



Center of Excellence - Business  
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## ACCT 2301 - 0102 Principles of Financial Accounting

### COVID-19:

Every student will receive daily an email concerning HCC COVID-19 Pre-screening. You are only required to fill out the form if you are planning to come to any HCC campus or facility on the day of that email. The email is unique and applies only to you. You must present the completed form when you arrive at any HCC campus or facility. You can present the information with the bar code from a paper copy or from your mobile phone. Please manage and allow sufficient time to be processed when you arrive at school.

**From:** Houston Community College <invitation@chkmkt.com>

**Sent:** xxxxxxx normally before 6:00 am

**To:** xxxxxxx

**Subject:** HCC COVID-19 Pre-Screening

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:
  - 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:
  - 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:
- In the past 14 days have you had known contact with someone with a confirmed case of COVID-19?
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If you answer yes to any of the above refer to the COVID-19 updates and instructions on the Houston Community College web site. The COVID-19 updates can be located on the HCC home page by locating the wording “COVID-19 Updates” in red in the upper left corner of the HCC home page. The direct link to the COVID 19 updates and instructions.

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

Also, any student that requests any extension for submission of any assignments/exams or requests an “Incomplete” due to COVID must submit proper medical documentation as they would for any other.

medical issue. The instructor will not be able to grant extensions of assignments/exams until we receive proper documentation. The normal rule for granting “Incompletes” still applies and is granted if only a few assignments are left to be completed.

### **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 online. It will be the student’s responsibility when absent to check with the instructor or students or check Eagle online for announcements.

1. General Course Information – Section 1-
2. Instructor Information – Section 2 –
3. Course Catalog Description – Section 3 –
4. Program/Discipline/Course Goals/Scans or Core Curriculum Program/ Section 4 –
5. Textbook Information – Section 5 –  
McGraw-Hill Connect information-**purchase of Connect is mandatory for this course.**
6. Instructional and Technology Methods – Section 6 –
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9. HCCS and Course Policies – Section 9 –
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12. EGLS3 –Student Survey Section 12 –
13. Online Class if applicable Additional information – Section 13 –
14. Student Agreement -section 14 –

### **Section 1: Course Information**

Course Name: Principles of Financial Accounting

Course Number Acct 2301                      Course Section: CRN 16723

Semester: Spring 2021 Second Start Date: 2/16/2021 – 5/16/2021.

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

Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science. ACNT 1303 is preferred but not required.

Online Class: Also see Section 6 and 13 Online Orientation Required for this class.

### **Section: 2 Instructor Information:**

Office Location: Online                      Office Hours: By appointment

Telephone Number: 713-718-8732 Office 832-683-2929 Cell

Email: [ramon.lozada@hccs.edu](mailto:ramon.lozada@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 online Canvas mail. Do not use In Box in Eagle online Canvas for communications. Always in the subject matter of every email put Acct 2301 CRN 16723. See Eagle online Canvas Module 1 document “First day instructions” on how to use email.

### **Section 3: Course Catalog Description:**

#### **ACCT 2301 Principles of Financial Accounting (3 SCH version)**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

### **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, i.e., Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.
5. Students will be able to help managers make financial and nonfinancial decisions using internal and external information.

#### **Course Goals:**

The primary purpose of Principles of Financial Accounting is to provide students with basic concepts and techniques of double-entry accounting and the accounting cycle. The course is designed to meet the needs of those students who are preparing for a career in accounting.

#### **Student Learning Outcomes:**

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

### Student 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 U.S. generally accepted accounting principles.

1. Describe the Generally Accepted Accounting Principles
2. Describe the responsibilities of 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

### 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: Financial Accounting Fundamentals 7th. Edition Chapters 1-13 w/Connect Loose-Leaf by Wild - Publisher: McGraw-Hill ISBN: 9781260959604 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 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](http://www.mhhe.com/support). I suggest for a faster response, CALL. **Also see in Eagle Online 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/r-lozada-acct-2301---0102-crn-16723-principles-of-financial-accounting-second-start-spring-2021>**

**The first day for registration into the above link is 2/16/2021 and the last day for registration is 02/25/2021 @ 11:59 pm** Failure to register by 02/25/2021 @ 11:59 pm 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.** (It is still **mandatory that you pay for Connect** no matter if you finish all the assignments within the 14-day courtesy period. The courtesy period is exactly a courtesy offered by the Publisher)

**Textbook Pricing Options are below:**

**First Option:**

Best Bargain \$73.00

Package: Loose-Leaf textbook with Connect

ISBN: 9781260959604

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**

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

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**Second Option:**

Best Digital Option Second Option \$63.00

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

Purchase Online (**12 month Connect Access**)

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

<https://connect.mheducation.com/class/r-lozada-acct-2301---0102-crn-16723-principles-of-financial-accounting-second-start-spring-2021>

