



**Center of Excellence - Business**  
**Department Chair:** Dr. Marina Grau  
**Program Coordinator:** Dr. Mesfin Genanaw  
**Instructor:** Vonetta Jackson

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**ACCT 2301 – Principles of Financial Accounting**  
CRN 16704 – Summer 2021  
June 7, 2021 through July 11, 2021  
**ONLINE**

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

**\*\* Online orientation is required for this class.\*\***

**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>

**COVID-19 Plan for Summer 2021:**

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.

Houston Community College is monitoring the coronavirus (COVID-19) situation carefully and is taking proactive and prudent measures to ensure the health and safety of students and staff in accordance with the guidance provided by the Centers for Disease Control and Prevention (CDC), as well as local authorities.

When you visit the main website for Houston Community College there is the heading HCC COVID 19 response with the following statement:

***"We are committed to supporting our students in this new environment"***

Learn more about resources to help, as well as the latest updates to HCC's operations by visiting the HCC COVID-19 Resources Page.

Please view the update of July 24, 2020 and watch the safety Video. Also view the update from March 17, 2020 concerning self-reporting that states:

***"Any student, faculty or staff that are experiencing symptoms or with concerns about being exposed to COVID-19 are asked to complete one of the following forms immediately."***

You also can visit the below link:

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

**COVID-19 Forms & Reporting:**

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:**
  - o 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:**
  - o 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:**
  - o In the past 14 days have you had known contact with someone with a confirmed case of COVID-19?

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.

The direct link to the Student Self-Reporting Form is also below  
[https://cm.maxient.com/reportingform.php?HoustonCC&layout\\_id=19](https://cm.maxient.com/reportingform.php?HoustonCC&layout_id=19)

### **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.

### **Communication**

All communication between the instructor and the student will be through the email account setup in PeopleSoft as your primary email. HCCS prefers that your primary email be your official HCCS email. If you do have your primary email as an email other than your HCCS email, make sure the information is correct. You will always communicate with me through my official HCCS email; [vonetta.jackson@hccs.edu](mailto:vonetta.jackson@hccs.edu). Do not use Eagle Online Canvas for communication. Always include the subject matter in every email as ACCT 2301-16704.

### **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. Any modifications to the schedule will be posted in an “Announcement”, email or a revision in the syllabus. It will be the student’s 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.

### **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).

### **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

### **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)

### **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.

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

### **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

### **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 (ISAB).

**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 2021-1<sup>st</sup> 5 weeks</b>			
<b>See Connect for online assessment due dates</b>			
<b>DATE</b>	<b>DAY</b>	<b>Ch.</b>	<b>TOPIC</b>
<b>6/7</b>	<b>Mon</b>	<b>1</b>	Accounting in Business
		<b>2</b>	Accounting for Business Transactions
		<b>3</b>	Adjusting Accounts for Financial Statements
<b>6/10</b>	<b>Thu</b>	<b>OFFICIAL DAY of RECORD</b>	
<b>6/14</b>	<b>Mon</b>	<b>4</b>	Accounting for Merchandising Operations
		<b>5</b>	Inventories and Cost of Sales
		<b>6</b>	Cash, Fraud and Internal Controls
<b>6/21</b>	<b>Mon</b>	<b>7</b>	Accounting for Receivables
		<b>8</b>	Accounting for Long-Term Assets
		<b>9</b>	Accounting for Current Liabilities
<b>6/28</b>	<b>Mon</b>	<b>10</b>	Accounting for Long-Term Liabilities
		<b>11</b>	Corporate Reporting and Analysis
		<b>12</b>	Reporting Cash Flows
<b>Last day to withdraw</b>			
<b>7/5</b>	<b>Mon</b>	<b>Final Exam DUE no later than Sunday, July 11<sup>th</sup> by midnight.</b>	

**\*\* Homework, Quizzes and Final Exam are all done online.**

**Instructional Methods 100% On-Line**

Complete your online orientation at <http://www.hccs.edu/online>. Locate the link for orientation. If you have problems assessing the class, contact a HCC online support technician at 713.718.5275. You may also visit the HCC Support Center at <http://hccs.edu/online/>. Completing the HCCS online orientation does not count as attendance but is mandatory. **The class will use Eagle Canvas in which you are required to log into at least two (2) times a week to read any announcements and review the grade book.**

### **Evaluation and Requirements**

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

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.

### **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 an online 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 chapters/ Homework and Quizzes @ 25 points each <i>(total points earned divided by 4)</i>	300 points
Final Exam - The Accounting Problem	100 points
<b>Total</b>	<b>400 points</b>

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

- Exercises/Problems – 50 - 65 points.
- Quizzes- 20 points.
- General Ledger Exercises – 15 points; in selected chapters.
- Lecture videos are in chapter called “Need to Know Videos” are similar to class lectures but are not gradable.
- Smart Book, not gradable.

