



Instructional Services · Business · Accounting

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# Prin of Financial Accounting-11447

## ACCT-2301

SS 2021 Section 4 3 Credits 09/20/2021 to 12/12/2021 Modified 09/03/2021

## Course Meetings

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### Course Modality

Hybrid

### Meeting Days

Thursdays

### Meeting Times

12:00 pm - 1:50 pm

### Meeting Location

Southeast, Workforce Building Rm 217

## Welcome and Instructor Information

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### Accounting Professor: Katia Morales Sanchez

Email: [moraleskatia970@yahoo.com](mailto:moraleskatia970@yahoo.com)

Website: <https://learning.hccs.edu/faculty/katia.moralessanchez> (<https://learning.hccs.edu/faculty/katia.moralessanchez>)

### What's Exciting About This Course

This course is exciting because you will learn about the Accounting Cycle and Accounting topics that will help you to get a solid foundation in Accounting.

### My Personal Welcome

Welcome to our class. It is a pleasure for me to be your professor for this class. We are going to have a great time together learning about Accounting topics that will help you to get a solid foundation in your accounting career. You need to login to Canvas everyday and review the Announcements that I will post regularly. They will inform you about important information about this course that you need to know. I will be communicating with you posting announcements as well as by using my HCC People Soft email ([katiamoralessanchez@hccs.edu](mailto:katiamoralessanchez@hccs.edu)). I highly recommend you communicate with me using your People Soft email. Remember, I am here to help you succeed in this course and successfully pass this class. Please contact me if you need any help.

### Preferred Method of Contact

[katia.moralessanchez@hccs.edu](mailto:katia.moralessanchez@hccs.edu)

### Office Hours

Monday, Tuesday, Wednesday, Thursday, 9:30 AM to 10:45 AM

# Course Overview

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## Course Description

ACCT 2301 - Principles of Financial Accounting

Credits: 3 (3 lecture). This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statements of cash flows and interpretation of financial statements.

Prerequisite: Departmental Approval

## Accounting Department Website

<https://www.hccs.edu/programs/areas-of-study/business/accounting/>

## Core Curriculum Objectives (CCOs)

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N/A

## Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

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 a 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 Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.
2. Identify the difference between accrual and cash basis accounting.
3. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).
4. Prepare adjusting entries and close the general ledger.
5. Prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.
6. Analyze and interpret financial statements using financial analysis techniques.
7. Describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles

### Learning Objectives:

The student will be able to:

**Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.**

1. Illustrate external and internal users of accounting information
2. Illustrate general and specific principles and assumptions of accounting
3. Illustrate the materiality and cost-benefit constraints of accounting

**Identify the difference between accrual and cash basis accounting.**

1. Illustrate the matching of revenues and expenses of an accounting period
2. Illustrate prepaid (deferred) expenses and unearned (deferred) revenues
3. Illustrate accrued expenses, accrued revenues and cash basis accounting

**Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).**

1. Illustrate the basic accounting equation
2. Describe an account and its use in recording transactions
3. Analyze debits and credits and the double-entry system
4. Record transactions in a journal and post entries to a ledger

**Prepare adjusting entries and close the general ledger**

1. Prepare and explain adjusting entries and adjusted trial balance
2. Describe and prepare closing entries
3. Prepare a post-closing trial balance

**Prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.**

1. Prepare Income statement
2. Prepare Balance Sheet
3. Prepare Statement of Retained Earnings
4. Prepare statement of Cash flows

**Analyze and interpret financial statements using financial analysis techniques.**

1. Describe and apply methods of horizontal analysis
2. Describe and apply methods of vertical analysis
3. Illustrate ratio analysis

**Describe the conceptual differences between International Financial Reporting Standards and the U.S. generally accepted accounting principles.**

1. Describe the Generally Accepted Accounting Principles
2. Describe the responsibilities of the Securities and Exchange Commission (SEC) and the Financial Accounting Standard Board (FASB)
3. Describe the International Financial Reporting Standards (IFRS) and responsibilities of the International Accounting Standards Board (ISAB).

## Departmental Practices and Procedures

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### Department Specific Instructor and Student Responsibilities

#### 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).

#### Active Participation:

During the course, Instructors reserve the right to withdraw students from the course due to excessive non-participation in-class assignments or activities.

Active participation is based upon ATTEMPTING AND SUBMITTING Connect assignments for grading. Your instructor will continuously monitor the number of SUBMITTED 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 a lack of submitted work or a lack of understanding of the material. Students may be considered non-participating and subject to withdrawal if they have attempted and submitted less than 75% of assignments.

