



Center of Excellence - Business  
 Department Chair - Dr. Marina Grau  
 Program Coordinator – Dr. Mesfin Genanaw  
 Instructor- -Evette Barbier

**ACCT 2302 – Principles of Managerial Accounting**  
 CRN 52336- Spring 2018 (January 16 – May 13, 2018)  
 16 Week Semester - M/W 12:30 – 1:50 p.m.  
 Last Assignment due: Monday, May 7, 2018 at 6:00 a.m.  
 Face-to-Face Lecture

This class will be using Eagle Online Canvas <https://eagleonline.hccs.edu/login/ldap>  
 You should log into Eagle Online Canvas at least two (2) times a week to read any announcements and review your grade book (always on Monday).

**YOU MUST READ THE FOLLOWING**

1. Eagle Online is required for this Class-See page 1
2. Technical Compliance-see page 2
3. Calendar-see pages 4-5
4. Grading Scale and Grade of FX-see pages 5-6
5. Assignments graded and required for this class located in the McGraw-Hill Connect Learning Module System (“Connect”)-see pages 7-10
6. Text book and Connect information-see pages 12-14  
*The purchase of Connect is mandatory for this course.*
7. Attendance guidelines for face to face classes-see pages 15-16—Official Day of record—Lack of Participation-Connect Assignments
8. Drops and Withdrawal Guidelines-See attendance guidelines see pages 15-16
9. Incompletes-see page 16
10. Student responsibilities-see page 17

**Instructor Information:**

Instructor:	Evette Barbier
Office Location:	None
Office Hours:	Upon request
Phone #:	281-217-1901
E-mail:	<a href="mailto:evette.barbier@hccs.edu">evette.barbier@hccs.edu</a>

**Office Location and Hours:**

You may contact me by telephone at 281-217-1901 or through HCCS e-mail. I prefer e-mail if the matter is not of immediate urgency.

### **Official HCCS E-mail**

Any communication that I initiate will go to the e-mail address that you set up as Primary in PeopleSoft. When you contact me, please use the official HCCS e-mail address that I provide above. *DO NOT use the Conversations (In Box) in Eagle Online Canvas.* Please be consistent in your communications with me by using the same e-mail address and name each time and always referencing the course as ACCT 2302 CRN 52336 in the subject line.

### **Syllabus Changes**

The syllabus is subject to change. When changes occur, I will post an announcement in Eagle Online Canvas and e-mail all enrolled students to advise of the change.

### **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.

### **ACCT 2302 Principles of Managerial Accounting (3 SCH version)**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company.

The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Prerequisite:

ACCT 2301 Principles of Financial Accounting (3 SCH version)

### **Program/Discipline Requirements:**

1. EXCEL- Students will work in EXCEL following textbook example formats, labels, and formulas
2. Internet- Students will use HCC webmail, Publisher platforms (McGraw-Hill Connect, Wily plus, etc.), the Learning Web, Eagle Online Canvas, and HCC LibLine (24/7 Library)

### **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.
5. Students will be able to help managers make financial and nonfinancial decisions using internal and external information.

## **Student Learning Outcomes**

Upon successful completion of this course, students will:

1. Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision-making process of managers.
2. Define operational and capital budgeting, and explain its role in planning, control, and decision making.
3. Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
4. Explain methods of performance evaluation.
5. Use appropriate financial information to make operational decisions.
6. Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

## **Student Learning Objectives:**

The student will be able to:

### **Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision-making process of managers.**

1. Describe the differences b/n Financial Accounting and Managerial Accounting
2. Classify costs on the basis of their behavior, traceability, controllability, relevance, and function
3. Compute cost of goods manufactured for a manufacturing company and cost of goods sold for merchandising and manufacturing companies

### **Define operational and capital budgeting, and explain its role in planning, control, and decision making.**

1. Illustrate how to prepare operational budget for service, merchandising and manufacturing companies
2. Illustrate how to prepare capital budget for service, merchandising and manufacturing companies
3. Illustrate how to prepare capital expenditure, financial budgets and the master budget

### **Prepare an operating budget, identify its major components, and explain the interrelationships among its various components**

1. Illustrate the relationship b/n sales *budget*, production *budget*, direct materials purchases *budget*, direct Labor *budget*, overhead *Budget*, ending finished goods Inventory *budget* and cost of goods sold *budget*.

