



Center of Excellence - Business  
Department Chair - Dr. Marina Grau  
Associate Chair – Charles Lewis  
Program Coordinator – Dr. Mesfin Genanaw  
Instructor- Ramon A. Lozada, Jr.

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## ACCT 2301 – Principles of Financial Accounting Summer 2019 2<sup>nd</sup> Five Weeks

### 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.

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

Course Number: **ACCT 2301 - 0010**  
Course Title: Principles of Financial Accounting  
Course Section: CRN 11896  
Prerequisites: Program approval  
Semester: Summer 2019 – 2<sup>nd</sup> 5 Weeks  
Date: July 8, 2019 – August 11, 2019  
Days and Hours: Tuesday and Thursday: 10:30 am to 12:44 pm  
Location: West Loop South Campus – Room C 205  
Online: Please carefully review Sections 6 and 13

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

Name: Ramon A. Lozada, Jr.  
Office Location: West Loop South – Room C 256  
Office Hours: By appointment. Face-to-face meetings are available and encouraged at any time convenient to both of us.  
Telephone: N/A  
Email: [ramon.lozada@hccs.edu](mailto:ramon.lozada@hccs.edu)

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

Fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statement of cash flows and interpretation of financial statements.

#### **Section 4 - Program/Discipline/Course Goals:**

- ❖ Program/Discipline Requirements
  - Excel-Students will work in Microsoft Excel following textbook example formats, labels, and formulas
  - Ethics-Students will develop personal values for ethical behavior
- ❖ Academic Discipline/CTE Program Learning Outcomes if applicable
  - Students will demonstrate a complete understanding of the complete accounting cycle.
  - Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.

- Students will be able to prepare financial statements utilizing computerized software packages, i.e. Peachtree, and/or Quick Books.
  - Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.
- ❖ Course Goals
- Illustrate accounting for service & merchandising business
  - Illustrate reporting for assets & current liabilities
  - Illustrate reporting & analysis of financial statements
- ❖ Student Learning Outcomes
- Students will illustrate the accounting cycle for one period**
- Students will journalize transactions using rules of debit and credit
  - Students will prepare an adjusted trial balance
  - Students will prepare financial statements from adjusted account balances
  - Students will prepare closing entries
- Students will describe and illustrate the use of a bank reconciliation**
- Students will prepare a bank reconciliation
  - Students will journalize entries based on the bank reconciliation
- Students will describe payroll accounting systems**
- Students will journalize payroll tax expense
- Students will illustrate accounting for partnerships and corporations**
- Students will describe and illustrate the reporting of stockholders' equity

❖ 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

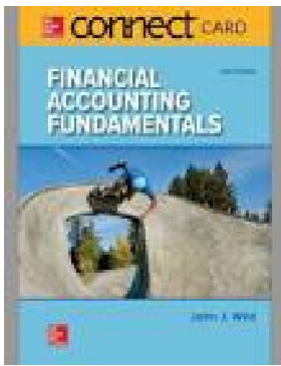
SCANS research verifies that what we call *workplace know-how* defines effective job performance today.

This expertise has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
<p><b>Resources:</b> allocating time, money, materials, space, staff</p> <p><b>Interpersonal Skills:</b> working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p><b>Information:</b> acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information</p> <p><b>Systems:</b> understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems</p> <p><b>Technology:</b> selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies</p>	<p><b>Basic Skills:</b> reading, writing, arithmetic, and mathematics, speaking and listening</p> <p><b>Thinking Skills:</b> thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning</p> <p><b>Personal Qualities:</b> individual responsibility, self-esteem, sociability, self-management and integrity</p>

SCANS workplace competencies and foundation skills have been integrated into Principles of Accounting I, and are exhibited in the SCANS schedule. For additional information about SCANS, go to <http://wdr.doleta.gov/scans/teaching/>

**Section 5 - Text Book information: It is imperative that you purchase the Connect access code to participate in this course.**



**Text:** *Financial Accounting Fundamentals*, 6<sup>th</sup> edition (Chapters 1-12), by John J. Wild; McGraw-Hill, 2018. ISBN: 978-1-259-72691-0 or Equivalent.

**Note:** You have multiple options available to you to obtain access to Connect including, but not limited to, purchase directly from McGraw for a physical book, eBook and Connect, eBook and Connect only, and from the HCCS bookstore. These will be reviewed in detail on the first day of class.

