



Center of Excellence - Business
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ACCT 2302 – Principles of Managerial Accounting

COVID-19 Forms & Reporting:

HCC is implementing a variety of safety measures to help prevent the spread of COVID-19 when campuses reopen. One of the safety measures is to prevent individuals who may be infected with COVID-19 from accessing HCC buildings.

Once campuses reopen, students should ask themselves the following questions prior to returning to campus:

- Symptoms of COVID 19:
 - o In the past 10 days have you had any of the following symptoms? Cough, repeated shaking with chills, muscle pain, sore throat, shortness of breath, loss of taste or smell, chills, diarrhea, headache or fever over 100.0 Fahrenheit.
- Travel:
 - o In the past 14 days have you traveled to an area identified by the CDC, federal, state, or local officials that requires quarantine upon your return?
- Contact with COVID 19:
 - o In the past 14 days have you had known contact with someone with a confirmed case of COVID-19?

If you answer yes to any of the above you will not be permitted on campus without prior authorization. Anyone that answers yes to the above and has plans to return to campus in the next 14 days is asked to please complete this form [Student Self-Reporting Form](#). After the form has been completed, someone from Student Services will contact you to review your circumstances and determine when you will be permitted to return to campus.

Also, any student that requests any extension for submission of any assignments/exams or requests an “Incomplete” due to COVID must submit the Self-Reporting Form. The instructor will not be able to grant extensions of assignments/exams until they are advised by the proper reviewing department that the Self-Reporting Form has been submitted and verified. The normal rule for granting “Incompletes” still applies and is granted if only a few assignments are left to be completed

The direct link to the Student Self-Reporting Form is also below

https://cm.maxient.com/reportingform.php?HoustonCC&layout_id=19

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
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3. Course Catalog Description – Section 3 – page 2
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McGraw-Hill Connect information-purchase of Connect is mandatory for this course
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Section 1: Course Information

Course Name: Principles of Financial Accounting

Course Number Acct 2302 Course Section: CRN 16229

Semester: Fall 2020 Date: August 24, 2020 – December 13, 2020

Days and Hours: Not applicable-on line Location: Not applicable-on line

Prerequisite: Acct 2301 Principles of Financial Accounting

On Line Class: Also see Section 6 and 13 On Line Orientation required for this class

Section: 2 Instructor Information:

Email: kasra.saadmohammadi@hccs.edu

Communication: All communication between the instructor and the student will be through the email account set up in People Soft has 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 not 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 Acct 2302 CRN 16229. See Eagle on Line Canvas Module 1 document “First day instructions” on how to use email.

Section 3: Course Catalog Description:

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.

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

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, Wiley 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 cost 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 purchase *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

Section 5: Textbook Information:

The required textbook for this course is: Managerial Accounting 7th. Edition - Chapters 1-13 w/Connect Loose-Leaf by Wild Publisher: McGraw-Hill ISBN: 9781260959628. 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.

<https://connect.mheducation.com/class/k-saad-mohammadi-fall-2020-acnt-2302-crn-16229-2>

The first day for registration into the above link is August 22, 2020 and the last day for registration is September 7, 2020 @ 11:59 pm- Failure to register by September 7, 2020 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 are below

First Option 1

Best Bargain \$73.00

Package: Loose-Leaf textbook with Connect 7th Edition

ISBN: 9781260959628

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>

Second 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

To upgrade later to a physical book would cost an additional \$60.00 for a loose-leaf.

<https://connect.mheducation.com/class/k-saad-mohammadi-fall-2020-acnt-2302-crn-16229-2>

The first day for registration into the above link is August 22, 2020 and the last day for registration is September 7, 2020 @ 11:59 pm - Failure to register by September 7, 2020 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

