McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Principles of Financial Accounting

ACCT 2301.03

Jessica Hazel, CPA

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

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 an income statement, statement of stockholders' equity, a balance sheet, and a statement of cash flows 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 stockholders' 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).

Prerequisites and/or Corequisites:

Prerequisites: MATH 0311 or ACNT 1303 with a C or better.

Course Notes and Instructor Recommendations:

Accounting does not come easy for most; you must put in the work to get good results. To be successful in this course, I strongly encourage you to do the following, in this order:

1. **Read** the textbook while taking notes of key terms and concepts before the lecture.
2. **Complete the provided notes** during lecture, be present and engage yourself. Ask questions during class. Review your notes as soon as possible after class, even rewriting them.
3. **Practice, practice, practice**! There are "Check Your Understanding" problems at the end of each chapter (located in the review section which also contains the solution). These are excellent practice. You may also work any extra problems from your text, which I am happy to review for you.
4. **Review.** Go back to the book or videos for any additional explanation needed and review.
    a. You can find publisher videos (and other resources) using the following path: Brightspace course > MyLab Accounting > MyLab Accounting Multimedia Library.
5. **Seek help!** MCC offers FREE **tutoring!** Academic Support and Tutoring offers help online via Zoom and in person. For more information visit https://www.mclennan.edu/academic-support-and-tutoring/. Tutoring is also available with Brenda Castillow in BTB room #217. Of course, you are always welcome to ask me questions.
    a. On homework problems there is an "Ask My Instructor" feature that you can use to message me. This allows me to see exactly what you are seeing.

You are responsible for keeping up with assignment due dates.

We will cover about 13 of the 15 chapters in the textbook. This means we will be covering one chapter most weeks.

Instructor Information:

Instructor Name: Jessica Hazel
MCC Email: jhazel@mclennan.edu
Office Phone Number: (254) 299-8680
Office Location: BTB #204
Office/Teacher Conference Hours: Monday & Wednesday 8:30 – 9:30 am
Monday & Wednesday 12:30 – 3:00 pm
Tuesday & Thursday 1:00 – 2:00 pm
Friday by appointment

Other Instruction Information:

If these times do not work for you, please contact me and we can find a mutually beneficial time.

Zoom Information:

Zoom: https://mclennan.zoom.us/my/jhazel
Zoom ID: 254-299-8680
Zoom password: 8680

I do not keep Zoom open during office hours. I suggest you message me beforehand to meet via Zoom to ensure I am ready and available. When messaging me, please include your course information.

Required Text & Materials:

Title: Horngren's Financial & Managerial Accounting: The Financial Chapters
Author: Miller-Nobels, Mattison
Edition: 7th Edition
Publisher: Pearson
ISBN: 9780136505310

This course uses inclusive access. This means your digital materials were included with your course fees and you have access to the eBook and MyLab (digital content) on the first day of class. If you opted out of inclusive access, you may need to purchase access to MyLab separately through Pearson or the bookstore, as **nearly all assignments are completed in MyLab Accounting.**

Purchasing or renting a physical copy of the textbook is a personal preference, and therefore optional.

Optional materials:

1. A calculator should be available online; however, you may prefer to use a tangible one.
2. I suggest using a binder to keep your notes together. Electronic notes are not permitted during the midterm or final exam.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

Course instruction will consist of lecture with class discussion. As time permits, there may be application exercises to be completed in class. Individual assignments consist of weekly homework and quizzes, a midterm, project and final. Almost all assignments will be completed through MyLab Accounting. Learning culminates with the final exam.

Course Objectives and/or Competencies:

- Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.
- Identify the difference between accrual and cash basis accounting. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).
- Prepare adjusting entries and close the general ledger.
- 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.
- Analyze and interpret financial statements using financial analysis techniques.
- Describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles.

Course Outline or Schedule:

This schedule is subject to change. As class progresses, I will notify you of any changes in person as well as post updated information in D2L|Brightspace.

Week	Day	Date	Class Content	Assignments Due by 9 a.m.
1	Monday	23-Aug	Orientation/Ch 1	
	Wednesday	25-Aug	Ch 1	
2	Monday	30-Aug	Ch 2	HW Ch 1 & Quiz Ch 1
	Wednesday	1-Sep	Ch 2	
3	Monday	6-Sep	**Holiday**	WH Ch 2 Part 1
	Wednesday	8-Sep	Ch 2	
4	Monday	13-Sep	Ch 3	HW Ch 2 Part 2 & Quiz Ch 2
	Wednesday	15-Sep	Ch 3	
5	Monday	20-Sep	Ch 4	HW Ch 3 & Quiz Ch 3
	Wednesday	22-Sep	Ch 4	
6	Monday	27-Sep	Ch 5	HW Ch 4 & Quiz Ch 4
	Wednesday	29-Sep	Ch 5	
7	Monday	4-Oct	Ch 6	HW Ch 5 & Quiz Ch 5
	Wednesday	6-Oct	Ch 6	
8	Monday	11-Oct	Review	HW Ch 6 & Quiz Ch 6
	Wednesday	13-Oct		**Midterm Ch 1-6**
9	Monday	18-Oct	Ch 7	
	Wednesday	20-Oct	Ch 7	
10	Monday	25-Oct	Ch 8	HW Ch 7 & Quiz Ch 7
	Wednesday	27-Oct	Ch 8	
11	Monday	1-Nov	Ch 9	HW Ch 8 & Quiz Ch 8
	Wednesday	3-Nov	Ch 9	
12	Monday	8-Nov	Ch 11	HW Ch 9 & Quiz Ch 9
	Wednesday	10-Nov	Ch 11	
13	Monday	15-Nov	Ch 12/13	HW Ch 11 & Quiz Ch 11
	Wednesday	17-Nov	Ch 12/13	
14	Monday	22-Nov	Ch 14	HW Ch 12/13 & Quiz 12/13
	Wednesday	24-Nov	**Holiday**	
15	Monday	29-Nov	Ch 14	
	Wednesday	1-Dec	Project	Ch 14 HW & Quiz Ch 14
16	Monday	6-Dec	**11:10 - 1:10**	Project & **Comprehensive Final**

