



Center of Excellence - Business  
Department Chair - Dr. Marina Grau  
Program Coordinator – Dr. Mesfin Genanaw  
Instructor-Thomas A. Jackson, CPA

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**ACCT 2301-0164 - Principles of Financial Accounting**

CRN (Course Reference Number) 53451

8:00 – 9:20 am Tuesday & Thursday - Spring 2018

16 week - January 16 through May 13, 2018

**Instructor Information:**

**Instructor:** Thomas A. (Tom) Jackson, CPA  
**Office Location:** HCC West Loop Center – Room C256  
**Office Hours:** 7:15 am – 7:45 am Monday through Thursday  
**Telephone:** (713) 557-2218  
**Email:** [thomas.jackson1@hccs.edu](mailto:thomas.jackson1@hccs.edu)

**Office Location and Hours:**

HCC West Loop Center – Room C256  
7:15 am – 7:45 am Monday through Thursday  
At other times by appointment arranged by email or text

**Official Communications:**

All communications are to be through HCC’s official email.

**Syllabus Changes:**

This syllabus is subject to change. When changes are necessary, you will be advised during class time and/or as an email announcement utilizing your official HCC email address. If absent, it is your responsibility to check with your instructor or your classmates for announcements.

**Technical Compliance:**

You are expected to maintain a state of technical compliance and competence, including (but not limited to): up-to-date software as required for successful completion of this course; 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.

**Course Description:**

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, statement of cash flows and interpretation of financial statements.

**Prerequisite:**

Program approval.

**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:**

1. Students will demonstrate complete understanding of the complete accounting cycle.
2. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
3. Students will be able to prepare financial statements utilizing computerized software packages, i.e. Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

**Course Goals:**

1. Illustrate accounting for service & merchandising business
2. Illustrate reporting for assets & current liabilities
3. Illustrate reporting & analysis of financial statements

**Student Learning Outcomes and Student Learning Objectives:**

- **Students will illustrate accounting cycle for one period**
  1. Students will journalize transactions using rules of debit and credit
  2. Students will prepare adjusted trial balance
  3. Students will prepare financial statements from adjusted account balances
  4. Students will prepare closing entries
- **Students will describe and illustrate use of bank reconciliation**
  1. Students will prepare bank reconciliation
  2. Students will journalize entries based on the bank reconciliation
- **Students will describe payroll accounting systems**
  1. Students will describe payroll register and employee earnings record
  2. Students will journalize payroll tax expense
- **Students will illustrate accounting for partnerships and corporations**
  1. Students will prepare statement of cash flows
  2. Students will prepare statement of partnership equity
  3. Students will describe and illustrate reporting of stockholders' equity

**Class Schedule:**

<b>Course Calendar</b>			
	<b>Day of</b>		
<b>Date</b>	<b>Week</b>	<b>Chapter</b>	<b>Topic</b>
01/16/18	Tuesday	1	Syllabus Review and Lecture 1 – Accounting in Business
01/18/18	Thursday	1	Chapter 1 – Continued4
01/23/18	Tuesday	1	Chapter 1 - Continued

