costrefund-information/>
- h. **HCC Policy Statements**
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- i. **Americans with Disabilities Act (ADA)-Students with Disabilities:**
<http://www.hccs.edu/support-services/disability-services/student-resources/>
<http://www.hccs.edu/support-services/disability-services/>
- j. **Academic Honesty:**
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
Academic Dishonesty for this class will result in an automatic zero for the assignment and an “F” for the course or the student has the option to withdraw if the Official Withdrawal date has not passed.
- k. **Student Services:**
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- l. **Incompletes:**
It is my policy not to give a grade of “I” (incomplete).
- m. **Title IX Parenting and Pregnancy Guidelines**
To learn about your Title IX rights under parenting and pregnancy, please click on the link below. If you have further questions, please contact the Office of Institutional Equity.
<http://www.hccs.edu/support-services/disability-services/student-resources/>
- n. **Campus Carry Law**
At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at
<http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>
- o. **If an on-line class – Also see Section 13**

Section 10: 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/support-services/international-students/>

Effective Fall 2017, F-1 international students must earn letter grades (A, B, C, D or F). A grade of “FX” (failing because of non-attendance) will no longer count towards the full-time enrollment requirement. “FX” is not considered a valid letter grade and demonstrates the student is not maintaining F-1 immigration status.

Also, please note that the longstanding policy of “W” grades not counting toward full-time enrollment remains in effect.

F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of one class or 3 credits

Section 11: Student Support- Technical Support – Tutorial Services

A. Tutorial Services

<http://www.hccs.edu/resources-for/current-students/tutoring/>

B. Technical Support:

<http://www.hccs.edu/online/technical-support/>

C. Student Support Services

<http://www.hccs.edu/support-services/>

D. Password resets

<http://www.hccs.edu/resources-for/current-students/password-reset-information/>

Section 12: 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.

Section 13: On-Line Class-If applicable

On-Line Orientation: MANDATORY FOR HCC On Line Classes

Complete your on-line orientation <http://www.hccs.edu/online/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC On Line support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>

Completing the HCCS On Line orientation does not count as attendance.

This class will be using Eagle on Line Canvas <https://eagleonline.hccs.edu>

HCC ON Line Courses:

The HCC On Line Student Handbook contains policies and procedures unique to the On-Line 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 On Line 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 On-Line Student Handbook by visiting this link: [http://www.hccs.edu/online/
http://www.hccs.edu/online/class-orientation--handbook/](http://www.hccs.edu/online/http://www.hccs.edu/online/class-orientation--handbook/)

HCC On Line for advising, counseling, social networking, facebook, twitter, library sources:
<http://www.hccs.edu/online/>

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC On Line 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 hours of distance education (online class) per semester that will count towards the full-time status

Section 14: 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 before September 11th, 2018 @ 11:59 pm. Also, understand that any student that fails to send the attached document will not have grades posted. See Eagle on Canvas Module 2

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 those negotiations of my grade is not acceptable. Extra credit work is not provided. I will review the Grade book in Eagle on Line every day 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