Principles of Managerial Accounting
ACCT 2302 Syllabus _ 8-wk Lecture Learning Community

COURSE INFORMATION: This is a learning community course, linking both Financial & Managerial Accounting course to be completed within one semester.

Course Title: Managerial Accounting
Course Number: ACCT 2302
Course Section: 43814
Course Days/Time: Class Meetings: Mondays 12:30-1:50PM & Wednesdays: Online
Course Prerequisites:
- ACCT 2301 or ACCT2401 this course is a continuation of ACCT 2301/2401.
- It is not recommended to take both ACCT2301 and ACCT2302 concurrently.
- It is suggested that students successfully complete all developmental reading and math courses prior to enrolling into ACCT2301 or ACCT2302.

Classroom: N222
Course Starts: March 20, 2017
Certification Date: March 24, 2017
Drop Date: April 29, 2017
Final Exam: May 10, 2017
Course Ends: May 11, 2017
Grades Posted: May 15, 2017
Holidays/Campus Closed: Good Friday, Apr 14
Technology Requirements: Tablet for classroom use, Internet (Mozilla Firefox), Word, Excel, PowerPoint
System Requirements: Run diagnostic test in eCampus & Connect for capability on home computers

INSTRUCTOR INFORMATION
Instructor: Professor Brown
Office: L319
Phone: 972-860-7095
Email: reginabrown@dcccd.edu
Office Hours: Posted in eCampus

DIVISION INFORMATION
Division: Career Technologies
Location: T143
Phone: (972) 860-7143
Program Information: http://www.eastfieldcollege.edu/sshs/Acct/index.asp

COURSE DESCRIPTION
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
WHY LEARN ACCOUNTING?
Every individual in our society is impacted either directly or indirectly by accounting information. Whether they are making personal, social or economic decisions regarding financial plans and/or business objectives, it can be assured that accounting and financial analysis falls within the decision making process.

Accounting is commonly referred to as the language of business and serves as the backbone to all business structures. Careers in accounting are practically limitless due the broad range of coverage that individuals with accounting experience can adapt. In addition, with the state of our economy and the increased presence of accounting frauds, such as the Enron and Madoff scandals, there is a need for accountants, managers, CFO’s, CEO’s and board of directors who have knowledge of accounting principles. This knowledge will help these individuals effectively safeguard the finances and investments of the public and investors alike.

STUDENT LEARNING OUTCOMES (SLO’s)
Upon the successful completion of this course and with the guidance of an experienced accountant, you will be competent to perform the following tasks at an introductory level with 70% accuracy:

1. Define managerial accounting terminology and procedures
2. Identify manufacturing enterprise transactions and prepare reports for internal decision making
3. Determine and evaluate variances from standard costs

<table>
<thead>
<tr>
<th>Course Rubric</th>
<th>(1) Unsatisfactory</th>
<th>(2) Satisfactory</th>
<th>(3) Competent</th>
<th>(4) Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define corporate and managerial accounting terminology and procedures</td>
<td>Student does not demonstrate ability to define corporate and managerial accounting terminology and procedures</td>
<td>Student demonstrates some ability to define corporate and managerial accounting terminology and procedures</td>
<td>Student demonstrates competence in defining corporate and managerial accounting terminology and procedures</td>
<td>Student demonstrates excellence in defining corporate and managerial accounting terminology and procedures</td>
</tr>
<tr>
<td>Identify manufacturing enterprise transactions and prepare reports for internal decision making</td>
<td>Student does not demonstrate ability to identify manufacturing enterprise transactions and prepare reports for internal decision making</td>
<td>Student demonstrates some ability to identify manufacturing enterprise transactions and prepare reports for internal decision making</td>
<td>Student demonstrates competence in identifying manufacturing enterprise transactions and preparing reports for internal decision making</td>
<td>Student demonstrates excellence in identifying manufacturing enterprise transactions and preparing reports for internal decision making</td>
</tr>
<tr>
<td>Determine and evaluate variances from standard costs</td>
<td>Student does not demonstrate ability to determine and evaluate variances from standard costs</td>
<td>Student demonstrates some ability to determine and evaluate variances from standard costs</td>
<td>Student demonstrates competence in determining and evaluating variances from standard costs</td>
<td>Student demonstrates excellence in determining and evaluating variances from standard costs</td>
</tr>
</tbody>
</table>
COURSE OBJECTIVES
These performance objectives are directly related to the student learning outcomes (SLOs). Given a standard, double-entry based general ledger system maintained on an accrual basis and using generally accepted accounting principles and procedures, during the class you will do the following:
1. Analyze and interpret the information reported in the financial statements and managerial accounting reports
2. Utilize basic cost accounting procedures for both job order and process cost systems
3. Identify cost behavior and perform cost-volume-profit analysis for one or more products
4. Analyze and prepare operating budgets and financial budgets
5. Prepare reports and evaluate performance using variances from standard costs
6. Prepare reports and evaluate performance for decentralized operations
7. Perform and interpret differential and capital investment analysis

