



Accounting
Central College
Business, Financial & Legal Studies
Division Chair: Dr. Mesfin Genanaw
Instructor: Gwen Peet Wilson

ACCT 2302 – Principles of Accounting-II
CRN 87341 – Spring 2012
BSCC Room 204 | MW 5:30-8:30 pm.
6 hour lecture per week /48 hours per semester/ 8 weeks

This class will be using: Eagle On Line <https://hccs1.mrooms3.net/login/index.php>

Instructor Information:

Instructor:	Gwen Peet Wilson, CPA
Office Location:	Central Campus
Office Hours:	By appointment
Phone #:	713-680-9451
Email:	Class-Use Eagle On Line mail
Links:	http://connect.mcgraw-hill.com/class/g_wilson_spring_2012_crn_87341

Office Location and Hours:

Please feel free to contact me through Eagle On Line “Mail” or by telephone at 713-680-9451.

After the course is completed you also can contact me through HCCS email. The Accounting Department is located in the BSCC Building Room 206

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.

Course Description:

This course covers the fundamentals of managerial accounting including manufacturing operations and planning and control. Other topics include budgets, introduction to cost accounting, cost control techniques, methods of measuring performance and financial statement analysis.

Prerequisite: ACCT 2301 – Principles of Accounting I

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 this course is to help managers make decisions that support the achievement of an organization's financial goals and objectives. The course is designed to provide a comprehensive and contemporary foundation for the kinds of accounting data used by managers in organizations today. Throughout the course, the focus is on the acquisition, analysis and application of accounting information in the management decision process.

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Course Student Learning Outcomes (SLO)

Students will:

1. Students will illustrate cost accounting
2. Students will illustrate budgets and cost control techniques
3. Students will illustrate methods of measuring performance
4. Students will illustrate financial statement analysis

Learning objectives

Students will illustrate cost accounting

1. Students will compute under/over applied overhead cost and close balance in manufacturing overhead
2. Students will compute equivalent units of production
3. Students will prepare income statements using both variable and absorption costing
4. Students will use activity-based costing to compute product and customer margins

Students will illustrate budgets and cost control techniques

1. Students will prepare a budgeted income statement

Students will illustrate methods of measuring performance

1. Students will prepare a report showing revenue and spending variances
2. Students will compute delivery cycle time, throughput time, and manufacturing cycle efficiency
3. Students will prepare a drop or retain segment analysis

Students will illustrate financial statement analysis

1. Students will interpret financial statements in comparative and common-size form
2. Students will interpret financial ratios

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 2302-Spring 2012 HCC Second 8 Week Semester			
See Connect for on line assessment due dates			
DATE	DAY	Ch	TOPIC
3/19	M	13	Introduction-Eagle on Line and Connect Analysis of Financial Statements
3/20	Tu		Last Day to Add/Swap
3/21	W	14	Managerial Accounting Concepts and Principles

3/26	M	15	Job Order Costing and Analysis
3/28	W	16	Process Costing and Analysis
4/02	M		Exam Review on Chapters 13-16 Exam
4/04	W	17	Activity Based Costing
4/09	M		Exam Chapters 13-16
4/11	W	18	Cost Behavior and Cost Volume Profit analysis
4/16	M	19	Variable Costing and Performance Reporting
4/18	W	20	Master Budgets and Performance Planning
4/23	M		Last Day to Drop with a "W" @ 4:30 pm
4/23	M		Chapters 18, 19, 20 Exam
4/25	W	21	Flexible Budgets and Standard Costs
4/30	M	22	Decentralization and Performance Evaluation
5/02	W	23 24	Relevant Costing for Managerial Decisions Capital Budgeting
5/07	M		No Class Exam week
5/09	W		No Class Week
5/13	Su		Semester Officially Ends On Line Exam Chapters 21-24
5/14	M		Grades due by Noon
5/18	F		Grades available on line

Instructional Methods:

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.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text.

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete and submit all quizzes on due dates, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, using the tools provided by the publisher using practice quizzes and problems will be helpful (See above Publishers Website). This course will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

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 book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work

In Class Exams:

The in class exams will cover the chapters listed in the "Assignment Schedule" and will be closed book and closed notes. Failure to take an exam on the scheduled exam day will result in a zero unless arrangements have been made in advance. Make-ups must be arranged 24 hours prior to the day of the exam.

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 fail to do a minimum of 70 % of the course work will also be assigned a grade of FX. Example you take only the in class exams worth 60 % of your grade but fail to do the Connect and Budget Excel

problem have failed to do at least 40 % of the class work.