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

## Program-Specific Student Success Information

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## Instructional Materials and Resources

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### Instructional Materials

Textbook Information:

The required textbook for this course is: Financial Accounting Fundamentals 8th. Edition Chapters 1-13 w/Connect Loose-Leaf by Wild - Publisher: McGraw-Hill ISBN: 9781265834067 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.

Textbook Pricing Options are below:

First Option:

Best Bargain \$77.00

Package: Loose-Leaf textbook with Connect

ISBN: 9781265834067

Print and Digital Solution Good for Acct 2301 only (6 month Connect Access)

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 2301 Principles of Financial Accounting

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

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Second Option:

Best Digital Option Second Option \$67.00

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

Purchase Online (6 month Connect Access)

To upgrade later to a physical book would cost an additional \$39.00 for a loose-leaf.

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

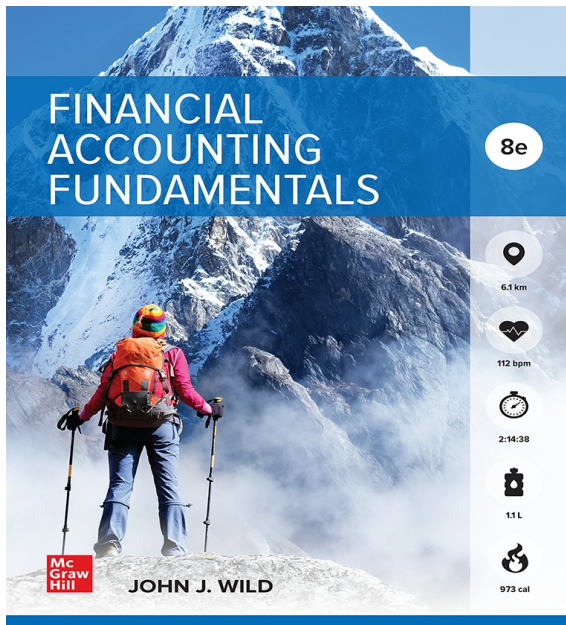
Package: Loose-Leaf textbook with Connect

ISBN: 9781265834067

Print and Digital Solution (6 month Connect Access)

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.

ACCT 2301 / Principles of Financial Accounting

The required textbook for this course is:

Financial Accounting Fundamentals w/Connect

(Wild) 8<sup>th</sup> edition (2022)

ISBN: 9781265834067

**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™ 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.

\$77	\$67	See HCCS bookstore <a href="http://hccs.bncollege.com/">http://hccs.bncollege.com/</a>
**Best Bargain!	**Best DIGITAL Bargain!	

<b>Package:</b> Loose-Leaf textbook w/Connect™ 8 <sup>th</sup> ed  ISBN 9781265834067  6 -month Connect access	<b>Connect™ Only</b>  <i>(Includes eBook and homework access only, no print book)</i>  <i>*optional \$39 loose leaf print upgrade</i>  6-month Connect access	<b>Package:</b> Loose-Leaf textbook w/Connect™ 8 <sup>th</sup> Ed ISBN  9781265834067  6 -month Connect access
Print & Digital Solution <i>Good for ACCT I only</i>	All-Digital Solution	Print & Digital Solution <i>Good for ACCT I only</i>
<b>ONLY Available Online at URL listed below*:</b>	<b>Purchase Online</b>	<b>Available at Bookstores</b>
Standard 5-7 day shipping applies	(obtain Connect section URL from your instructor)	On Campus & Off Campus

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

## Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<https://connect.mheducation.com/class/k-morales-second-start-fall-2021> (<https://connect.mheducation.com/class/k-morales-second-start-fall-2021>)

Please use the above link to register at Connect and start working on your Connect chapter assignments. After 14 days of free access, you need to use your purchased registration code to be able to continue completing and submitting your Connect chapter assignments. Remember, your grade in this class depends on the submissions of your Connect chapter assignments. Please buy your registration code as soon as possible.

## Other Instructional Resources

### Courseware

At Connect, you will find the e-book for this course. You can use it while completing your assignments. You will also find at Connect under assignments, YouTube videos that will help you master the content of this course. They are optional and they are posted as extra resources. You will also find at Connect the chapter solutions for each chapter. This chapter solution manual is very helpful because it guides you about how to complete your assignments. It has the same problem questions but with different numbers. It means that you will have the same problem to guide yourself in completing your assignments and at the same time you will learn to complete your assignments by calculating your own numbers. Please take advantage of this solution manual.