WORKPLACE & FOUNDATION COMPETENCIES
Eastfield College is committed to assisting you in obtaining the knowledge and skills that you need to succeed in today's dynamic work environment. The following workplace competencies and foundation skills have been integrated into this course.

<table>
<thead>
<tr>
<th>Manage Resources</th>
<th>Work with Information</th>
<th>Apply Systems Knowledge</th>
<th>Use Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 Time</td>
<td>C5 Acquires &amp; evaluates information</td>
<td>C15 Understands systems</td>
<td>C19 Applies technology</td>
</tr>
<tr>
<td>C2 Money</td>
<td>C6 Organizes &amp; maintains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 Material &amp; Facilities information</td>
<td>C7 Interprets &amp; communicates information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C8 Uses computers to process information</td>
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</table>

PAPERLESS SYSTEMS
In an effort to cut cost and save money as well as to prepare students for computerized certification environments, EFC's Accounting Department uses an Internet based paperless communications portal, eCampus, and an assignment manager, Cengage Now. These systems allow several positive outcomes:
1. Access to course information and updates (as noted above)
2. Instant feedback on graded assignments and testing (automatic grading)
3. Allows the student to track their own progress via the online gradebook
4. Ability to review graded assignments
5. Minimal test anxiety, due to the testing environment and the study environment being one in the same
6. Allows the Instructor to review students work to give feedback during consultation
7. Animated lessons and demonstration problems
8. Personalized study plans
9. “Check my work” homework feature
REQUIRED COURSE MATERIALS

(A Copy of the Textbook is on reserve in the EFC library)


1. TEXTBOOK Bundle (Sold in the EFC Bookstore): Printed Textbook with Cengage Now Printed Access Card for the Internet-based Assignment Manager OR
2. Cengage Now Printed Access Card for the Internet-based Assignment Manager with eBook

NOTE: A Content Access Code is packaged with new Cengage textbooks, purchased at the local bookstore.

DO NOT PURCHASE A USED ACCESS CODE. The access code allows you register your book and access the online assignments and resources. Your access code should contain a series of numbers and letters. A FREE Trial period is available; payment of code must completed within the time allowed as per Cengage Now.

A. Internet Access to eCampus – Paperless Communication & Course Documents https://blackboard2.dcccd.edu/
   1. Course Announcements & Updates
   2. Cengage Registration Information & Course Key
   3. Syllabus
   4. Study Resources
   5. Final grade points earned in Cengage posted at the end of the semester

   The following is available under “Student Resources” and within CNow
   1. Homework assignments
   2. Course exams
   3. Earned Cengage Grades
   4. eBook via Mind Tap
   5. Working Papers – Excel Templates
   6. Author’s PowerPoint slides
   7. Study Tools: Animated Videos, e-Lectures, Games, puzzles, etc...

C. Daily Class Lecture Material
   1. Textbook or access to eBook
   2. ONLY the Online Calculator within Cengage allowed for exams. No Exceptions!
   3. Author’s Lecture PowerPoint’s
   4. Blank Working Papers and/or Excel Templates as assigned – an excel symbol is shown in the textbook margin next to the exercises & problems to indicate if the author created an excel template
   5. Pencils
   7. Tablets encouraged for daily use to access class material and note taking
Revised: Aug-16

COURSE OUTLINE – Due dates listed below are the latest date to submit before earning a penalty