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:

Connect 1200 points divided by 4 (30 %)	300 points
Budget Excel Problem (10%) Chapter 20	100
In Class Exams (2 at 200 points each) (40 %)	400 points
On Line Exam Final examinations (20 %)	200 points
Total	1000 points

Grading Scale:

90 - 100%	=	A	(900 -1000 points)
80 - 89%	=	B	(800-899 points)
70 - 79%	=	C	(700-799 points)
60 - 69%	=	D	(600-699 points)
BELOW 60%	=	F	(0 to 599 points)

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work. The below is your assignments in Connect-All grades in Connect are graded at 100 points and then entered into your Grades in Eagle on Line as 25 % of your Connect Grade

Chapter	Type	Connect	Pts	Connect	Pts	
	Ex-Problems- Algorithmic Interactive Presentations			MC and TF		Multiple Choice and True False
13	Exercises	13-5	5			
		13-8	6			
		13-9	10			Part 1 (1) Part 2 (1) Part 3 (1) Part 4 (1)
		13-10	6			Part 1 (2) Part 2 (2) Part 3 (2)
	Interactive Presentations	A1	4			
		C1	6			

		P1	6			
	Total		43		57	MC 19 @ 3
14	Exercises	14-8	2			
		14-9	8			Part 1 (4) Part 2 (4)
		14-11	16			
		14-12	11			
		14-13	6			
	Interactive Presentations	A1	3			
		C2	5			
		C3	3			
		C5	6			
	Total		60	MC and TF	40	20 MC @ 2 pts
15	Exercises	15-4	8			
		15-5	2			
		15-6	3			
		15-7	6			
		15-8	6			
		15-9	6			
		15-10	4			
		15-12	4			
	Interactive Presentations	C1	8			
		P1	3			
		P2	3			
		P3	7			
	Total		60	MC	40	20 MC @ 2 pts
16	Exercises	16-6	6			
		16-8	3			
		16-9	3			
		16-10	2			
		16-12	3			
		16-15	21			
	Interactive Presentations	C2	11			
	Total		49	MC and TF	51	17 MC @ 3 pts

17	Exercises	17-6	6			Part 1 (2) Part 2 (4)
		17-7	10			Part 1 (2) Part 2 (8) Part 3 (3) Part 4 (8)
		17-8	5			
		17-11	6			
		17-15	7			
	Interactive Presentations	C2	2			
		C3	8			
		P3	5			
	Total		49	MC and TF	51	17 MC @ 3 pts
18	Exercises	18-9	2			
		18-12	6			
		18-13	2			
		18-17	5			
		18-18	5			
		18-21	3			
	Serial Problem	P4	5			
	Problem	18-4	15			
		Total	43	MC and Tf	57	19 MC @ 3 pts
19	Exercises	19-2	4			
		19-4	19			Part 1 (10) Part 2 (9)
		19-7	16			Part 1a (1) Part 1b (5) Part 2A (1) Part 2b (9)
	Serial Problem		4			
	Total		43	MC and TF	57	19 MC @ 3 pts
20	Exercises	20-4	15			
		20-8	5			
		20-9	10			
		20-10	5			
		20-11	5			
		20-12	5			
		20-13	15			
		Total	60	MC and	40	20 MC @ 2 pts

				Tf		
21	Exercises	21-1	18			
		21-3	10			
		21-7	5			Part 1 (2) Part 2 (2) Part 3 (1)
		21-8	3			
		21-9	7			
		21-10	4			
		21-11	2			
		21-16	4			
		Total	43	MC and Tf	57	19 MC @ 3 pts
22	Exercises	22-2	15			
		22-5	3			
		22-7	2			
		22-8	7			
		22-11	5			
	Interactive Presentation	C1	4			
		Total	37	MC and Tf	63	MC 19 @ 3 pts
23	Exercises	23-2	3			
		23-3	9			
		23-4	12			
		23-6	6			
		23-8	4			
	Serial Problem		9			
		Total	43	MC and Tf	57	19 MC @ 3 pts
24	Exercises	24-1	4			
		24-4	2			
		24-6	2			
	Serial Problem		12			
		Total	20	MC/TF	80	20 MC @ 4 pts
	total		550		650	1200

Excel Problem:

Chapter 20 Excel Master Budget preparation-See Eagle on Line for Information

Textbook (Required):

Welcome to Accounting 2302 Principles of Accounting II (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 with Connect Plus Volume 2, Custom 1st Edition by Wild Shaw Chiappetta**. 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 in the attached pricing sheet.

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 ConnectPlus**. This provides you with access to all of the assignments in **McGraw-Hill Connect**, plus an integrated e-book version of the required textbook. This option is the least expensive choice for students planning to take both ACCT 2301 & ACCT 2302. You should bring your laptop to class.

