



**Accounting  
Central College**

Business, Financial & Legal Studies

**Division Chair:** Dr. Mesfin Genanaw

**HCCS-Accounting Program Coordinator:** Dr. Marina Grau

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**ACCT 2301 – Principles of Accounting I**

CRN 10402 – Summer 2014

LHSB Room 315 | 5:30 – 8:00 pm | Mon and Wed

5 hour lecture course-per-week-**Hybrid** / 5 weeks

**What's a Hybrid Class?**

Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, Eagle Online, podcasts, online video and audio format, and new technologies as they become available). Instructors and students should be prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present in the classroom for all of it. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50 % face-to-face instruction and 50 % electronic instruction.

This class will be using Eagle On Line. <https://hccs1.mrooms3.net/login/index.php>

**Instructor Information:**

Instructor:	Vonetta Jackson
Office Location:	Central Campus
Office Hours:	By appointment
Phone #:	713-922-2180
Email:	<b>Before classes begin or after the semester email address:</b> <a href="mailto:Vonetta.jackson@hccs.edu">Vonetta.jackson@hccs.edu</a> <b>During class semester – Use only Eagle Online mail</b>

### **Office Location and Hours**

Please feel free to contact me through Eagle Online “Mail” or by telephone at 713-922-2180. After the course is completed, you can contact me through HCCS email. The Accounting Department is located in the BSCC Building Room 206.

### **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 students responsibility when absent to check with the instructor, students or Eagle Online for announcements.

### **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.

### **Classroom Behavior**

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 need of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails with language 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.

### **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, corporations, statement of cash flows and interpretation of financial statements.

**Prerequisite:** ACCT 1303 – Introduction to Accounting I or departmental waiver

### **Program/Discipline Requirements: If applicable:**

1. EXCEL-Students will work in EXCEL following textbook example formats, labels, and formulas.
2. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library).
3. Ethics-Students will develop personal values for ethical behavior.

## **Course Goals**

The primary purpose of Principles of Accounting 1 is to provide the students with the 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.

## **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.

## **Course Student Learning Outcomes (SLO)**

Students will:

1. Students will illustrate accounting for service and merchandising businesses.
2. Students will illustrate reporting for assets and current liabilities.
3. Students will illustrate reporting and analysis of financial statements.

## **Learning objectives**

The student will be able to:

### **Illustrate accounting for service and merchandising businesses**

1. Illustrate accounting cycle for one period for service business.
2. Journalize and post transactions using subsidiary ledgers and special journals.
3. Journalize adjustments and closing for merchandising business.

### **Illustrate reporting for assets and current liabilities**

1. Report current assets in the Balance Sheet.
2. Report fixed and intangible assets in the Balance Sheet and Income Statements.
3. Journalize current liabilities.

### **Illustrate reporting and analysis of financial statements**

1. Prepare the Statement of Owner's Equity.
2. Report bonds in the Balance Sheet.
3. Report securities in the Balance Sheet.
4. Prepare the Statement of Cash Flows.
5. Compute analytical measures.

## **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

<b>ACCT 2301 -Summer 2014 HCC 2nd 5 Week Semester</b>			
<b>See Connect for on line assessment due dates</b>			
<b>DATE</b>	<b>DAY</b>	<b>Ch.</b>	<b>TOPIC</b>
7/7	Mon	1 2	Class Introduction Introducing Accounting in Business Analyzing and Recording Transactions
7/9	Wed	3	Adjusting Accounts and Preparing Financial Statements
7/10	Thu		<b>OFFICIAL DAY OF RECORD</b>
7/13	Sun		<b>Exam# 1 - DUE BY MIDNIGHT</b> <b>Chapters 1,2,3 - ONLINE EXAM</b>
7/14	Mon	4	Accounting for Merchandising Operations
7/16	Wed	5	Inventories and Cost of Sales
7/21	Mon	6	Cash and Internal Controls
7/23	Wed	7	Accounts and Notes Receivable
7/27	Sun		<b>Exam #2 - DUE BY MIDNIGHT</b> <b>Chapters 4,5,6 - ONLINE EXAM</b>
7/28	Mon	8 9	<b>Last Day for Administrative/Student Withdrawals</b> Long-Term Assets Current Liabilities
7/30	Wed	11	Corporate Reporting and Analysis
8/3	Sun		<b>Exam #3 - DUE BY MIDNIGHT</b> <b>Chapters 7, 8, 9, 11 - ONLINE EXAM</b>
8/4	Mon		<b>Final Review</b>
8/6	Wed		<b>Final Exam - Chapters 1-9, 11 IN CLASS</b>

### **Instructional Methods**

ACCT 2301 is a required, elective, or prerequisite course depending upon program or accounting courses.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As a student wanting to learn about the field of accounting, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of accounting.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text.