**Grading Scale:**

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
BELOW 60%	=	F

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on-line work. Below are your assignments in Connect. All grades in Connect are graded at 100 points.

Chapter	Type	Connect	Pts.	Connect	Pts.	
	Ex-Problems- Algorithmic Interactive Presentations			Quiz		Multiple Choice
1	Videos		25			



	Exercises	1-13	15			
		1-15, 16, 17	25			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts each</b>
<b>2</b>	Videos		25			
	Exercises	2-9	25			
	General Ledger	2-12	15			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts. each</b>
<b>3</b>	Videos		25			
	Exercises	3-7	10			
		3-8	15			
	General Ledger	P3-3A	15			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts. each</b>
<b>4</b>	Videos		25			
	Exercises	4-4,5	14			
		4-7	16			
	General Ledger	P4-1A	15			
	Tableau		10			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts each</b>
<b>5</b>	Videos		25			
	Exercises	5-3	28			
		5-7	12			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts each</b>
<b>6</b>	Videos		25			
	Problems	P6-3A	10			
		P6-4A	20			
	General Ledger	P6-2A	15			
	Tableau		10			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts each</b>

<b>7</b>	Videos		25			
	Exercises	7-1	20			
	Problem	P7-4A	10			
	General Ledger	P7-5A	15			
	Tableau		10			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts. each</b>
<b>8</b>	Videos		25			
	Exercises	8-3	10			
		8-4,5,6	15			
	Problem	P8-6A	15			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts. each</b>
<b>9</b>	Videos		25			
	Exercises	9-5,6,7	25			
	General Ledger	P9-1A	15			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts each</b>
<b>10</b>	Videos		25			
	Exercise	10-7	20			
	Problem	10-4A	20			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts each</b>
<b>11</b>	Videos		25			
	Exercises	11-3	10			
		11-4	15			
	General Ledger	P11-2a	15			
	Tableau		15			
	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2pts each</b>
<b>12</b>	Videos		25			
	Exercise	12-12	30			
	General Ledger	Ex 12-11	15			
	Tableau		10			

	<b>Total</b>		<b>80</b>		<b>20</b>	<b>MC 10 @ 2 pts each</b>
	<b>Total Points</b>		<b>960</b>		<b>240</b>	<b>1,200 points</b>

**Smart Book:**

No two students are alike. Why should their learning paths be? Smart Book 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 Smart Book is the most efficient and productive study time possible.

Smart Book also takes into account that everyone will forget a certain amount of material. Smart Book 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, Smart Book 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 Smart Book 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.

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. 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 links below to review how to use Learn Smart**

<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 two (2) submission attempt 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.

### **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.

### **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. 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”.

### **Textbook (Required)**

Welcome to Accounting 2301 Principles of Financial 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 Accounting Fundamentals 7<sup>th</sup>. 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 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**. 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:

<https://connect.mheducation.com/class/v-jackson-summer-2021-crn-16704>

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).

You will register with the Connect code or temporarily register with the courtesy period that is normally 14 days. The McGraw Hill Connect system allows you to register without immediately paying. You do have 14 calendar days before you have to pay but make sure not to pass that courtesy period of paying as your account will expire; you will no longer have access to Connect. The Courtesy period is offered 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 next semester.

**The first day for registration into the above link is June 7, 2021 and the last day for registration is June 9, 2021 at 11:59 pm. Failure to register by June 9, 2021 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.**

**There’s no reason to neither delay registering nor get behind as the Connect system does offer the ability to use the eBook portion of Connect.**

### **Textbook Pricing Options**

**FYI: This package has been customized to provide you with the greatest value for this course.**

#### **\*\*Best Bargain \$73.00**

Package: Loose-Leaf textbook with Connect 7<sup>th</sup> Edition

**ISBN: 9781260959604**

Print and Digital Solution Good for Acct 2301 only

**Only Available Online at the link below: Standard 5-7-day shipping applies**

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

Using the McGraw-Hill link is a 2-step process:

1. Once you click the link, you'll be brought to the McGraw-Hill home page of all Accounting courses at Houston Community College.
2. You must click on the book you wish to purchase, which will then direct you to the page to order your book for class. **Make sure your book indicates ACCT 2301.**

**\*\*Best Digital Option; Second Option \$63.00**

Connect Plus (Includes eBook and homework access only)

All digital solution Good for Acct 2301 only

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

<https://connect.mheducation.com/class/v-jackson-summer-2021-crn-16704>

To upgrade later to a physical book would cost an additional \$60 for a loose-leaf.