- Final Grades are calculated based on the **total points earned** by the student on all assignments.
- Grades posted in Cengage reflect what the individual student has completed, **not the correct grade status**.
- **ADD** your earned grade points and **divide by cumulative points** to determine your current grade average.
- Final grade points will be posted in eCampus grade-book and final letter grades posted in eConnect

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>TOPICS / READING</th>
<th>POSSIBLE POINT VALUE</th>
<th>POSSIBLE CUMULATIVE POINTS</th>
<th>DUE DATES</th>
<th>CENGAGE @11:55PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 16</td>
<td>Managerial Accounting Concepts and Principles</td>
<td>40</td>
<td>40</td>
<td>4/2</td>
<td></td>
</tr>
<tr>
<td>Chapter 17</td>
<td>Job Order Costing</td>
<td>40</td>
<td>80</td>
<td>4/2</td>
<td></td>
</tr>
<tr>
<td>Chapter 18</td>
<td>Process Cost Systems</td>
<td>40</td>
<td>120</td>
<td>4/2</td>
<td></td>
</tr>
<tr>
<td>Exam #1</td>
<td>Unit #1 - Chapters 16-18</td>
<td>100</td>
<td>220</td>
<td>4/3</td>
<td></td>
</tr>
<tr>
<td>Chapter 19</td>
<td>Cost Behavior and Cost-Volume-Profit Analysis</td>
<td>40</td>
<td>260</td>
<td>4/16</td>
<td></td>
</tr>
<tr>
<td>Chapter 21</td>
<td>Budgeting</td>
<td>40</td>
<td>300</td>
<td>4/16</td>
<td></td>
</tr>
<tr>
<td>Chapter 22</td>
<td>Performance Evaluation Using Variances from Standard Costs</td>
<td>40</td>
<td>340</td>
<td>4/16</td>
<td></td>
</tr>
<tr>
<td>Exam #2</td>
<td>Unit #2 - Chapters 19-22</td>
<td>100</td>
<td>440</td>
<td>4/17</td>
<td></td>
</tr>
<tr>
<td>Chapter 23</td>
<td>Performance Evaluation for Decentralized Operations</td>
<td>40</td>
<td>480</td>
<td>4/30</td>
<td></td>
</tr>
<tr>
<td>Chapter 24</td>
<td>Differential Analysis and Product Pricing</td>
<td>40</td>
<td>520</td>
<td>4/30</td>
<td></td>
</tr>
<tr>
<td>Chapter 25</td>
<td>Capital Investment Analysis</td>
<td>40</td>
<td>560</td>
<td>4/30</td>
<td></td>
</tr>
<tr>
<td>Chapter 26</td>
<td>Activity Based Costing</td>
<td>40</td>
<td>600</td>
<td>4/30</td>
<td></td>
</tr>
<tr>
<td>Exam #3</td>
<td>Unit #3 - Chapters 23-25 (Final)</td>
<td>100</td>
<td>700</td>
<td>5/1*</td>
<td></td>
</tr>
</tbody>
</table>

Extra Credit Opportunities

Class Preparation
- Checklist
- Student Understandings
- Cengage Tour
- Class Presentations

Comprehensive Final Exam

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>%OF GRADE</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>30%</td>
<td>A 90-100</td>
</tr>
<tr>
<td>400</td>
<td>40%</td>
<td>B 80-89</td>
</tr>
<tr>
<td>300</td>
<td>30%</td>
<td>C 70-79</td>
</tr>
<tr>
<td>300</td>
<td>100%</td>
<td>D 60-69</td>
</tr>
</tbody>
</table>

TOTAL 1,000

- Subject to change

GRADING EVALUATION: Students earning below passing, **70%**, should consult your instructor and a tutor!

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>POINT VALUE</th>
<th>%OF GRADE</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Proctored Exams in Cengage Now</td>
<td>300</td>
<td>30%</td>
<td>A 90-100</td>
</tr>
<tr>
<td>Homework in Cengage Now</td>
<td>400</td>
<td>40%</td>
<td>B 80-89</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>300</td>
<td>30%</td>
<td>C 70-79</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
<td>100%</td>
<td>D 60-69</td>
</tr>
</tbody>
</table>

Post Test – 2 extra credit points each

- Subject to change
CLASS PREPARATION ASSIGNMENTS – (multiple steps to complete one assignment ... Checklist)
Required Class Certification & Extra Credit (all three overlap and are considered one assignment)
1. Checklist & Assessment – Print, follow each step, and take the quiz in eCampus.
2. Student Understandings Assessment – Print Syllabus, READ, and take the quiz in eCampus.
3. Cengage Tour Assignment – Complete this assignment in Cengage after registering.