### **Evaluation and Requirements**

Students are expected to read all assigned chapters, complete and submit all quizzes on dates due, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, using the tools provided by the publisher using practice quizzes and problems will be helpful (See above Publishers Website). This course will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 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.

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work

### **In Class Exams:**

The in class exams will cover the chapters listed in the "Assignment Schedule" and will be closed book and closed notes. Failure to take an exam on the scheduled exam day will result in a zero unless arrangements have been made in advance. **Make-ups must be arranged 24 hours prior to the day of the exam.**

### **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 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 DE course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work will also receive an FX.**

**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.**

**Evaluation Requirements:**

Connect 10 Chapters/ Homework and Quizzes @ 100 points each totaling 1000 points (30%)	300 points
On Line Exams (3 at 100 points each)	300 points
In Class Final Exam	200 points
Connect Overview Problem	100 points
<b>Total</b>	<b>900 points</b>

**Grading Scale:**

90 - 100%	=	A	(810 - 900 points)
80 - 89%	=	B	(720 - 809 points)
70 - 79%	=	C	(630 - 719 points)
60 - 69%	=	D	(540 - 629 points)
BELOW 60%	=	F	( 0 to 539 points)

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work. The below is your assignments in Connect-All grades in Connect are graded at 100 points and then entered into your Grades in Eagle on Line as 33.3% of your Connect Grade.

Chapter	Type	Connect	Pts.	Connect	Pts.	
	<b>Ex-Problems- Algorithmic Interactive Presentations</b>			<b>Quiz</b>		<b>Multiple Choice</b>
<b>1</b>	Exercises	1-8	8			
		1-9	6			
		1-14	12			
		1-15	8			
		1-16	16			
	Interactive Presentations	A1	1			
		P1	3			
		P2	6			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts</b>
<b>2</b>	Exercises	2-7	11			
		2-9	23			
		2-10	16			
	Interactive Presentations	A1	2			
		C2	3			
		C4	5			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts.</b>
<b>3</b>	Exercises	3-1	7			
		3-3	5			

		3-5	2			
		3-7	5			
		3-11	12			
		3-12	19			
	Interactive Presentations	P1	6			
		P3	4			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts</b>
<b>1-3 Overview</b>	Problem	3-7	<b>100</b>			<b>Part 1-2 (12pts) Part 3 (7pts) Part 4 (5pts) Part 6 (55pts) Part 7 (7pts)</b>
<b>4</b>	Exercises	4-3	20			
		4-8	7			
		4-9	10			
		4-10	8			
		4-15	5			
	Interactive Presentations	P1	2			
		P2	2			
		P4	4			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts</b>
<b>5</b>	Exercises	5-2	2			
		5-3	28			
		5-9a	20			
	Interactive Presentations	P1	10			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10@ 2pts</b>
<b>6</b>	Exercises	6-5	14			
		6-6	9			
		6-9	8			
	Interactive Presentations	P2	4			
		P3	6			
	Problem	6-2	19			
	Smart Book		20			



	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts</b>
<b>7</b>	Exercises	7-1	20			
		7-2	12			
		7-3	6			
		7-4	8			
		7-5	4			
	Interactive Presentations	P1	2			
		P2	4			
		P3	4			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts.</b>
<b>8</b>	Exercises	8-2	5			
		8-3	14			
		8-15	6			
		8-16	6			
		8-18	2			
		8-19	2			
	Problem	8-5	15			
	Interactive Presentations	P1	5			
		P2	5			
	Smart Book		20			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts.</b>
<b>9</b>	Exercises	9-2	7			
		9-4	6			
		9-5	20			
		9-6	8			
		9-11	4			
		9-14	5			
	Interactive Presentations	P1	10			
	Smart Book		20			
		<b>Total</b>	<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts.</b>
<b>11</b>	Exercises	11-2	6			
		11-3	10			
		11-4	4			

		11-6	4			
		11-8	4			
		11-9	4			
		11-18	18			
	Interactive Presentations	P1	4			
		P2	6			
	Smart Book		<b>20</b>			
		<b>Total</b>	<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts.</b>
	<b>Total</b>		<b>800</b>		<b>200</b>	<b>1,000 points</b>

### **Learn Smart/Smart Book**

When you click into your chapter assignments and click LS (Learn Smart) you have the option of using either Learn Smart or Smart book. Read the comments below and decide.

### **Learn Smart:**

No two students are alike. Why should their learning paths be? Learn Smart uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, Learn Smart adapts and adjusts the content based on his or her individual strengths, weaknesses and confidence, ensuring that every minute spent studying with Learn Smart is the most efficient and productive study time possible.