### **Explain methods of performance evaluation.**

1. Describe controllable and uncontrollable costs
2. Illustrate responsibility accounting systems
3. Illustrate financial and non-financial performance evaluation measures

### **Use appropriate financial information to make operational decisions**

1. Illustrate financial performance measures such as return on investment, residual income, profit margin and investment turnover
2. Illustrate the balanced scorecard, cycle time and cycle efficiency

**Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.**

1. Describe job order costing, process costing, and activity based costing
2. Illustrate cost behavior and cost-volume-profit analysis and variable costing
3. Compute payback period, net present value and internal rate of return

**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

<b>ACCT 2302-Spring 2018 (16 Week Semester)</b> <b>Chapters are linked to expected discussion dates below.</b> <b>These ARE NOT assignment due dates.</b> <b>See Connect for actual on-line assessment due dates</b> Connect grades will be posted in Eagle on Line Canvas every Monday			
<b>DATE</b>	<b>DAY</b>	<b>Ch</b>	<b>TOPIC</b>
Jan-17	W		Orientation
Jan-22	M	13	Analysis of Financial Statements
Jan-24	W	13,1	Managerial Accounting Concepts and Principles
Jan-29	M	1	Managerial Accounting Concepts and Principles
Jan-30	Tu		<b>Last day to register in Connect-Failure to do so will make you subject to being withdrawn- Connect registration closes at 11:59 p.m. on Tuesday, January 30, 2018</b>
Jan-31	W	*	<b>Official Day of Record * Failure sign into Eagle Online Canvas before 11:59 p.m. on Tuesday, January 30, 2018 will make you subject to withdrawal</b>
Feb 05	M	2	Job Order Costing and Analysis
Feb 07	W	2	Job Order Costing and Analysis
Feb-12	M	2, 3	Process Costing and Analysis
Feb-14	W	3	Process Costing and Analysis
Feb-19	M		<b>NO CLASS - President’s Day Holiday</b>
Feb-21	W	3	Process Costing and Analysis
Feb-26	M	4	Activity Based Costing
Feb 28	W	4	Activity Based Costing
Mar 5	M	5	Cost Behavior and Cost Volume Profit Analysis
Mar 7	W	5	Cost Behavior and Cost Volume Profit Analysis
Mar-12	M		<b>NO CLASS - Spring Break</b>
Mar 14	W		<b>NO CLASS - Spring Break</b>

Mar 19	M	5	Cost Behavior and Cost Volume Profit Analysis
Mar 21	W	6	Variable Costing and Analysis
Mar-26	M	6	Variable Costing and Analysis
Mar 28	W	6	Variable Costing and Analysis
Apr-2	M	7	Master Budgets and Performance Planning
Apr-3	Tu	**	<b>Last Day to Withdraw with a “W”</b>
Apr 4	W	7	Master Budgets and Performance Planning
Apr 9	M	8	Flexible budgets and Standard Costs
Apr-11	W	8	Flexible budgets and Standard Costs
Apr 16	M	8	Flexible budgets and Standard Costs
Apr-18	W	9	Performance Management and Responsibility Accounting
Apr 23	M	9	Performance Management and Responsibility Accounting
Apr 25	W	10	Relevant Costing for Managerial Decisions
Apr-30	M	11	Capital Budgeting and Investment Analysis
May 2	W	11	Capital Budgeting and Investment Analysis
May 7	M		<b>NO CLASS – Finals Week</b> – Last assignment due
May-9	W		<b>NO CLASS – Finals Week</b> – Last day to verify grades entered in Eagle on Line Gradebook
May-10	Th		Grades entered into the main HCCS system or earlier
May-13	Su		<i>Semester Officially Ends</i>

*\*Official Day of record-see page 15 for guidelines*

*\*\*Official last day to withdraw-see pages 16 for guidelines*

### **Instructional Methods: Face-to-Face Lecture**

ACCT 2302 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 Online every Monday. Please verify each week that the posted grades are what you expected.

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.

This course will use the internet-based system from the book publisher, **McGraw-Hill Connect Learning Module** (“Connect”) for all of your assignments. This is on-line work.

**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 Online 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.**

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.

International Students: For guidelines on FX see pages 16-17.