**Third Option:**

<http://hccs.bncollege.com>

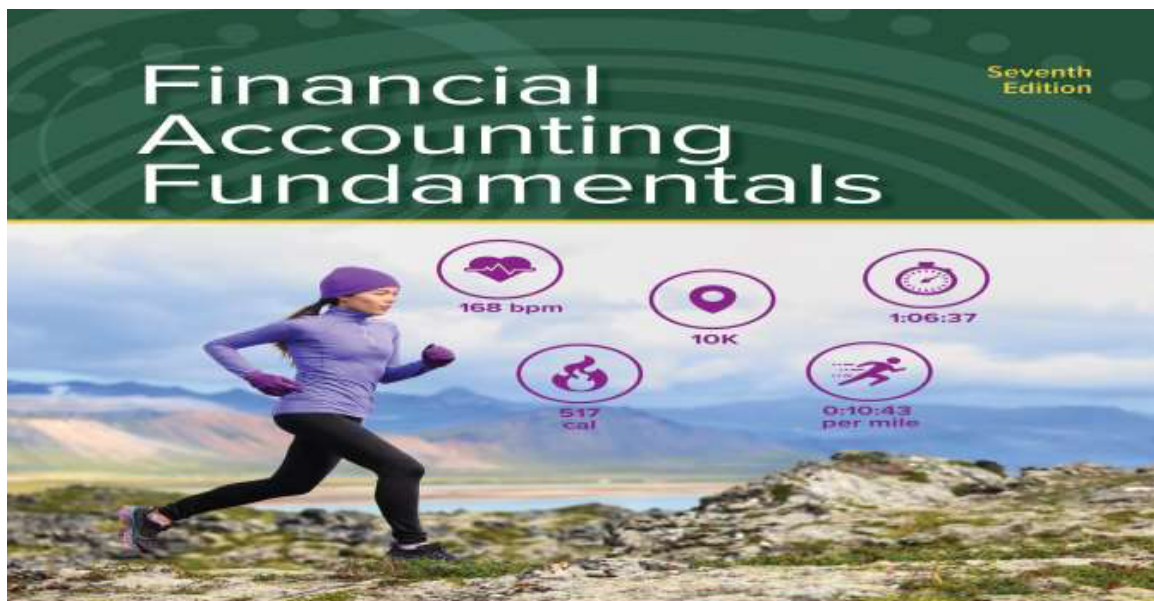
Package: Loose-Leaf textbook with Connect

**ISBN: 9781260959604**

Print and Digital Solution Good for Acct 2301

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book

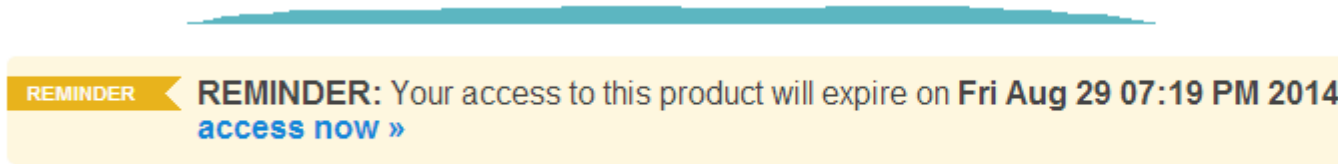


**Fourth Option**

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

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:**



When you do this, input your code that you got from option 1 or 3 above. If you Click the button to buy on line instead of option 1 or 3 then you will get the digital eBook with Connect and that price is \$63.) To upgrade later to physical book would cost an additional \$60 for a loose-leaf.

### **HCC Policy Statements**

Link: <http://www.hccs.edu/district/students/student-handbook/>

### **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.”

Visit the following sites below:

<http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/>

<http://www.hccs.edu/district/students/disability-services/>

### **Attendance**

As stated in the HCC catalog, all students are expected to attend classes regularly. Students in online courses must log into Eagle Online Canvas each Monday or they will be counted as absent. It is important that you **log into Eagle Online Canvas and also register in Connect before June 9, 2021 at 11:59 pm.** We are obligated to report attendance to the registrar's office by that date. If you have logged in or register for Connect by **June 9, 2021** you will have been considered as never attending and the registrar's office will drop you from this course. **I WILL NOT REINSTATE YOU.**

### **Active Participation**

During the course, I reserve the right to withdraw you from the course due to excessive non-participation in class assignments (Connect) or activities (Eagle Online Canvas).

Active participation is based upon **attempting and submitting** Connect assignments for grading. I will continuously monitor the number of **submitted** Connect assignments and your grade average.

**Any grade average of 50% or lower will alert me 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 assignments.**

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

Also, you must log into Eagle Online canvas at a minimum of two (2) times each week. Checking in everyday is advisable. Any modifications to any schedule will be posted in the Announcements, email or revisions to the class syllabus.

### **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 is June 28, 2021 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%20Handbook/student_policies.pdf)

### **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:

- 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.