

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Principles of Financial Accounting

ACCT 2301_O081

Jessica Hazel, CPA

NOTE: This is a 16-week, Online course.

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 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).

Prerequisites and/or Corequisites:

ACNT 1303

Course Notes and Instructor Recommendations:

Accounting does not come easy for most; you must put in the work to get good results.

This course is content heavy. To be successful, 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 lectures, be present, and engage yourself. Ask questions. Review your notes as soon as possible after class, even rewriting them.
3. **Practice, practice, practice!**
 - a. 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, as the solutions are provided.
 - b. You may 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!**
 - a. MCC offers FREE **tutoring!** Academic Support and Tutoring offers help online via Zoom and in person. For more information visit

- b. 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 do.
- c. Of course, you are always welcome to ask me questions.

Instructor Information:

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

Other Instruction 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 eText and MyLab (digital content) on the first day of class. If you opted out of inclusive access (uncommon), you need to purchase access to MyLab separately through Pearson or the bookstore, as **most assignments are completed in MyLab Accounting.**

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

Materials:

1. **Phone to Zoom** during exams
 - a. You may also test at the Business Technology Lab, in which case you will not need to use a phone. More details will be provided.
2. **Calculator.**
 - a. Phones will not be permitted as a calculator during testing.
 - b. A graphing calculator is allowed, but a simple calculator is sufficient.
3. **Binder**
 - a. I suggest keeping your notes together in a binder. You may use these on the quizzes and exams.
 - b. **Electronic notes are not permitted during the midterm or final exam.**

Through an [IREPO grant](#), MCC has a limited number of laptops, hotspots and webcams available for students to borrow. If this interests you, please contact me.

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

Methods of Teaching and Learning:

Course instruction will consist of prerecorded lecture videos. Individual assignments consist of weekly homework and quizzes, a midterm, project and final. Most 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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Simply stated, attendance is based on completion of the highest weighted assignment for the week. For most weeks, this will be the quiz.

Before the census date, if you fail to appear for class in the period prior to the census date, you will be dropped for failure to attend, even if you complete assignments in Brightspace.

After the census, for you to remain in this course, you must regularly attend class.

- If you miss more than 25% of class meetings prior to the 60% point of the term, you will be withdrawn from the course.
- If you miss more than 25% of class meetings and the class is past the 60% point for the term, you will NOT be withdrawn. The student is assigned the grade earned for the course.

- If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Excused absences are in accordance with MCC policy, which includes:

- (1) authorized participation in official College functions
- (2) personal illness
- (3) illness or a death in the immediate family
- (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982
- (5) any excused absences as outlined in Section IV of this policy:
<https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

You are required to file a written or electronic request with your instructor for an excused absence in a timely manner.

- 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 24th)**, 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.**

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.

Principles of Financial Accounting

ACCT 2301_O081

Week	Due Date	Assignments Due by 11 p.m. Monday (Except Final)	Class Content
Week 1	21-Aug		Ch 1
Week 2	28-Aug	Discussion Board, Syllabus Quiz, HW, LV & Quiz Ch 1	Ch 2
Week 3	4-Sep	HW, LV Ch 2 Part 1	Ch 2
Week 4	11-Sep	HW, LV Ch 2 Part 2 & Quiz Ch 2	Ch 3
Week 5	18-Sep	HW, LV & Quiz Ch 3	Ch 4
Week 6	25-Sep	HW, LV & Quiz Ch 4	Ch 5
Week 7	2-Oct	HW, LV & Quiz Ch 5	Ch 6
Week 8	9-Oct	HW, LV & Quiz Ch 6	Review
Week 9	16-Oct	Midterm Ch 1-6	Ch 7
Week 10	23-Oct	HW, LV & Quiz Ch 7	Ch 8
Week 11	30-Oct	HW, LV & Quiz Ch 8	Ch 9
Week 12	6-Nov	HW, LV & Quiz Ch 9	Ch 11
Week 13	13-Nov	HW, LV & Quiz Ch 11	Ch 12/13
Week 14	20-Nov	HW, LV & Quiz Ch 12/13	Ch 14
Week 15	27-Nov	HW, LV & Quiz Ch 14	Project
Week 16	4-Dec	Project	
Week 17	5-Dec	*Final due for graduates (Zoom or in person)	
Tuesday	6-Dec	Final (Zoom or in person)	

Course Grading Information:

Unlike many courses, this course is unique in that it is content heavy, and 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)	15 %	A = 90 – 100%
Quizzes (drop 1)	30 %	B = 80 – 89%
Midterm	20 %	C = 70 – 79%
Project	5%	D = 60 – 69%
Lecture Videos	5%	F = 0 – 59%
Comprehensive Final Exam	<u>25 %</u>	
Total	100 %	

Most assignments 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 do not include all assignments. Therefore, the MyLab gradebook will not be an accurate reflection of each grade category.

LV - Lecture Videos: LVs are assigned separately through MyLab. These are separate from any instructor videos and are required.

- There will be multiple LVs for each chapter and each chapter is assigned separately.
- The LVs for each chapter will be equally weighted in the Brightspace gradebook.
- LVs are located under Brightspace > Content > MyLab Accounting > MyLab Accounting All Assignments.

HW – Homework: There will be at least 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 have multiple attempts per problem and have a check my work feature.
- **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 lowest quiz grade.**
- 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. **You do not have to use the second attempt.**
- 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.
- You may save your work as you progress, but **you only have 1 attempt**. (You can not rework the project.)

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.
- Phones will not be permitted to use, other than for Zooming to test.
- **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.
- The midterm and final will be proctored using **Zoom via a phone** or in the **Business Lab**. Detailed information will be given as class progresses.

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 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.**

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.

Updated 07/18/2023



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 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail.

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](#)
- [Email Setup for Androids](#)

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.