McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Principles of Financial Accounting

ACCT 2301.F1

Jessica Hazel, CPA

NOTE: This is an 8-week internet course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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.

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 videos, be present and engage yourself. Ask questions and seek help! Review your notes, even rewriting them.
3. **Practice, practice, practice**! I assign practice problems within MyLab for each chapter (except chapter 6). Most are the "Check Your Understanding" problems from 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. **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/.
    a. Tutoring is also available with Brenda Castillow in BTB room #217. Of course, you are always welcome to ask me questions.

b. On homework problems there is an "Ask My Instructor" feature that you can use to email me questions regarding assignments. This allows me to see exactly what you are seeing.

You are responsible for keeping up with assignment due dates. There will be no reminders prior to the due date. As most assignments are due Monday mornings, if it's a Monday, assume something is due. We will cover about 13 of the 15 chapters in the textbook. This means we will be covering two chapters each week. This is A LOT of content to cover in only eight weeks! **I will be hosting a live, optional meeting each week. The time and day of these meetings will be announced in Brightspace.** As long as someone is in attendance, the meeting will be recorded and made available to the whole class.

Instructor Information:

Instructor Name:	Jessica Hazel	
MCC Email:	jhazel@mclennan.edu	
Office Phone Number:	(254) 299-8680	
Office Location:	BTB 203	
Office/Teacher Conference Hours:	Monday	8:30 - 9:30 a.m. & 1-2 p.m.
	Tuesday	9:00 -11:00 a.m. & 5-5:30 p.m. (virtual)
	Wednesday	8:30 - 9:30 a.m.
	Thursday	9:00 – 11:00 a.m. (virtual)
	Friday	Virtual by appointment

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: 2301

★ 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:

Text:

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, unless you opted out, you have access to the e-book and MyLab (digital content) on the first day of class. On the other hand, if you opted out of inclusive access, you may need to purchase access to MyLab separately through Pearson, 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 in order to take the midterm and final exam. As long as campus facilities remain open, alternative test locations will be available in which case you will not need a personal web camera. (It may be possible to take the exams on your phone, but it is not recommended.)
2. A calculator is available on software/computer/cell, however you may prefer to have a separate one.
3. The midterm and final will be proctored using a proctoring service. More information will be provided as class progresses.
4. I suggest using a binder to keep your notes together.

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

Methods of Teaching and Learning:

Course instruction will consist of lecture videos with an optional weekly Zoom meeting to serve as a dedicated time for your class to review and answer questions you may have. 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.

You need a webcam for proctoring of the midterm and final. A cell phone can be used but is not recommened for taking an exam. However, a cell phone is sufficient for Zoom meetings.

Course Objectives and/or Competencies:

The general objective of principles of financial accounting is to learn practical applications of accounting principles, theories, and knowledge. Each student should attain a sufficient understanding of the functions of accounting principles and be able to use this information in a

work setting. Each student is encouraged to understand and adjust to a variety of actual job situations an accountant must face.

Course Objectives include the following:

- Analyze and journalize business transactions in accordance with generally accepted accounting principles (GAAP).
- Prepare and interpret financial statements in accordance with GAAP.
- Complete comprehensive problems involving the entire accounting cycle.
- Analyze and discuss each of the generally accepted accounting principles (GAAP) as they relate to the topics in the course.
- Perform calculations relating to the topics in the contents of the course both manually with a calculator and/or using spreadsheet software.
- Analyze and discuss methods of internal control as they relate to the business.

Course Outline or Schedule:

This schedule is subject to change. As class progresses, I will notify you of any changes through Brightspace announcements and/or weekly modules.

Week	Day	Date	Class Content	Assignments Due by 9 a.m. unless otherwise noted
1	Monday	15-Mar	Ch 1 & 2	
1	**Friday**	**19-May**		**Post to discussion board COVID Certificate Syllabus Quiz**
2	Monday	22-Mar	Ch 3 & 4	HW & LV Ch 1 & 2 Quiz 1 (Ch 1 & 2)
3	Monday	29-Mar	Ch 5 & 6	HW & LV Ch 3 & 4 Quiz 2 (Ch 3 & 4)
4	Monday	5-Apr	Ch 7 & 8	HW & LV Ch 5 & 6 Quiz 3 (Ch 5 & 6)
4	**Thursday**	**8-Apr**		**Midterm (Ch 1-6)**
5	Monday	12-Apr	Ch 9 & 11	HW & LV Ch 7 & 8 Quiz 4 (Ch 7 & 8)
6	Monday	19-Apr	Ch 12 & 13 / Project	HW & LV Ch 9 & 11 Quiz 5 (Ch 9 & 11)
7	Monday	26-Apr	Ch 14	HW & LV Ch 12 & 13 Quiz 6 (Ch 12 & 13)
8	Monday	3-May		HW & LV Ch 14 Quiz 7 (Ch 14)
8	**Tuesday**	**4-May**		**Project due by 11 p.m.**
8	**Wednesday**	**5-May**		**Final Exam**

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 %
7 Quizzes (drop 1)	20 %
Midterm	15 %
Project	15 %
Lecture videos	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. The midterm and final exam will be administered using online proctoring to ensure the integrity of the testing process. As long as 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 most grades originate from MyLab, these are not weighted properly, and therefore will not be an accurate reflection of each grade category.

LV - Lecture Videos: LVs are assigned separately through MyLab. These are separate from the live Zoom meetings and are required, as it is your primary mode of instruction. 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 one homework 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 7 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. 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 **5 hours** completing the project, depending on your understanding. The project is similar to a homework assignment, as you are able to 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, lap tops, headphones, earbuds etc. These policies are essential to ensure the integrity of the testing process.

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 completion of the heaviest weighted assignment due 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 (April 19th),** you can voluntarily drop the course. **Please contact Highlander Central (Phone: 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 Academic Integrity Statement**
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** 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.

* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

McLennan COMMUNITY COLLEGE

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. Students can 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 contacted/notified through 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.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
Click on the link above 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 her/his 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.

Forwarding Emails:
You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

*** Click Here for more information about Title IX**
(www.mclennan.edu/titleix)
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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*