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

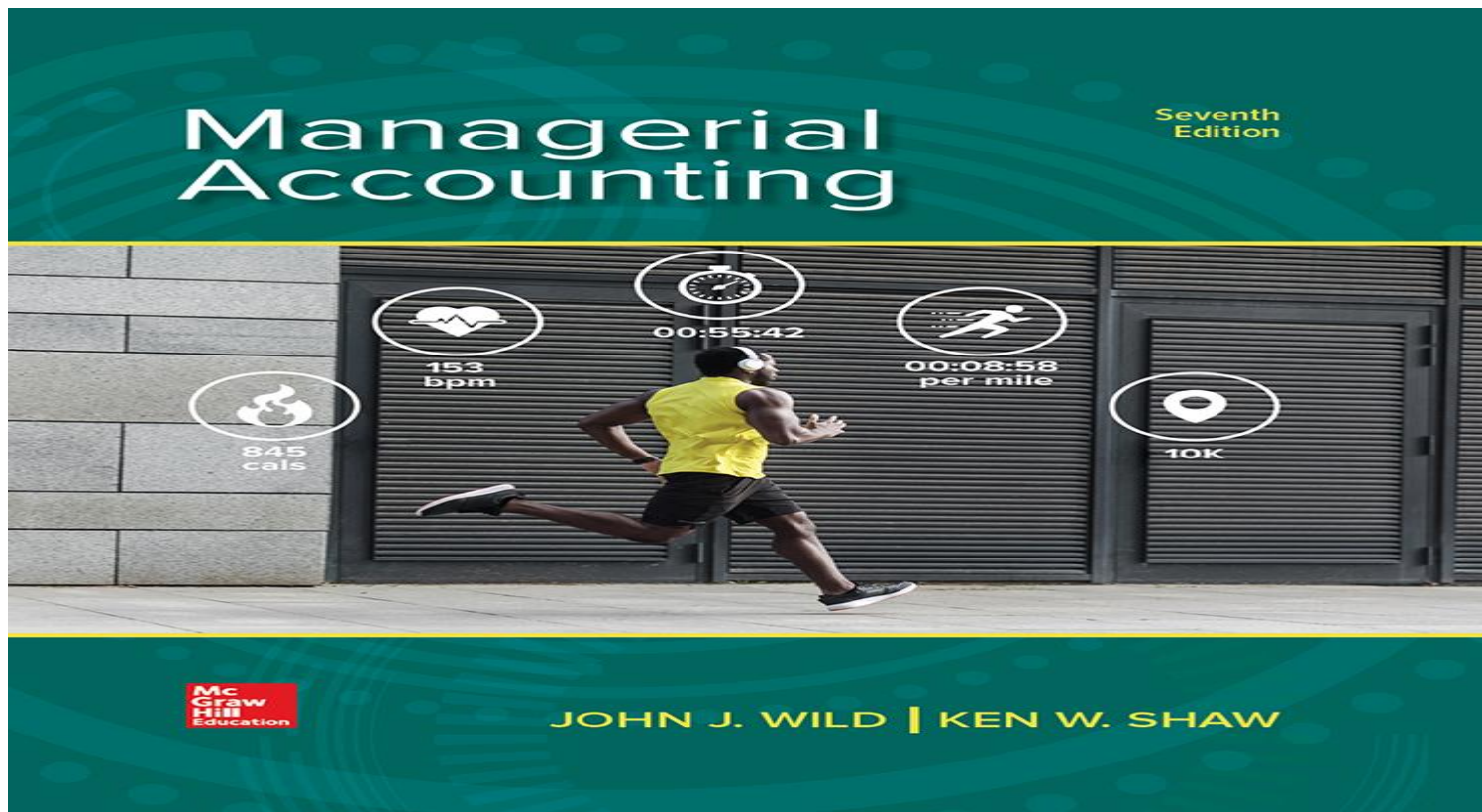
Package: Loose-Leaf textbook with Connect 6th Edition

ISBN: 9781260959628

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

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

Example below:

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 \$63.) To upgrade later to a physical book would cost an additional \$60.00 for a loose-leaf.

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

ACCT 2302-Fall 2020 Regular 16 week-Online				
See Connect for on line assessment due dates				
Verify grades In Eagle on Line every Monday during the Semester				
DATE	DAY	Ch	Due date	TOPIC
Mon 24 Aug	M	13	Mon 31 st Aug @6 AM	Analysis of Financial Statements
Mon 31 Aug	M	1	Mon 7 th Sep @6 AM	Managerial Accounting Concepts and Principles