CELEBRATIONS OF LEARNING i.e. (Exams)
1. There are FOUR celebrations worth 60% -600 points of your final grade.
2. Celebration questions are randomly selected, are scrambled, and problems with calculations contain algorithms to provide academic honesty for each student.
3. There are two parts: A) approximately “25-30” - true/false and multiple-choice questions and B) approximately “1-4” - fill in the blank questions/problems.
4. Celebration content is derived from a pool of questions that reflect the chapter objectives covered in the assignments and assigned readings.
5. All celebrations are PROCTORED and completed online via the Cengage Now Assignment Manager. http://login.cengage.com/cb/login.htm
6. Chapter Celebrations (Exams) are timed, 60 Minutes – The Final Celebration (Exam) is timed, 120 minutes. Plan accordingly. The systems will automatically stop and grade.
7. Students that arrive more than 10 minutes late for an exam will possibly be rescheduled to be taken in the campus testing center within the hour of arrival, unless otherwise approved by the Instructor.
8. All celebrations must be proctored and are password protected.
9. You may not save and restart celebration. You have one attempt to complete your celebration.
10. Celebrations are not allowed to be printed, but may be reviewed with the Instructor only, by appointment.
11. A “No Show” for a scheduled celebration will result in a zero for that celebration.
12. Make-up/Rescheduled celebration may be allowed at the Instructor’s discretion, with written advanced notification and documentation.
13. Comprehensive Celebration (Final Exam) – Prerequisites: 1) All three exams must be taken and 2) Good Attendance (minimum of 3 absences). The final contains 50 questions derived from a pool of questions and 1 fill-in-the-blank problem covering the entire semester. The final exam is timed, 120 minutes – Plan accordingly.
14. Students may NOT leave the testing room once the exam has started! No Exceptions!

CELEBRATION (EXAM) FORMAT
1. All celebrations are scheduled in the classroom during your regularly scheduled class period.
2. It is your responsibility to know how to access Cengage and to remember your login and password!
3. The use of a four-function online (available on the computer) calculator is allowed.
4. NO other electronic devices allowed during testing. Violation will result in a grade of zero (0).
5. No textbooks or notebooks allowed.
6. All bags, backpacks, purses etc., must be closed and placed in the lab chairs.
7. No Hats, Hoodies, or any other items allowed at the computer.
8. No Food or Beverages allowed during testing
9. No in and out of the testing room. No restroom breaks during testing. Exam will be submitted if 
the student exits the testing environment during the exam.
10. Bring two (2) pieces of blank scratch paper allowed and must be submitted to instructor upon 
departure.
11. Note cards are at the discretion of the instructor must be submitted to instructor upon departure. 
*Note cards are NOT allowed in the Testing Center.*

*Group Projects are at the discretion of the Instructor to help students to comprehend the course 
material. Participation affects final course grade.*

**WARNING**
- All assignments posted in CNow are graded!
- All Assignments must be completed in the order assigned on or before the due date.
- Each Assignment is a Prerequisite of the next one.
- Assignments will appear closed in Cengage, if the previous assignment was skipped.
- Students will not have access to complete remaining assignments or exams if one assignment is missed.
- **Plan Accordingly,** Assignments will not be available after the exam date and will NOT be reset/reopen