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

http://connect.mcgraw-hill.com/class/g_wilson_spring_2012_crn_87341

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. 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

Textbook Pricing Options:

FYI: This package has been customized to provide you with the greatest value for this course.

- This book includes only the chapters from the book that I will cover in this course.
- The custom book is bundled with Connect Plus™ to help you succeed in this course and is also mandatory for assignment submittal.

If you purchase the required items separately, you will likely end up paying more than you will for this bundle

****Best Bargain \$65.00**

Package: Loose-Leaf textbook with Connect Plus Volume 2

ISBN: 9780077616861

Print and Digital Solution Good for Acct II only

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

http://www.mhprofessional.com/mhhe_product.php?isbn=0077616863&cat=108

****Best Digital Option Second Option \$111.75**

Connect Plus (Includes ebook and homework access only)

All digital solution Good for both Acct 1 and Acct II

Purchase Online

http://connect.mcgraw-hill.com/class/g_wilson_spring_2012_crn_87341

Third Option: \$92.85

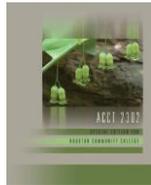
Package: Loose-Leaf textbook with Connect Plus Volume II

ISBN: 9780077616861

Print and Digital Solution Good for Acct II only

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Custom Book for HCC

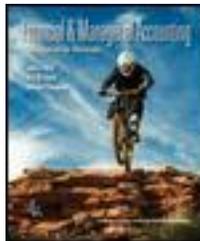


Fourth Option:

You may buy the non custom book from any other source but you will have to purchase the Connect Plus code separately from McGraw-Hill. The non custom book is:

Financial and Managerial Accounting 4th Ed. Chapters 1-24 by Wild Shaw Chiappetta

ISBN-13: 978-0-07-811088-7 ISBN-10: 0-07-811088-2



Financial Accounting 4th Edition Chapters 12-24 Volume II by Wild Shaw Chiappetta

ISBN-13 978-0-07-731839-0 ISBN-10 0-07-731839-0

Publishers Website:

http://highered.mcgraw-hill.com/sites/0078110882/information_center_view0/

HCC Policy Statements

Link: <http://www.hccs.edu/hccs/current-students/student-rights-policies-procedures>

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

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

To visit the ADA Web Site, log on to www.hccs.edu the click future students, scroll down the page to “How do I get in” and then click on the words “Disability Information”. For Current Students , scroll down the page to “Student Support” and then click on the words “Disability Information.”

Academic Honesty:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. “Scholarly dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion. Anyone caught cheating will be given an F on that assignment and possibly an F in the course. A report on the incident will also be submitted to all appropriate school officials.

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to,

cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Attendance:

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. 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 % of the hours of instructions.

For example, in a 3 credit hour lecture class meeting 3 hours per week, a student may be dropped after 6 hours of absence. Students are responsible for all work, assignments, and material discussed in class, whether the student is present or absent. A student in a Hybrid class may be dropped after 3 hours of absence in a 3 credit course. **A tardy will be counted as an absence.**

At the instructor's discretion once roll is taken and the lecture is to begin, request that students do not enter the class room and if necessary close the class room door and post a note requesting that students not enter since the class is in session. Tardies are disruptive to the instructor and the other students.

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.

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

Drops and Withdrawals: HCC Course Withdrawal Policy (updated 7/26/2010)

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

- **Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **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>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines. .

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Effective July 26, 2010, students will be able to withdraw one or more of their classes online. While it is still advisable that students receive good counsel from instructional and counseling faculty prior to dropping one or more classes, students will no longer be required to “see” someone before they will be allowed to drop. They will be provided information related to the implications and possible consequences of dropping their courses. The following will occur when a student selects the “drop” option during an enrollment request:

- (1) Students will be required to select a drop reason in order to complete the withdrawal request (the drop reason will cue whether the dropped course will count toward the 6 drop rule or not).
- (2) Students will be invited to click on several links to learn more of the implications of dropping on the 6 drop rule, on veterans, on financial aid, and on international students.
- (3) Students will be required to acknowledge the implications of withdrawing from a class.

Before you withdraw from your course; please take the time to meet with the instructor or counselor to discuss why you feel it is necessary to do so. The instructor or counselor may be able to provide you with suggestions that would enable you to complete the course. You must withdraw PRIOR to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive the grade that you have earned to date. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

The final withdrawal deadline is April 23, 2012 at 4:30pm. (Revised) Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar’s Office to determine class withdrawal deadlines.

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.

Early Alert:

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor **may “alert”** you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – on line tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Incompletes:

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

HCC Student Services Information

Link:

http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf

Classroom Behavior

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.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of homework, projects, instructions, emails including this syllabus

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.