**Evaluation Requirements:**

Connect assignments (100 points per 12 chapters)	1200
Quizzes (20 points per 5 quizzes) In class, on paper	100
Total (100 %)	1300 points

**Grading Scale:**

90 - 100%	=	A	(1170-1300 points)
80 - 89%	=	B	(1040-1169 points)
70 - 79%	=	C	(910-1039 points)
60 - 69%	=	D	(780-909 points)
BELOW 60%	=	F	(0 to 779 points)

**The table below shows your assignments in Connect**

Each chapter in Connect is worth 100 points.

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

Learn Smart (20) Exercise/Problem (50) Interactive Presentation (10) Quiz (20)

**The Videos in each chapter provide good explanation and example, but are not graded.**

Chapter	Type	Connect	Pts	
13	IP	C1	5	
		P3	5	
	LS		20	Assignment Section
	Exercise	13-3	12	Algorithmic
		13-6	18	Algorithmic
		13-7	10	Algorithmic
		13-11	10	Algorithmic
	Quiz		20	MC 10
	Total		100	
	1	IP	C3	5
P2			5	
LS			20	Assignment Section
Exercise		1-7	7	Algorithmic
		1-11	5	Algorithmic
		1-13	8	Algorithmic
		1-14	10	Algorithmic
Problem		1-1a	20	Algorithmic
Quiz			20	MC 10
Total			100	
2	IP	P1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	2-3	10	Algorithmic
		2-4	2	Algorithmic
		2-15	7	Algorithmic
	Problem	2-1a	31	Algorithmic
	Quiz		20	MC 10

	Total		100	
3	IP	C2	5	
		C3	5	
	LS		20	Assignment Section
	Exercise	13-4	12	Algorithmic
		3-8	5	Algorithmic
		3-9	12	Algorithmic
		3-12	18	Algorithmic
		3-25	3	Algorithmic
	Quiz		20	MC 10
		Total	100	
4	IP	P1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	4-6	8	Algorithmic
		4-7	12	Algorithmic
		4-8	14	Algorithmic
		4-9	8	Algorithmic
		4-15	8	Algorithmic
	Quiz		20	MC 10
	Total		100	
5	IP	A1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	5-8	6	Algorithmic
		5-11	12	Algorithmic
		5-12	6	Algorithmic
		5-22	13	Algorithmic
	Problem	5-1a	13	Algorithmic
	Quiz		20	MC 10
	Total		100	
6	IP	P1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	6-1	8	Algorithmic
		6-3	12	Algorithmic
		6-4	8	Algorithmic
		6-5	4	Algorithmic
		6-9	18	Algorithmic



	Quiz		20	MC 10
	Total		100	
7	IP	C1	5	
		C2	5	
	LS		20	Assignment Section
	Exercise	7-3	5	Algorithmic
		7-4	10	Algorithmic
		7-7	10	Algorithmic
		7-17	15	Algorithmic
		7-18	10	Algorithmic
	Quiz		20	MC 10
	Total		100	
8	IP	C1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	8-2	15	Algorithmic
		8-3	10	Algorithmic
		8-13	10	Algorithmic
		8-15	15	Algorithmic
	Quiz		20	MC 10
	Total		100	
9	IP	P1	5	
		A4	5	
	LS		20	Assignment Section
	Exercise	9-3	10	Algorithmic
		9-5	20	Algorithmic
		9-8	3	Algorithmic
		9-9	6	Algorithmic
		9-16	8	Algorithmic
		9-18	3	Algorithmic
	Quiz		20	MC 10
	Total		100	
10	IP	C1	5	
		P1	5	
	LS		20	Assignment Section
	Exercise	10-2	9	Algorithmic
		10-6	3	Algorithmic
		10-8	6	Algorithmic
		10-12	6	Algorithmic

	Problem	10-4a	6	Algorithmic
		10-5a	20	Algorithmic
	Quiz		20	MC 10
	Total		100	
11	IP	P1	5	
		P2	5	
	LS		20	Assignment Section
	Exercise	11-1	5	Algorithmic
		11-5	5	Algorithmic
		11-7	5	Algorithmic
		11-9	10	Algorithmic
		11-10	25	Algorithmic
	Quiz		20	MC 10
	Total		100	

**Learn Smart/Smart Book (LS) Assignments: A REQUIRED ASSIGNMENT**

*Although the Learn Smart assignments have the same due dates as the other assignments, I suggest that you complete the Learn Smart for the first day we are scheduled to cover a chapter. This should give you a good foundation for classroom discussion.*

See Eagle Online Topic 4 for links to learn how to do Learn Smart (Smart Book).