**The first day for registration into the above link is 2/16/2021 and the last day for registration is 02/25/2021 @ 11:59 pm.** Failure to register by 02/25/2021 @ 11:59 pm may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

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

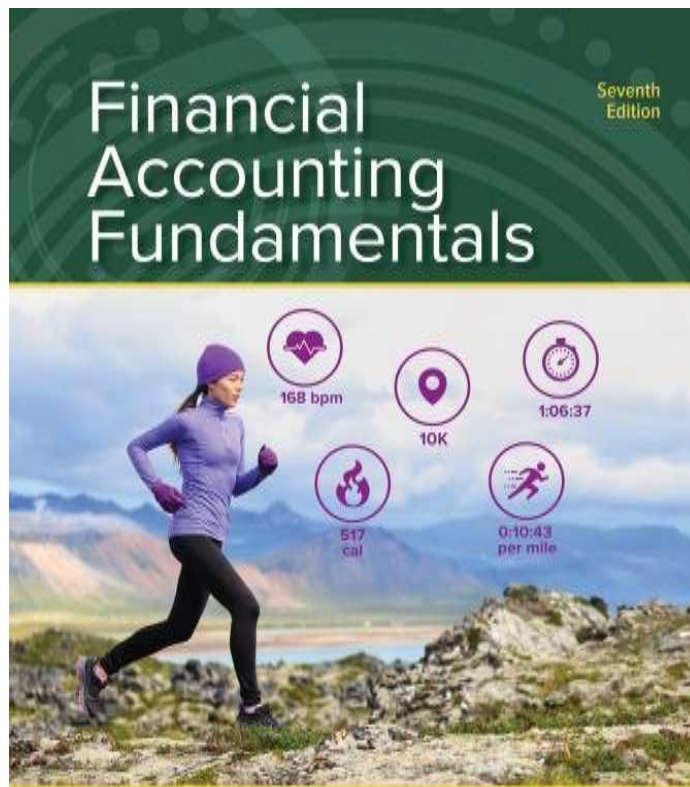
Package: Loose-Leaf textbook with Connect

ISBN: 9781260959604

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.

**Registering with the Courtesy Period**

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

Example below:

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

Do you want to purchase access right now?

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

If you Click the button to buy online 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 % Online

On-Line Orientation: MANDATORY FOR HCC Online 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 an HCC Online support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>. Completing the HCCS Online orientation does not count as attendance. This class will be using Eagle online Canvas <https://eagleonline.hccs.edu>. You will be required to log into Eagle online 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**

<b>ACCT 2301 - Spring 2021 Second Start Semester On-Line</b> <b>See Connect for online assessment due dates</b> <b>Below is suggested start dates</b>			
DATE	DAY	Ch	TOPIC
02/16/2021	Tu	1	Accounting in Business
		2	Accounting for Business Transactions
02/22/2021	M	3	Adjusting Accounts for Financial Statements
02/25/2021	Th		<b>Official Day of Record * Official Day of Record- Must sign into Eagle online before 11:59 pm on 1/24/2021- Subject to withdrawal- See Section 9C</b>
03/01/2021	M	4	Accounting for Merchandise Operations
03/08/2021	M	5	Inventories and Cost of Sales
<b>03/10/2021</b>	W		<b>First Test Chapters 1, 2, 3, and 4</b>
<b>03/15 to 03/21</b>			<b>Spring Break</b>
03/22/2021	M	6	Cash, Fraud, and Internal Controls
03/29/2021	M	7	Accounting for Receivables
04/05/2021	M	8	Accounting for Long Term Assets
04/12/2021	M	9	Accounting for Current Liabilities
<b>04/14/2021</b>	W		<b>Second Test Chapters 5, 6, 7, and 8</b>
04/15/2021	Th		<b>Last Day to Officially Withdraw See Section 9D</b>
04/19/2021	M	10	Accounting for Long Term Liabilities
04/26/2021	M	11	Corporate Reporting and Analysis
05/03/2021	M	12	Cash flow
<b>05/12/2021</b>	W		<b>Final Test Chapters 9, 10, 11, and 12</b>
<b>05/16/2021</b>	Su		Last day of official instruction
<b>05/18/2021</b>	Tu		Grades entered into the main HCCS system



## **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 an 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.** See Section 9 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 in Section 10

### **Evaluation Requirements:**

Verify grades every Monday during the Semester.

Connect 1200 points x 25 % = 300 100 points per chapter x 25 %	300
Sectional First Exam 1 - 4	100
Sectional Second Exam 5 - 8	100
Sectional Final Exam 9 - 12	100
Total (100 %)	600

### **Grading Scale:**

90 - 100%	=	A	540-600 points)
80 - 89%	=	B	480- 539 points)
70 - 79%	=	C	420-479 points)
60 - 69%	=	D	360-419 points)
BELOW 60%	=	F	(0 to 359 points)

### **HCC Grading System**

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

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete, and submit all assignments on or before the due dates. Your assignment grades will be posted in Eagle online every Monday. Verify grades every Monday during the Semester.