Learn Smart also takes into account that everyone will forget a certain amount of material. Learn Smart pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, Learn Smart goes beyond simply getting students to memorize material – it helps them truly retain the material in their long-term memory. Want proof? Students who use Learn Smart are 35% more likely to complete their class; 13% more likely to pass their class; and have been proven to improve their performance by a full letter grade.

**See link below to review how to use Learn Smart**

<http://www.mhelearnsmart.ca/for-students/>

### **Smart Book:**

Content is still 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. Learn Smart is more focused on reviewing material; Smart Book attempts to help students read more efficiently to better retain information.

**See link below to review how to use Smart Book**

<http://learnsmartadvantage.com/products/smartbook/>

[http://www.youtube.com/watch?v=82fxQztV8U&feature=c4-overview&list=UUCNaIPPWnq2h4q\\_BU-JrdMg](http://www.youtube.com/watch?v=82fxQztV8U&feature=c4-overview&list=UUCNaIPPWnq2h4q_BU-JrdMg)

### **Exercises and Problems**

All exercises and problems 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 one (1) submission attempt but you do have unlimited "check my works" to help you eventually master the concept and problem before you submit for grading. (Check with your instructor to see if the "check my works" have been limited.

### **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). Verify if your instructor will use this feature.

### **EBook and resources**

The system is set that you can click on eBook and resources that will take you direct to the section in the book that is dealing with your exercise/problem.

### **Report a content issue**

If a student feels that there is an error with the material, do NOT report these issues directly to Connect. Click "ask your instructor" while in the Connect problem. Give detailed info as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

### **Interactive Presentations**

Interactive Presentations (IP) is an interactive audio/video that will require you to answer questions as you move along in the video. The system is set to give you only one (1) attempt but you do have unlimited “check my works” to help you eventually master the concept and problem before you submit for grading. (Check with your instructor to see if the “check my works” have been limited.

Some of the same features mentioned above for exercises and problems are within the Interactive Presentations.

### **Quizzes**

Each chapter in Connect has a 10 question 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. Your instructor will determine if they take the best score or the last attempt. 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 “asks your instructor” is available but verify with your instructor if they will allow you to use this feature.

### **Sectional Exams-Mid-Term and Finals**

The sectional exams, mid-terms and finals are similar to quizzes in that they are multiple choice questions that are randomly pooled questions where each student’s exams are completely different from another student’s exam. The sectional exams multiple-choice questions are not only randomly pooled but are algorithmic questions. Exams are set with only one (1) attempt. Verify if your instructor as changed this policy.

**Also verify with your instructor if the sectional exams, mid-term and final exams are timed and have a set period of time (days and hours) that they must be completed.**

### **Textbook (Required)**

Welcome to Accounting 2301 Principles of Accounting I (Managerial Accounting) Please read this entire message carefully, as it contains crucial information about your required course materials and how to obtain the best bargain as you are shopping around.

The required textbook for this course is **Financial and Managerial Accounting w/Connect Plus™ 5<sup>th</sup> Edition ISBN 9781259128684**. 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.

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 or ordered directly from McGraw-Hill. Details of the bundle are in the attached pricing sheet.

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 Plus**. This provides you with access to all of the assignments in **McGraw-Hill Connect**, plus an integrated e-book version of the required textbook.

Once you have purchased your materials from the bookstore or if you are ready to purchase access directly online, go to the appropriate registration page for your section listed below:

[http://connect.mcgraw-hill.com/class/v\\_jackson\\_summer\\_2014\\_acct\\_2301\\_crn\\_10402\\_2](http://connect.mcgraw-hill.com/class/v_jackson_summer_2014_acct_2301_crn_10402_2)

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. 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)

### **Textbook Pricing Options**

**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 Plus™ 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 these bundles.

### **\*\*Best Bargain \$70.00**

Package: Loose-Leaf textbook with Connect Plus Volume 1

ISBN: 9781259138805

Print and Digital Solution Good for Acct I only

Only Available Online at: Standard 5-7 day shipping applies

<http://shop.mcgraw-hill.com/mhshop/productDetails?isbn=1259138801>

**\*\*Best Digital Option; Second Option \$60.00**

Connect Plus (Includes eBook and homework access only)

All digital solution Good for Acct 1 only

**Purchase Online by clicking the link below:**

[http://connect.mcgraw-hill.com/class/v\\_jackson\\_summer\\_2014\\_acct\\_2301\\_crn\\_10402\\_2](http://connect.mcgraw-hill.com/class/v_jackson_summer_2014_acct_2301_crn_10402_2)

**Third Option: \$100.10**

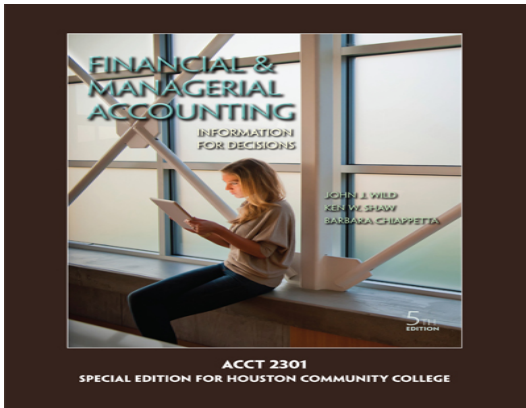
Package: Loose-Leaf textbook with Connect Plus Volume I

ISBN: 9781259138805

Print and Digital Solution Good for Acct I only

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Custom Book for HCC:



**Fourth Option**

If you buy the non-custom book from any other source, you will need to purchase the Connect Plus code separately from McGraw-Hill.

