

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Introduction to Accounting

ACNT 1303_81

Jessica Hazel, CPA

NOTE: This is a 8-week, online 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

Fall 2022

Course Description:

In this class you will learn to analyze, classify, and record business transactions in a manual and computerized environment. This class will emphasize understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and basic payroll. This class may not be counted toward the associate degree if taken after successful completion of ACCT 2301.

Prerequisites and/or Corequisites:

None.

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. Review your notes as soon as possible after class, even rewriting them.
3. **Practice, practice, practice!** There is a “DEMONSTRATION SUMMARY PROBLEM” at the end of each chapter with solution. These are excellent practice as the answers are provided for you. You may also work any extra problems in your workbook, which I am happy to review for you.
4. **Review.** Go back to the book or videos for additional explanation needed.
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/>. Of course, you are always welcome to ask me questions.

You are responsible for keeping up with assignment due dates. Most assignments are due Mondays by 11 pm; if it's a Monday assume something is due. Keep in mind there may be changes as we progress. Any changes will be communicated through Brightspace announcements and weekly modules.

You are expected to regularly check your McLennan email account and Brightspace for any updates. I occasionally send emails, although most communication will be made through Brightspace announcements.

Instructor Information:

Instructor Name:	Jessica Hazel
MCC Email:	jhazel@mclennan.edu
Office Phone Number:	(254) 299-8680

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Office Location:	BTB #204
Office/Teacher Conference Hours:	Monday 11:00 am – 2:00 pm
	Tuesday 12:30 pm – 1:00 pm
	Wednesday 11:00 am – 2:00 pm
	Thursday 12:30 pm – 1:00 pm

Other Instruction Information:

The best way to contact me is by email: jhazel@mclennan.edu

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: College Accounting, A Practical Approach, Chapters 1-12
Author: Slater and Deschamps
Edition: 15th
Publisher: Pearson
ISBN: 9780137991938

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 (uncommon), 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.

Materials:

1. **Web camera.** You will need a webcam to take exams. If campus facilities remain open, alternative test locations will be available in which case you will not need a personal

web camera.

2. While a calculator is available on software/computer, you may prefer to have a separate, tangible one. Phones will not be permitted as a calculator during testing.
3. I suggest keeping your notes together in a binder. **Electronic notes are not permitted during the midterm or final exam.**
4. **Microsoft Excel.** Microsoft Office 365 is available as a free download when you register with your MCC email address. You can find instructions here: [Click here to register](#). For any assistance, contact Tech Support at (254) 299-8077.
5. **QuickBooks Online.** Information will be provided about how to enroll in a free QuickBooks online course section.

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

Methods of Teaching and Learning:

This course is asynchronous. Instruction primarily consists of prerecorded lectures and demonstration videos to view while completing provided notes. I am available to meet in person or online during office hour or at predetermined times. MCC Tutors are also available for assistance in person or online.

Individual assignments consist of weekly homework and quizzes, exams, projects, and a comprehensive final. Learning culminates with the final exam.

Course Objectives and/or Competencies:

- Define accounting terminology.
- Analyze and record business transactions in a manual and computerized environment.
- complete the accounting cycle.
- Prepare financial statements.
- Apply accounting concepts related to cash and payroll Apply the theory of debits and credits.
- Prepare bank reconciliations.
- Correct accounting errors.

Course Outline or Schedule:

This schedule is subject to change. As class progresses, I will post updated information in D2L|Brightspace.

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Week	Day	Due Date	Assignments due by 11 pm unless otherwise noted	Weekly Class Content
1	Monday			Chapter 1
2	Monday	29-Aug	Post to discussion board Syllabus Quiz Chapter 1 HW	Chapter 2
3	Monday	5-Sep	Chapter 2 HW Quiz Ch 1 & 2	Chapter 3
4	Monday	12-Sep	Chapter 3 HW Quiz Ch 3	Project & Review
5	Monday Wednesda	19-Sep	Excel project Exam Ch 1-3	Chapters 4&5
6	Monday	26-Sep	Chapter 4 HW Chapter 5 HW Quiz Ch 4 & 5	Chapters 6&7
7	Monday	3-Oct	Chapter 6 HW Chapter 7 HW Quiz Ch 6 & 7	Chapter 8 & Project
8	Monday	10-Oct	Chapter 8 HW Project	
8	Tuesday	11-Oct	Final Exam	

Course Grading Information:

Grades will be based on the following system:

Homework	A = 90 – 100%
Quizzes	B = 80 – 89%
Exams	C = 70 – 79%
Projects	D = 60 – 69%
Final Exam	F = 0 – 59%
Total	

Almost all assignments, with the exception of the projects, will be given online through MyLab. The midterm and final exam will be proctored to ensure the integrity of the testing process. If campus remains open, alternative testing sites will be available on campus. 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 (8 total). 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 located under Brightspace > Content > MyLab Accounting > MyLab Accounting All Assignments.
- You have multiple attempts per problem and 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 4 quizzes covering chapters 1-7.

- You will have two timed attempts on each quiz. The second attempt is given in case of any technical issues you may encounter. However, you may use the second attempt to improve your grade. **Your grade will reflect the second attempt, NOT the highest of the two scores.** At the end of the course, **I will drop the lowest quiz grade.**
- Quizzes are open book and notes; therefore, I strongly encourage you to complete the provided notes for each chapter. This will be a HUGE help. Even though exams are open book/notes, prepare! **Don’t be deceived in thinking the content will be easy.** Accounting is very analytical in nature.

Project: There are two projects, one in Excel and one using QuickBooks. You should expect to spend about 2-3 hours completing each project, depending on your understanding. More information will be provided.

Exams: There is one exam over chapters 1- 3.

- **You will have only one attempt.**
- **Only paper notes are permitted.** Use of electronic notes will be considered cheating and treated as such.
- The exam will be proctored. This includes recording of you, your screen, audio, and web traffic. In this event, you must have a webcam. If campus remains open, alternative test locations will be provided. Further instructions will be provided through Brightspace.

Final: The final is comprehensive and covers chapters 1-8. While this may sound overwhelming, the first 5 chapters build on the previous ones. I consider these the foundation of accounting. Like the midterm, **you will have only one, timed attempt.**

- The final will be proctored. This includes recording of you, your screen, audio, and web traffic. In this event, you must have a webcam. If campus remains open, alternative test locations will be provided. Further instructions will be provided through Brightspace.

During the exam 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.
- Phones will not be permitted during the exams.
- **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 (without permission) on any assignment:

1. will be given a 0 on the assignment, and
2. will not have the lowest homework and quiz grade dropped.

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:

Late Work:

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 the heaviest weighted assignment completed each week. For example, if there is a quiz due, attendance will be based on it and not homework.

- 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 (September 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)

(<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.



ACADEMIC RESOURCES/POLICIES

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

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

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.

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. For more information about your student email account, go to www.mclennan.edu/student-email.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.