**McGraw-Hill Website -**  
[http://mpss.mhhe.com/student\\_connect\\_resources.php](http://mpss.mhhe.com/student_connect_resources.php)

**GO TO THE FOLLOWING WEB ADDRESS AND CLICK THE "REGISTER NOW" BUTTON:**  
<https://connect.mheducation.com/class/r-lozada-principles-of-financial-accounting-acct-2301---0010-crn-11896-summer-2019-2nd-five-weeks->

**THIS IS A UNIQUE ADDRESS FOR**

ACCT2301-0010 (11896) Summer 2019 2<sup>nd</sup> Five Weeks

If you have trouble with registration, please contact Customer Support at

<http://mpss.mhhe.com/> or <http://bit.ly/StudentRegistration>

or by telephone at (800) 331-5094

**Summer 2019 will be the last time we will use the 6th Edition. In the Fall of 2019, we will begin using the 7th Edition. Please be advised that with the 7th Edition the Connect access code you purchased for the 6th Edition will not be transferable to the 7th Edition as this will be a completely new book.**

**Section 6 - Instructional/Technology Methods:**

- A. Eagle Online Canvas Login URL – <https://eagleonline.hccs.edu/login/ldap>
- B. Online Orientation – Please refer to Section 13
- C. McGraw Hill Connect – Please refer to Section 5 or to this URL  
[http://connect.mheducation.com/connect/login/index.htm?&BRANDING\\_VARIANT\\_KEY=en\\_us\\_default\\_default&node=connect\\_app\\_27\\_200](http://connect.mheducation.com/connect/login/index.htm?&BRANDING_VARIANT_KEY=en_us_default_default&node=connect_app_27_200)

**Section 7 - Course Schedule:**

Course Week	Class Meeting Date	Chapter Covered	Topics	Chapter Quiz Due Dates & Homework Assignments
1	07/09/19	1	Accounting in Business	All homework is to be completed online using the McGraw-Hill Connect learning management system at or before 11:59 pm on their due date as detailed in
	07/11/19	2	Accounting for Business Transactions	
	07/11/19		<b>Census Date - Official Date of Record</b>	
2	07/11/19	3	Adjusting Accounts for Financial Statements	
	07/16/19	4	Accounting for Merchandising Operations	
	07/18/19	5	Inventories and Cost of Sales <b>First Exam Chapters 1 - 4</b>	
3	07/23/19	6	Cash, Fraud, and Internal Controls	
	07/25/19	7	Accounting for Receivables	
4	07/30/19	8	Accounting for Long Term Assets	
	08/01/19	9	Accounting for Current Liabilities	
		10	Accounting for Long-Term Liabilities <b>Second Exam Chapters 5 - 8</b>	
5	08/06/19	11	Corporate Reporting and Analysis	
	08/08/19	12	Reporting Cash Flows	
	08/11/19		Summer 2019 – 2 <sup>nd</sup> Five-Week Term Ends	

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## 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 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

### **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 9-11	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)

### **Homework and LearnSmart Assignments:**

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 Tuesday. Verify grades every Tuesday 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 above.

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

Learn Smart (20) Exercises/Problems (50) Interactive Presentations (10) Quizzes (20)

Lectures Videos are in each chapter called "Need to Know Videos"-not gradable

Also, verify grades every Monday during the Semester

The student must initiate a withdrawal (W). I will assist you in processing a withdrawal from this course if you request. An incomplete (I) will be given only in unusual circumstances. Each request for an incomplete is evaluated based on each individual's situation. A grade of FX is issued in those situations where a student does not earn sufficient points to qualify for a passing grade and, as evidenced by their attendance or participation record, effectively ceased attending or participating in the course.

Additional details are available at - <http://www.hccs.edu/programs/catalog/general-course-information/>

**Section 9 - HCCS and Course Policies:**

- A. Attendance guidelines – As this is an online course, your only required attendance is to be present for the administration of the final examination.  
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/> (see class attendance)  
<http://www.hccs.edu/programs/catalog/general-course-information/> (see class attendance)
- B. Active Participation – Your active participation in this course is essential for your mastery of the material.
- C. Official Date of Record guidelines - If you have not demonstrated active participation in this course through Eagle Online Canvas, McGraw-Hill Connect, or communication with your instructor by 5:00 pm on the date of record, you will be administratively dropped from the course.
- D. Official Withdrawal guidelines and dates with URL\_  
<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>
- 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: See handbook  
<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/>
- K. Student Services  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- L. Your rules on Incompletes
- M. Title IX Parenting and Pregnancy Guidelines  
<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 Online class, see Section 13

**Section 10 - International Students:**

- A. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.
- B. <http://www.hccs.edu/support-services/international-students/>
- C. 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.
- D. Also, please note that the longstanding policy of "W" grades not counting toward full-time enrollment remains in effect.**
- E. F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of one class or 3 credit hours of distance education (online class) per semester that will count towards the full-time status

**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:**

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

**Section 13 - Online Class-Additional Information:**

**On-Line Orientation: MANDATORY FOR HCC Online Classes**

Complete your on-line orientation <http://www.hccs.edu/online/> or <http://www.hccs.edu/online/class-orientation--handbook/> 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/>

**Student Handbook:**

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/>

**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