This course will use the book publisher **McGraw-Hill Connect Learning Module** for all 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.

**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	
		1-15, 16, 17	25	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
	Total		100	
2	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	2-9	25	
	General Ledger	EX 2-12	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	3-7	10	
		3-8	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	4-4, 5	14	
		4-7	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	
		5-7	12	
		Tableau	15	
	Quiz		20	MC 20 @ 1 Random Pooling
	Total		100	
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
9	Videos			Not graded
	Smart Book			Not graded
	Videos		25	
	Exercises	Ex 9-5-6-7	25	
	General Ledger	P 9-1a	15	
	Tableau		15	
	Quiz		20	MC 20 @ 1-Random Pooling
		Total	100	
10	Omit			
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
		Total	100	
	Excel		5	Extra credit
12	Videos			Not graded
Extra	Smart Book			Not graded
Credit	Videos		25	
Chapter	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		1000	Without Excel included

**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 are 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 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.

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.

- c. 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.

## **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 Online courses must log into their Eagle online or they will be counted as absent. Just like an on-campus class, your regular participation is required. At a minimum a student should sign in by the first day of class and sign in on the designated date that grades are posted from McGraw Hill Connect to the Canvas grade book to verify your grade and present average. (see due dates in McGraw Hill Connect)

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
<https://www.hccs.edu/programs/catalog/> (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 online 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- 02/25/2021

**It is important that you LOG INTO THIS COURSE IN EAGLE ONLINE for attendance purposes before 02/25/2021 @ 11:59 pm and also register in Connect before 02/25/2021 @ 11:59 pm.** We are obligated to report attendance to the registrar's office by 02/25/2021. If you have not logged in to Eagle online 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 04/15/2021.** 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.

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/>

h. HCC Policy Statements

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

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

<https://www.hccs.edu/support-services/ability-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.  
<https://www.hccs.edu/support-services/ability-services/>
- n. Campus Carry Law  
At HCC, the safety of our students, staff, and faculty is our 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 Online 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 an HCC Online support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>. Completing the HCCS Online orientation does not count as attendance.

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

### **HCC Online Courses:**

The HCC Online 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 Online 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/> or <http://www.hccs.edu/resources-for/current-students/student-handbook/>

HCC Online 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 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.

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

### **Section 14: Student agreement and responsibilities-**

#### **YOU MUST READ THIS SECTION**

You must copy and paste the below into a word document and send this to your instructor stating you understand the below responsibilities. You must do this before 02/25/2021 @ 11:59 pm. Also,

understand that any student that fails to send the attached document will not have grades posted. See Eagle on Canvas Module 2 Available 02/16/2021

Please review the following items to verify that you have the basic skills, equipment, and much needed ambition to properly complete this course.

1. You have read the syllabus and understand the grading system and course requirements.
2. You are responsible for managing & scheduling your time to study & complete assignments by the designated due dates.
3. You are responsible for having the correct book according to the syllabi.
4. If your course uses a publisher homework system, such as McGraw Connect, you will enroll immediately for access to assignments to meet due dates. You understand that you are required to pay for the Publisher's homework system (Connect) and if you fail to pay you will be given an "Incomplete" until the system indicates you have paid.
5. You are not a person that waits until the last minute to complete your work.
  - a. Assignment due dates are NEVER extended.
  - b. NEVER ask for an extension.
  - c. Complete your work well before the due date – if an issue arises (computer or personal), there is still time to resolve.
  - d. An emergency does not constitute a valid reason for extensions of due dates.
6. You are self-motivated and tenacious in your pursuit of the correct answer.
7. You have access to a computer, PC platform with Adobe, Microsoft Word, and Excel.
  - a. You have a basic understanding of how to use Word and Excel.
  - b. Submitted documents must have a file extension of .doc, .docx, .xls, .xlsx, .pdf
  - c. You know how to attach documents when submitting.
8. If your personal computer fails at any time, you have convenient access to another computer.
9. You know how to use the Internet to search and download a program.
10. If you are having trouble with Eagle Online or a publisher homework system, you are capable of contacting the proper organization's customer support for assistance.
11. If you are having trouble with the course material, you can spend time with an accounting tutor or call, email, or set an appointment to see me.
12. Disputed grades must be resolved within one week of the grade posting, excluding the last week of the course.
13. I understand the grading scale as outlined in the syllabi and that my final grade average is what I have earned and that negotiations of my grade is not acceptable. Extra credit work is not provided. I will review the Grade book in Eagle online every Monday and the last day the last assignment is due to verify my grades and review my average grade for the course throughout the semester.