Note: You can find the Solutions Manual and the Power Points for this course at Canvas too under "Modules."

## ✓ Course Requirements

### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Connect Chapter Assignments	100%	12 Chapters @ 100 each = 1,200 points	Connect chapter assignments consist of videos, quizzes, problems, exercises, General Ledger, Tableau, and/or other assignments that cover the content of each chapter
Extra Credit		50 points	Class Participation and Activities

## Grading Formula

Grade	Range	Notes
A	90-100%	1080 to 1200 points
B	80-89%	960 to 1079 points
C	70-79%	840 to 959 points
D	60-69%	720 to 839 points
F	0-60%	0 to 719 points

## \* Instructor's Practices and Procedures

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### Incomplete Policy

In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit. In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Missed Assignments/Make-Up Policy

No late work submissions will be accepted

### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
[\(https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/\)](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

### Attendance Procedures

This is a Hybrid (H) course that meets safely 50% face-to-face and 50% virtually. Students are expected to attend all face-to-face class-meetings.

#### 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.

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 11/8/2021. 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 online, and/or to withdraw a student for excessive absences or failure to actively participate regularly. Online students who do not log into their Eagle online class before the Official Day of Record will be automatically dropped for non-attendance. Completing the On-Line orientation does not count as attendance.

## Student Conduct

As with on-campus classes, all students in HCC Online 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.

## Instructor's Course-Specific Information

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. 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.

### Non-Graded Assignments:

1. Need to know videos are similar to class lectures;
2. 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.

1. There is also a group in Connect called Lectures-Non Graded Non Mandatory that are You Tubes of each Learning Objective for the chapter.

### Graded Items:

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

1. 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 or the instructor. Click "ASK" 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.

1. 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.

1. Excel: The excel assignment is extra credit. The student must review the Connect orientation provided in the Connect on how to work this assignment. The excel assignment also has a Show Me and Hint button in the bottom right of the excel to assist you. Each instructor sets the number of attempts per cell and the number of submissions. (The excel cells has 10 attempts and allows 2 submission attempts.

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

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

Chapter	Type	Connect	Pts	
1	Videos			Not graded
	Smart Book			Note graded

	Videos		25	
	Exercises	1-13	15	
		1-18, 19, 20	25	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
2	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	2-13	25	
	General Ledger	EX 2-13	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel		5	Extra credit
3	Videos			Not graded
	Smart Book			Not grade
	Videos		25	
	Exercises	3-15	10	
		3-16, 17	15	
	General Ledger	P3-3a	15	

	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel		5	Extra credit
4	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	4-6, 7, 8	14	
		4-10	16	
	General Ledger	P4-1a	15	
	Tableau		10	
	Quiz		20	MC 20 @ 1 Random Pooling
		Total	100	
	Excel		5	Extra credit
5	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	5-3	28	
		5-8	12	
		Tableau	15	
	Quiz		20	MC 20 @ 1 Random Pooling

	Total		100	
	Excel		5	Extra credit
6	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Problems	P 6-3a	10	
		P 6-4a	20	
	General Ledger	P 6-2a	15	
	Tableau		10	
	Quiz		20	MC 20 @ 1 Random Pooling
		Total	100	
	Excel		5	Extra credit
7	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	7-1	20	
	Problems	P 7-4a	10	
	General Ledger	P7-5a	15	
	Tableau		10	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	

	Excel		5	Extra credit
8	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	8-3	10	
		EX 8-4-5-6	15	
	Problem	P 8-6a	15	
	Tableau		15	
	Quiz		20	
		Total	100	MC 20 @ 1-Random Pooling
	Excel		5	Extra credit
9	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	Ex 9-7, 8, 9	25	
	General Ledger	P 9-1a	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		Total	100	

10	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	10-7	20	
	Problem	P 10-4a	20	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Excel		5	Extra credit
		<b>Total</b>	<b>100</b>	
11	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	11-3	10	
		11-4	15	
	General Ledger	P 11-2a	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		<b>Total</b>	<b>100</b>	
	Excel		5	Extra credit
12	Videos			Not graded
	Smart Book			Not graded

	Videos		25	
	Exercises	12-12	30	
	General Ledger	12-11	15	
	Tableau		10	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
	Excel		5	Extra credit
	Grand Total		1200	Without Excel included

## Devices

Students are welcome to bring their own laptops, calculators, or tablets to complete their Connect chapter assignments.