01/25/18	Thursday	2	Accounting for Business Transactions
01/30/18	Tuesday	2	Chapter 2 - Continued
01/31/18			<b>Official Date of Record</b>
02/01/18	Thursday	3	Adjusting Accounts for Financial Statements
02/06/18	Tuesday	3	Chapter 3 - Continued
02/08/18	Thursday	3	Chapter 3 - Continued
02/13/18	Tuesday	3	Chapter 3 - Continued
02/15/18	Thursday		<b>Examination I – Chapters 1 - 3</b>
02/20/18	Tuesday	4	Accounting for Merchandising Operations
02/22/18	Thursday	4	Chapter 4 - Continued
02/27/18	Tuesday	4	Chapter 4 - Continued
03/01/18	Thursday	5	Inventories and Cost of Sales
03/06/18	Tuesday	5	Chapter 5 - Continued
03/08/18	Thursday	6	Cash, Fraud, and Internal Controls
03/12/18 - 03/18/18			<b>Spring Break – No Scheduled Classes</b>
03/20/18	Tuesday	6	Chapter 6 - Continued
03/22/18	Thursday	7	Accounting for Receivables
03/27/18	Tuesday	7	Chapter 7 - Continued
03/28/18	Thursday	8	Accounting for Long Term Assets
04/03/18	Tuesday	8	Chapter 8 - Continued
			<b>Last Day to Withdraw with a Course Grade of W</b>
04/05/18	Thursday		<b>Examination II – Chapters 4 - 8</b>
04/10/18	Tuesday	9	Accounting for Current Liabilities
04/12/18	Thursday	9	Chapter 9 - Continued
04/17/18	Tuesday	10	Accounting for Long-Term Liabilities
04/19/18	Thursday	10	Chapter 10 - Continued
04/24/18	Tuesday	11	Corporate Reporting and Analysis
04/26/18	Thursday	11	Chapter 11 - Continued
05/01/18	Tuesday		<b>Examination III – Chapters 9 - 11</b>
05/03/18	Thursday	12	Reporting Cash Flows
			<b>Last Class Day before Final Examinations</b>
05/07/18 - 05/13/18			<b>Final Examinations – Schedule to be Published When Available</b>
05/13/18			<b>Official Semester End Date</b>

**Instructional Methods:**

Face-to-Face – Lecture

McGraw-Hill Connect Learning Management System – Online

**Note: This course requires the use of the McGraw-Hill “Connect” functionality for homework and examination purposes. You will be required to purchase this as a condition of your participation in this course. Additional details regarding this requirement will be covered on the first day of class.**

### **Evaluation and Requirements:**

You are expected to read all assigned chapters, complete and submit all assignments in McGraw-Hill Connect by the due date posted, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content.

Accounting is best learned through active engagement. Therefore, there are homework assignments associated with each chapter/topic. Successful completion of these will require a considerable commitment of time and effort on your part. Typically, the successful student in college can count on 1.0 – 2.0 hours of independent study for every hour in the classroom.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

### **HCC Grading Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA. See "Health Science Program/Discipline Requirements" for grading scale

### **FINAL GRADE OF FX**

Students who stop attending class and do not withdraw themselves prior to the withdrawal Deadline (see the Course Calendar) 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 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.

International Students: For guidelines on FX see page

## **Evaluation Requirements:**

3 Sectional Exams (Drop one)	200 points
Final Examination (Comprehensive)	120 points
Attendance & Class Participation	30 points
Homework, LearnSmart & Quizzes	<u>150</u> points
Total	500 points

## **Grading Scale:**

90 - 100%	=	A	> 450 points
80 - 89%	=	B	400 – 449 points
70 - 79%	=	C	350 – 399 points
60 - 69%	=	D	300 – 349 points
		F	< 300 points

## **Examinations:**

All examinations are administered using McGraw-Hill Connect learning management system functionality. There will be three (3) interim examinations and a comprehensive final examination. There will be no make-up examinations. The two highest grades earned on the interim exams will be used to compute your final grade for the course. The lowest score will be dropped. If you miss an exam, that becomes the dropped exam.

The final examination is comprehensive (includes all topics covered in the course). Satisfactory completion with a grade of 60% or more is a requirement to receive a passing grade for this course.

## **Homework:**

All homework assignments are to be completed using the McGraw-Hill “Connect” learning management system. Homework assignments include chapter quizzes, LearnSmart assignments and exercises/problems.

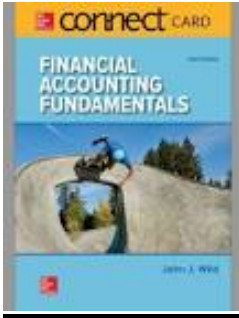
We will discuss this process in great detail during the first two days of class. All assigned homework may be submitted at any time following the completion of a chapter lecture. In all cases, it is due at 11:59 pm on the Sunday of the week the associated chapter lecture is completed. Homework submitted after the due date will be accepted. However, only receive partial credit will be awarded. It is essential that you **DO YOUR HOMEWORK!** It makes a difference.

## **EGLS3 -- Evaluation for Greater Learning Student Survey System:**

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

Although not a component of your course grade, Houston Community College and your professors believe that thoughtful student feedback is a necessary component of our continuous improvement process for 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.