**HOMEWORK, COMPREHENSIVE PROJECT, & PROBLEM**
1. There are ten graded chapter assignments worth 40% - 400 points of your final grade.
2. All graded assignments are completed online via the Cengage Now Assignment Manager.
3. Due as scheduled on the assignment sheet and in Cengage at the end of the lecture/chapter, unless 
otherwise instructed. [http://login.cengage.com/cb/login.htm](http://login.cengage.com/cb/login.htm)
4. Homework content is derived from practice exercises and problems, homework, and assigned 
reading.
5. Practice Problems are printed in the textbook at the end of the chapter. The answers will be discussed 
during the class lecture.
6. All assigned Homework exercises & problems with calculations contain algorithms to provide 
academic honesty for each student.
7. You may print homework problems.
8. You have one attempt to complete homework. You must submit the assignment for grading, 
saving the assignment isn’t submitting.
9. You are allowed to save your work and return to the same problem before submission for grading.
10. The opportunity to check your work is limited within the graded assignments. Details shown in 
Cengage.
11. Use your textbook to find the answers to the exercises/problems marked incorrect.
12. Failure to take any homework as scheduled will result a 50% reduction in points. Assignments will 
not be reset/reopen. Plan accordingly.
PRE & POST TEST (extra credit activity)
1. Post Tests are useful tools for exam and course content review. Repeat to learn concepts & earn full points.
2. Upon submission CNow will generate a Personalized Study Guide for you to review the concepts missed on the pretest.
3. Review those concepts; seek assistance from tutoring and the instructor.
4. In Cengage – opening this link will also open the chapter resources – videos, games, etc...

GRADING NOTES
1. Final Grades are calculated based on the total points earned by the student on assignments, plus any extra credit assigned.
2. Grade averages posted in Cengage reflect what the individual student has completed.
3. Any grade inflation or extra credit opportunities are at the discretion of the Instructor.
4. A grade of Incomplete may be requested by the student when an unforeseen emergency prevents the student from completing the course.
5. Approval for a grade of incomplete is at the discretion of the Instructor with sufficient justification from the student. The student may have up to 90 days following the first day of the next regular semester to complete missing assignments, if this agreement is not completed by the due date the student will receive the grade earned.
6. Questions regarding grades can be privately discussed in person by appointment, by phone, or by district issued email.
7. The instructor reserves the right to amend this syllabus as deemed necessary.

EXTRA CREDIT
1. The Instructor has the right to assign, approve or deny extra credit points as deemed necessary.
2. All extra credit work must be submitted as instructed, no deadline extensions. No Make-up work or Assignment Reset/Reopen allowed.
3. Additional points may be available at the discretion of the Instructor

PENALTY POINTS
1. All assignments will be accepted late with a 50% penalty. NO EXCEPTIONS out of fairness.
2. All assignments are due at 11:55:00pm on the date posted on the Assignment Sheet and in Cengage Now unless otherwise instructed. The system automatically assigns 50% penalty points at 11:55:01pm. Plan accordingly.
CLASS ATTENDANCE POLICY, EXPECTATIONS, & ETIQUETTE

Class attendance, preparation, participation, and cooperation will affect your final grade. Class Preparation Assignments are required to be certified in this course!

1. Students are required to:
   - Arrive on time. It is the student’s responsibility to sign the attendance sheet each class period. Student will be marked absent for late arrivals.
   - Sit and actively participate in assigned groups; i.e. discuss homework & class assignments, as per instruction.
   - Contact a group member for assignments when absent from class.
   - Unless being used for a class activity, silence and put away cell phones and other electronic devices (e.g., headphones, iPods, etc). Use during class is disrespectful and distracting.
   - Pay attention to instruction. Disruptive behavior is not permitted in class.
   - Use iPads/Tablets for note taking, course e-textbook and Cengage Now ONLY! Activities such as checking personal e-mail or browsing the Internet are prohibited
   - Students must also bring/print any required documents necessary to participate in class.

2. NO EATING (NO SNACKS) IN CLASS. All beverages must be bottled or covered and may not be stored next to the computer workstation.

3. Keep the work area clean. You may bring your own wipes to clean the keyboard.

ACCOUNTING TUTORING
- FREE to EFC students - Available in the “Math Spot” in C201
- Tutors are not Instructors. Do not except tutors to teach the lesson. Tutors are hired to assist students with understanding the assignment and guiding your completion of the assignment.
- Check the web for tutoring availability http://www.eastfieldcollege.edu/AS/Mathspot/index.asp

RECORDING CLASS
1. Recording is limited to students with disabilities.
2. Students must present appropriate documentation from the Office of Disability Services for approval.
3. Unapproved recording is a violation of the instructor’s privacy and copyrights.