## Faculty Statement about Student Success

My goal is to help students succeed academically and professionally. I will use different teaching strategies to help students to master the content of this course. I will expose students to different activities that will simulate the challenges that students will encounter at the work place.

Please be prepared to participate in class discussions

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

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# HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC



- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

### Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

## Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook

- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at [https://library.hccs.edu \(https://library.hccs.edu/\)](https://library.hccs.edu).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at [https://www.hccs.edu/resources-for/current-students/supplemental-instruction/ \(https://www.hccs.edu/resources-for/current-students/supplemental-instruction/\)](https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

### Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

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## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

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

- ACCT 2301 (11447)- Fall 2021
- See Connect for online assessment due dates
- Below is suggested start dates
- Verify grades in Eagle online every Monday during the Semester

DATE	DAY	Ch	TOPIC
9/23/2021	Th	1	Accounting in Business Connect Assignments

9/28/2021	Tu		<p><b>Official Day of Record is 9/28/2021- Must sign into Eagle online before 11:59 pm on 9/29/2021-Subject to withdrawal-See Section 9C</b></p> <p><b>Last day to register in Connect-Failure to do so will make you subject to being withdrawn- before 11:59 pm on 9/28/2021</b></p>
9/30/2021	Th	2	<p>Accounting for Business Transactions</p> <p>Connect Assignments</p>
10/07/2021	Th	3	<p>Adjusting Accounts for Financial Statements</p> <p>Connect Assignments</p>
10/14/2021	Th	4	<p>Accounting for Merchandise Operations</p> <p>Connect Assignments</p>
10/21/2021	Th	5	<p>Inventories and Cost of Sales</p> <p>Connect Assignments</p>
10/28/2021	Th	6 7	<p>Cash, Fraud and Internal Controls</p> <p>Accounting for Receivables</p> <p>Connect Assignments</p>
11/04/2021	Th	8	<p>Accounting for Long-term assets</p> <p>Connect Assignments</p> <p><b>Last Day to Officially Withdraw See Section 9D</b></p>
11/11/2021	Th	9 10	<p>Accounting for Current Liabilities</p> <p>Accounting for Long-Term Liabilities</p> <p>Connect Assignments</p>
11/18/2021	Th	11	<p>Corporate reporting and Analysis</p> <p>Connect Assignments</p>
11/25/2021	Th		<p>Thanksgiving Break-No Classes</p>
12/02/2021	Th	12	<p>Reporting Cash Flows</p> <p>Connect Assignments</p>
12/08/2021	W		<p>Last Connect chapter assignments due @ 6:00 am</p>
12/9/2021	Th		<p>Last day to verify grades entered in Eagle online Gradebook- Before 2:00 pm</p>

12/10/2021	F		Grades entered into the main HCCS system
12/12/2021	Su		Semester Ends

## Additional Information

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### Departmental/Program Information

#### Information for Majors

The Accounting program administers curricula consisting of four (4) awards: (1) Accounting AAS (2) Accounting Certificate Level 1 (3) Accounting- Payroll Specialist - Certificate Level 1 and (4) Forensic Accounting & Fraud Examination - Enhanced Skills Certificate.

#### Careers in the field

- The Accounting AAS award prepares students to become bookkeepers, accounting clerks, tax preparers, accounting assistants, assistant auditors, accounts payable clerks, accounts receivable clerks, billing coordinators, etc.
- The Accounting Certificate Level 1 award prepares students to become data entry clerks, bookkeepers, tax preparers, staff accountants, accounting clerks, inventory record keepers, payroll clerks.
- Accounting- Payroll Specialist - Certificate Level 1 award prepares students to become payroll coordinators, payroll specialists, and payroll managers.
- Forensic Accounting & Fraud Examination - Enhanced Skills Certificate prepares students to become forensic accountants, fraud accountants, and fraud examiners. HCC departmental student organizations

#### Accounting Student Organizations

- Financials, Auditing, Regulations and Business – Accounting Students' Association (FARB-ASA)

#### Scholarships

- Houston Chapter of CPAs
- AWSCPA
- Texas State Board of Public Accountancy – 5 year scholarship
- HCC Foundation

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair. Email [sylvia.simmons@hccs.edu](mailto:sylvia.simmons@hccs.edu) or call 713-718-7911