8 th Sep	M			Official Day of Record * Official Day of Record- Must sign into Eagle on Line and register in Connect before 11:59 pm on 9/7/2020- Subject to withdrawal- See Section 9C
Mon 7 th Sep	M	2	Mon 14 th Sep @6AM	Job Order Costing and Analysis
Mon 14 th Sep	M	3	Mon 21 st Sep @6AM	Process Costing and Analysis
Mon 21 st Sep	M	4	Mon 28 th Sep @6AM	Activity Based Costing
Mon 28 th Sep	M	5	Mon 5 th Oct @6AM	Cost Behavior and Cost Volume Profit Analysis
Mon 5 th Oct	M	6	Mon 19 th Oct @6AM	Variable Costing and Analysis
Mon 19 th Oct	M	7	Mon 26 th Oct @6AM	Master Budgets and Performance Planning
Mon 26 th Oct	M	8	Mon 2 nd Nov @6AM	Flexible budgets and Standard Costs
Oct 30				Last Day to Officially Withdraw See Section 9D
Mon 2 nd Nov	M	9	Mon 9 th Nov @6AM	Performance Management and Responsibility Accounting
Mon 9 th Nov	M	10	Mon 23 rd Nov @6AM	Relevant Costing for Managerial Decisions
Mon 23 rd Nov	M	11	Mon 30 th Nov	Capital Budgeting and Investment Analysis
8 th Dec	T			Last day to verify grades entered in Eagle on Line Gradebook-Before 6:00 AM- Verify grades every Monday during the semester

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.

International Students: For guidelines on FX see page 16-17

Verify grades every Monday during the Semester

Connect 1200 points (100 per 12 chapters)	1200
Total (100 %)	1200 points

Grading Scale:

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

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 100 for simplicity. See the Evaluation requirements.

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

Normal distribution: Videos (25) Quizzes (20) General Ledger (15) Tableau (15) Other exercises (25)
Review each chapter below for greater detail.

Chapter	Type	Connect	Pts	
13	Videos			Not graded
	Smart Book			Not Graded
	Videos		25	
	Exercises	13-3	12	
		13-6	18	
		13-7	10	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total			
	Excel			
1	Videos			Not graded
	Smart Book			Note graded

	Videos		25	
	Exercises	1-7	7	
		1-11	5	
		1-13	8	
	Problem	P1-1a	20	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel			
2	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	2-15	7	
	Problem	P 2-1a	18	
	General Ledger	P 2-1a	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel			See instructor
3	Videos			Not graded
	Smart Book			Not grade
	Videos		25	
	Exercises	3-9	10	
		3-12	15	
	General Ledger	P 3-1A	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
4	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	4-6	8	
		4-7	10	
		4-8	14	
		4-9	8	
	Tableau		15	
	Quiz		20	MC 20 @ 1 Random Pooling
		Total	100	
	Excel			See instructor
5	Videos			Not graded

	Smart Book			Not graded
	Videos		25	
	Exercises	5-8	6	
		5-11	12	
		5-12	6	
		5-22	16	
	Tableau		15	
	Quiz		20	MC 20 @ 1 Random Pooling
	Total		100	
	Excel			See instructor
6	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	6-1	6	
		6-3	10	
		6-4	8	
		6-5	4	
		6-9	12	
	Tableau		15	
	Quiz		20	MC 20 @ 1 Random Pooling
		Total	100	
7	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	7-3	5	
		7-4	10	
		7-7	10	
		7-17	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel			See instructor
8	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	8-2	15	
		8-3	10	
		8-15	15	
	Tableau		15	
	Quiz		20	
		Total	100	MC 20 @ 1-Random Pooling

9	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	9-3	10	
		9-5	20	
		9-9	4	
		9-10	6	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		Total	100	
10	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	10-2	10	
		10-6	6	
		10-8	6	
		10-12	8	
	Problem	P 10-4a	10	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		Total	100	
11	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	11-5	5	
		11-7	5	
		11-9	10	
		11-10	20	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		Total	100	
	Excel			See instructor

Non-Graded Assignments:

- a. Need to know videos are similar to class lectures;
- b. Smart Book Graded Assignments:

Smart Book Content 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. Smart book is more focused on reviewing material and attempts to help students read more efficiently to better retain information.

The average time is sometimes between 25-35 minutes to complete.

See Connect Orientations in Connect on how to use Smart Book.

Graded Items:

See Connect Orientations in Connect on how to do Exercise Assignments and graded Videos.

a. Exercises/Problems/General Ledger/Tableau Assignments:

All exercises, problems, General ledger assignments 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 can report that issue direct to the Connect product team.

b. Quizzes 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.

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- September 9, 2019

It is important that you LOG INTO THIS COURSE IN EAGLE ON LINE for attendance purposes before September 7, 2020 @ 11:59 pm and also register in Connect before September 7, 2020 @ 11:59 pm. We are obligated to report attendance to the registrar's office by September 8, 2020. 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 30th October. 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/>

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