ONLINE ETIQUETTE
1. If you haven’t participated in online communication, visit a few web sites that explain “Netiquette,” such as http://www.learnthenet.com/english/html/09netiqt.htm.
2. Use polite, understated, good language
3. Do not type in ALL CAPS, which is perceived as shouting
4. If you disagree, do so politely
5. Think of your comments as being printed in a newspaper
COMMUNICATIONS & INSTRUCTOR ACCESS

All emails should be written as follows:

1. A polite and professional tone
2. Written grammatically correct
3. Business letter format
   a. A subject line – for example: “Question on Ch 2 Quiz ACCT23014001” Emails that do not include a subject line will not be read.
   b. A Greeting – for example “Dear Professor Brown”
   c. Detailed message – print screen aides explanations
   d. Signature - your first & last name, class & section
4. Include page numbers and/or print screen to reference the material.
5. Emails will be returned within 24-hours of receipt – Monday through Friday before 2pm.
6. Discussions regarding your individual grade or issue must be discussed in the privacy of my office, during office hours noted in eCampus, by phone, or district issued email - Outlook.
7. Student Complaints first begin with the student meeting directly with the instructor in an effort to resolve the issue. In the event the student believes the issue hasn’t been resolved the student will then follow the student complaint process as outlined in the student handbook.

TECHNICAL SUPPORT

Definition of a technical issue – this means that Cengage experienced a system issue that prevents students from completing assignments as assigned.

1. Be sure to run the diagnostic test on your computer for compatibility. It is the student’s responsibility to run all required diagnostic tests! Failure to complete the diagnostic test will yield lost points on assignments due to the incompatibility. Assignments will not be reset.
2. Students are responsible for contacting technical support for assistance and creating a ticket to report the technical issue.
   a. eCampus: (972) 669-6402 or http://d2.parature.com/ics/support/
   b. Cengage: 1(800) 354-9706 Option 5, then Option 2 or http://www.cengage.com/support; click Student; select Cengage NOW; click Go; select Online Chat
3. Students are responsible for sending an email to the Instructor documenting the ticket number and an explanation, preferably a screen print of the technical problem at the time the problem occurs and the incident must not occur within the last hour of the due date of the assignment.
4. Technical support will send an email outlining the root cause of the technical issue and will suggest the steps necessary for correction.
5. The instructor will make the final decision once the root cause has been identified.

CAVEAT

This syllabus is a set of guidelines for ACCT 2302, Managerial Accounting. The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.
OBTAINING FINAL COURSE GRADES USING ECONNECT
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

EASTFIELD COLLEGE EMAIL POLICY
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx

ATTENDANCE VERIFICATION FOR FINANCIAL AID
Attendance is based on your participation in this class. Failure to participate may result in your financial aid award being reduced or eliminated. You are responsible for confirming the accuracy of your attendance record.

REPEATING THIS COURSE: (THIRD ATTEMPT TO ENROLL IN A COURSE)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

ACADEMIC HONESTY STATEMENT
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

FOOD AND DRINK POLICY
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.
ADA STATEMENT
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

RELIGIOUS HOLIDAYS
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence.

WITHDRAWAL POLICY
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by semester’s drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.
TITLE IX AND DIVERSITY

Eastfield College is committed to creating and fostering a learning and working environment that reflects, respects, and celebrates diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on sex, sexual orientation, and/or gender identity, we encourage you to contact the college’s Title IX coordinator, Rachel Wolf (http://www.eastfieldcollege.edu/SSI/title-ix/report-incident). Additionally, if you feel comfortable doing so, you may discuss the incident with me. However, please be aware that while I will maintain your privacy, once you have shared information with me, I am required to share the basic facts of the incident with Ms. Wolf. For more information about Title IX and the college’s policies, see the Eastfield College website: http://www.eastfieldcollege.edu/SSI/title-is/index

INCLEMENT WEATHER & EMERGENCY OPERATIONS

In the event of inclement weather, be sure to check your email and/or the campus website. Also, register to receive emergency alerts via text messaging and/or email. Lastly, familiarize yourself with the campus emergency operations plan.

INSTITUTIONAL EQUITY

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: https://www.dcccd.edu/SS/OnCampus/DisSvs/DisSvsOffices/Pages/default.aspx/ or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Office 972-860-8348
A Note on Harassment, Discrimination and Sexual misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinator
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend this syllabus as necessary.