**Publishers Website**

[http://higherend.mcgraw-hill.com/sites/0077598598/student\\_view0/](http://higherend.mcgraw-hill.com/sites/0077598598/student_view0/)

**HCC Policy Statements**

Link: <http://www.hccs.edu/hccs/current-students/student-rights-policies-procedures>

**Americans with Disabilities Act (ADA)-Students with Disabilities:**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

**Disability Support Services Offices:**

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students

Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

To visit the ADA Web Site, log on to [www.hccs.edu](http://www.hccs.edu) the click future students, scroll down the page to “How do I get in” and then click on the words “Disability Information”. For Current Students , scroll down to the page “Student Support” and then click on the words “Disability Information.”

**Academic Honesty:**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. “Scholarly dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion. Anyone caught cheating will be given an F on that assignment and possibly an F in the course. A report on the incident will also be submitted to all appropriate school officials.

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. College System officials against a student accused of scholastic dishonesty may initiate penalties and/or disciplinary proceedings. “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).

**Attendance:**

**It is important that you LOG INTO THIS COURSE IN EAGLE ON LINE and in attendance in Class by July 9, 2014 because we are obligated to report attendance to the registrar's office by that date. If you have not logged in to Eagle on Line and attended class by July 10, 2014 by 6:00 am, you will have been considered as never attending and the registrar's office will drop you from this course.**

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. There, students are expected to attend classes on a regular basis and to be punctual. If a student has excessive absences, the instructor may withdraw the student from the class. A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5% of the hours of instructions.

For example, in a 3 credit hour lecture class meeting 3 hours per week, a student may be dropped after 6 hours of absences. Students are responsible for all work, assignments, and material discussed in class, whether the student is present or



absent. A student in a Hybrid class may be dropped after 3 hours of absence in a 3-credit course. **A tardy will be counted as an absence. At the instructor's discretion, once roll is taken and the lecture is to begin, request that students do not enter the class room and if necessary close the class room door and post a note requesting that students not enter since the class is in session. Tardies are disruptive to the instructor and the other students.**

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Attendance is necessary for a student to achieve the objectives in this class.

**Drops and Withdrawals: HCC Course Withdrawal Policy** (updated 7/26/2010)  
Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **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>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines. .

**If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal.** Effective July 26, 2010, students will be able to withdraw one or more of their classes online. While it is still

advisable that students receive good counsel from instructional and counseling faculty prior to dropping one or more classes, students will no longer be required to “see” someone before they will be allowed to drop. They will be provided information related to the implications and possible consequences of dropping their courses. The following will occur when a student selects the “drop” option during an enrollment request:

- (1) Students will be required to select a drop reason in order to complete the withdrawal request (the drop reason will cue whether the dropped course will count toward the 6 drop rule or not).
- (2) Students will be invited to click on several links to learn more of the implications of dropping on the 6-drop rule, on veterans, on financial aid, and on international students.
- (3) Students will be required to acknowledge the implications of withdrawing from a class.

**Before you withdraw from your course, please take the time to meet with the instructor or counselor to discuss why you feel it is necessary to do so. The instructor or counselor may be able to provide you with suggestions that would enable you to complete the course. You must withdraw PRIOR to the withdrawal deadline to receive a “W” on your transcript.** If you do not withdraw before the deadline, you will receive the grade that you have earned to date. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

**The final withdrawal deadline for regular term classes is July 28, 2014 at 4:30pm.** Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar’s Office to determine class withdrawal deadlines.

*International Students:* Receiving a **W** in a course may affect the status of your student visa. Once a **W** is given for the course, it will not be changed to an **F** because of visa considerations.

#### **Early Alert:**

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor **may “alert”** you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – on line tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

#### **Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition

fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Incompletes:**

It is my policy not to give a grade of "I" (incomplete).

### **HCC Student Services Information**

Link:[http://www.hccs.edu/hcc/System%20Home/Departments/Student\\_Handbook/student\\_policies.pdf](http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf)

### **Classroom Behavior**

**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.**

### **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### **Instructor Requirements**

**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 class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up

- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of homework, projects, instructions, emails including this syllabus

### **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.