Course Grading Information:

Unlike many courses, this course is unique in that the first four chapters build on the previous

one. These comprise the foundation of accounting and it is vital that you understand them. **If not, you will struggle throughout the course.**

Grades will be based on the following system:

Homework (drop 1)	25 %
Quizzes (drop 2)	25 %
Midterm	15 %
Project	10 %
Class Exercises	5%
Comprehensive Final Exam	20 %
Total	100 %

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 0 – 59%

Almost all assignments will be given online through MyLab. More detailed information will be given regarding proctoring as we progress through the course.

For grades, check the Brightspace gradebook. While grades are also in MyLab, these are not weighted properly, and therefore will not be an accurate reflection of each grade category.

HW – Homework: There will be one assignment for each chapter covered. At the end of the course, **I will drop the lowest homework grade**. When working through the homework problems, I encourage you to think through it, asking yourself why the other options are incorrect. Homework assignments are equally weighted in the Brightspace gradebook.

- Homework assignments are located under Brightspace > Content > MyLab Accounting > MyLab Accounting All Assignments.
- You will have 3 check my work attempts per question, except for multiple choice questions. For those, you will only have two attempts.
- There is an "Ask My Instructor" feature within MyLab. Please use this to send me questions, as this sends me a message and allows me to see exactly what you are viewing.

Quizzes: There will be a total of 12 quizzes. **At the end of the course, I will drop the two lowest quiz grades.** Quizzes are equally weighted in the Brightspace gradebook.

- Quizzes are timed and you will have two attempts. The purpose behind this is to allow for technical problems. Your grade will be the second attempt, not the highest of the two.
- Almost all quizzes are located under Brightspace > Content > MyLab Accounting > MyLab Accounting All Assignments.

Project: The project will give you an overview of the accounting process (i.e., tie it all together). You should expect to spend approximately **2-3 hours** completing the project, depending on your understanding. The project is similar to a homework assignment, as you can use the check my work feature. However, as you progress, you will not be able to go back or redo the assignment.

During the midterm and final:

- All non-essential electronic devices must be turned off and put away. This includes, but is not limited to, smart watches, cell phones, cameras, iPods, MP3 players, laptops, headphones, earbuds etc.
- Notes must be in paper format.
- Electronic notes/resources are NOT permitted and if used will be considered cheating.
- These policies are essential to ensure the integrity of the testing process.

Cheating:
You are admitted to MCC with the expectation that you will display integrity in EVERY aspect of your work. Once you are enrolled, you have accepted responsibility for your actions.

Academic dishonesty is taken very seriously. Any student using unauthorized assistance (withoutpermission) on any assignment will be given a 0 for the first offense. For a second offense, the student will automatically receive an F for the course and will be reported to Student Discipline for further tracking. As stated in the MCC Academic Integrity Statement (see link below), students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.

Late Work, Attendance, and Make Up Work Policies:
If you miss an assignment, you may complete it within one week, time permitting, after the due date with a **20% penalty.** Therefore, the highest grade possible after the due date is 80%. It is extremely difficult to catch up once you fall behind, and there is no extra credit or make up assignments, so please do not ask.

Attendance:
Attendance is based on class attendance. If you must Zoom, due to COVID, attendance will be based on your presence (video on and engaged in class activities).

- The attendance record is located under "Assessments" within Brightspace.
- You, whether present or absent, are responsible for all material presented or assigned for class and will be held accountable for such materials in the determination of course grades.
- Remember, at any point in the semester, up to and including the **drop date (October 22nd),** you can voluntarily drop the course. **Please contact Highlander Central (254-299-8622) prior to your drop request, to learn what impact this may have on you.**

As stated in MCC Policies and Procedures (B-II), absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.

Student Behavioral Expectations or Conduct Policy:
Students are expected to maintain classroom decorum that includes respect for other students and

the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of this education opportunity. For additional information see the General Conduct Policy in the Highlander Guide.

When meeting via Zoom, participation is greatly encouraged, and clothing is required. **Please keep your video on** to create more of a presence in the meetings. However, be mindful that you can be seen. If needed, please feel free to stop your video and rejoin with video when you are able. We also ask that you observe Zoom etiquette when in class by turning your mute on when you are not active in the conversation to reduce background noise.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.