## **Textbook and Related Material (Required):**



**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 direct from McGraw for 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)

## **McGraw-Hill Connect Online Registration Instructions:**

Go to the following web address and click the "register now" button.

<http://connect.mheducation.com/class/t-jackson-acct2301-0164-53451-spring-2018>

This is a unique address for - ACCT 2301-0164 (53451) Spring 2018. If you have trouble with registration, please contact McGraw-Hill Customer Support at:

<http://mpss.mhhe.com/> or <http://bit.ly/StudentRegistration>  
or by telephone at (800) 331-5094

## **HCC Policy Statements:**

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

## **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/>

## **Academic Honesty:**

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

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

Cheating on a test includes:

- Copying from another students' test paper;

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

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

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

### **HCC Student Services Information**

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

### **Official Day of Record:**

**5:00 pm, Wednesday, January 31, 2018**

### **Attendance:**

As stated in the HCC Catalog, you are expected to attend classes regularly. Attendance will be recorded for each class meeting. Your regular participation is required for content mastery and as a component of your course grade.

It is important that you also register in McGraw-Hill Connect by 12:00 pm, Wednesday, January 31, 2018 because we are obligated to report attendance to the registrar's office by 5:00 pm, Wednesday, January 31, 2018. If you have not attended class or registered in 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.

Although it is your responsibility to withdraw officially from a course, your professor also has the authority to block you from accessing Eagle on Line, and/or to withdraw you for excessive absences or failure to actively participate regularly.

**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 Connect 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.**

### **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 April 3, 2018.** Classes of other duration may have different final withdrawal deadlines. Please refer to the Academic Calendar, visit the online registration calendars, or contact the HCC Registrar's Office to determine other class withdrawal deadlines.

### **HCC 6 Course Drop Policy:**

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures>

### **Financial Aid and Withdrawal:**

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

### **Repeat Course Fee:**

<http://www.hccs.edu/programs/catalog/costrefund-information/>

### **Incompletes:**

It is my policy not to give a grade of "I" (incomplete) without the acceptance of an agreed plan to complete the required course work within a reasonable time period. The agreement must be accomplished prior to the Official Semester End Date. Failure to complete the course work as agreed will result in the grade of "I" being automatically changed to "F".

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

### **Title IX Parenting and Pregnancy Guidelines:**

To learn about your Title IX rights under parenting and pregnancy, please click on the link below. If you have further questions, please contact the Office of Institutional Equity.



<http://www.hccs.edu/support-services/disability-services/student-resources/>

### **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/>

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### **Upper Level ACNT Classes Requiring a Proctored Final Examination:**

**“As per the decision of accounting discipline committee” It was discussed and agreed to the below statement in one of our departmental meetings last year and after select faculty members had time to review.**

End of the Semester Final Exam

The Texas State Board of Public Accountancy allows certain upper level accounting courses to be taken as face-to-face and/or online courses.

Administration of final exam-The final exam must be taken in person and be administered as a face-to-face exam that is proctored by authorized personnel of HCCS or HCCS-approved personnel.

Skipping the final exam-Any student that fails to take the Final Exam will receive a zero for the exam and an "F" for the course.

Scoring less than 50% on the final exam-If a student's final exam score is less than 50%, then he/she will receive an "F" overall grade for the course. This will be the case regardless of the percentage that the final exam may be worth in the course overall grade-evaluation."

Upper level ACNT does not include ACNT 1303, ACNT 1329, ACNT 1313, ACNT 1382, ACNT 2382, and ACNT 1392

### **The Following Applies to Online Classes Only**

#### **HCC ON Line Courses:**

The HCC On Line Student Handbook contains policies and procedures unique to the On-Line student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as On-Line contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the On Line Student Handbook by visiting this link: <http://www.hccs.edu/online/>

<http://www.hccs.edu/online/class-orientation--handbook/>

#### **HCC On Line for advising, counseling, social networking, Facebook, Twitter, library sources:**

<http://www.hccs.edu/online/>

#### **Virtual Classroom Conduct:**

As with on-campus classes, all students in HCC On Line Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task.

As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action

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