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

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

The content in Learn Smart is 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, but is telling you that the average amount of time to complete is 20 minutes. Just make sure the assignment is completed by the day and time listed in the assignment list.

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.

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

#### **Exercise and Problem 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 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 directly 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 to Connect. Click “ask your instructor” while in the Connect problem. Give detailed information as to the issue/error. 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 Presentation (IP) Assignments:**

Interactive Presentations 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.

### **Quiz Assignments:**

Each chapter in Connect has a 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 PURCHASE):**

Welcome to Accounting 2302- Principles of Managerial Accounting. 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: Managerial Accounting 6<sup>th</sup>. Edition - Chapters 1-13 w/Connect Loose-Leaf by Wild Publisher: McGraw-Hill ISBN: 9781260255102

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** and 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/e-barbier-spring-2018-acct-2302-crn-52336>

**DO NOT SIGN INTO THE ABOVE URL UNTIL JANUARY 15, 2018 AT 6:00 A.M.**  
**Must register into Connect before January 30, 2018 at 11:59 p.m.**

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 offered by McGraw at our request, but all students are ultimately 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](http://www.mhhe.com/support). I suggest for a faster response, CALL.

### **Textbook Pricing Options are below**

#### Option 1

Best Bargain \$73.00

Package: Loose-Leaf textbook with Connect 6<sup>th</sup> Edition

ISBN: 9781260255102

Print and Digital Solution Good for Managerial Accounting 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 the 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 2302

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

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#### Option 2

Best Digital Option Second Option \$63.00

Connect (Includes ebook and homework access only)

All digital solution Good for Managerial Accounting only

Purchase Online

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

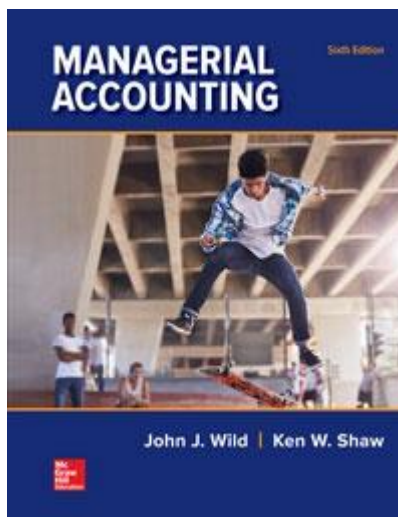
Package: Loose-Leaf textbook with Connect 6<sup>th</sup> Edition

ISBN: 9781260255102

Print and Digital Solution Good for Managerial Accounting Only

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book



Fourth Option:

If you buy the book from any other source, 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:

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

Do you want to purchase access  
right now?

No

Yes, purchase access

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

If you Click the button to buy Online instead of option 1 or 3 then you will get the digital ebook with Connect and that price is \$63.)

**HCC Policy Statements**

Link: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

**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/>

**Academic Honesty:**

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

## **Official Day of Record: January 31, 2018**

### **Attendance: Face to Faces**

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

**We are obligated to report attendance to the registrar's office by January 31, 2018. You must have signed into Eagle Online and registered into Connect by January 30, 2018 @ 11:59 pm and have at least attended one class by this date. If you do not, then 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 Online, and/or to withdraw a student for excessive absences or failure to actively participate regularly.

### **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 average grade.

**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.

Attendance is necessary for a student to achieve the objectives in this class.

If you are not attending class, you are not learning the information. Therefore, students are expected to attend classes on a regular basis and to be punctual. If a student has excessive absences; the instructor may withdraw the student from the class. A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5 % (approximately 6) of the hours of instructions. Students are responsible for all work, assignments, and material discussed in class, whether the student is present or absent.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

**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.**

### **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 April 3, 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.

HCC 6 Course Drop Policy

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

Financial Aid and Withdrawal

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

### **Repeat Course Fee**

<http://www.hccs.edu/programs/catalog/costrefund-information/>

### **Incompletes:**

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

### **HCC Student Services Information**

Link: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

### **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 credit hours of distance education (online class) per semester that will count towards the full-time status



### **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/>

### **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/>

### **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**

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. (All assignments are open from the first day of class-be prepared)
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 to 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, e-mail, 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 Online every Monday and the day the last assignment is due to verify my grades for my assignments and review my average grade for the course throughout the semester.