This course syllabus is intended as a set of guidelines for Accounting 2301. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Stephanie Swaim, MSA, CPA
E-mail: sswaim@dcccd.edu
Office Phone Number: (972) 273-3034
Office: T127
Office Hours: By Appointment

Course Information
Course title: Principles of Financial Accounting
Course number: Accounting 2301
Section number/Class meeting time: 76426/Online
Credit hours: 3

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).

Course Prerequisites: Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science
Required Textbooks and Materials
   (***Please note this heavily discounted ISBN package is only available at our Follett bookstore on the North Lake College Campus.***)
   OR (Please note you do not need both. It is an either/or option.)

Course Outline
A Framework for Financial Accounting
The Accounting Cycle: During the Period
The Accounting Cycle: End of the Period
Cash and Internal Controls
Receivables and Sales
Inventory and Cost of Goods Sold
Long-Term Assets
Current Liabilities
Long-Term Liabilities
Stockholder’s Equity
The Statement of Cash Flows and IFRS

PROGRAM-LEVEL OBJECTIVES FOR ACCT 2301
ACCT 2301 develops the following State Curriculum Outcomes as defined by the Texas Higher Education Coordinating Board.

Program-Level Outcome 1: Communication Skills (COM) - to include effective development, interpretation and expression of ideas through written, oral and visual communication

1. Written: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. Oral: Effectively communicate ideas through oral presentation.
3. Visual: Effectively interpret visual images or produce effective visual images.

Program-Level Outcome 2: Critical Thinking Skills (CT) - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Program-Level Outcome 3: Empirical and Quantitative Skills (EQS) - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR ACCT 2301
ACCT 2301 supports the following learning outcomes from the Texas Higher Education Coordinating Board as enumerated in the ACGM –Academic Course Guide Manual.

Learning Outcomes
Upon successful completion of this course, students will:
1. Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.
2. Identify the difference between accrual and cash basis accounting.
3. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).
4. Prepare adjusting entries and close the general ledger.
5. 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.
North Lake College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Towards this goal, the following SCANS (Secretary’s Commission on Achieving Necessary Skills) **workplace competencies** and **foundation skills** have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
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</thead>
<tbody>
<tr>
<td><strong>Manage Resources</strong></td>
<td><strong>Work with Information</strong></td>
<td><strong>Apply Systems Knowledge</strong></td>
<td><strong>Use Technology</strong></td>
</tr>
<tr>
<td>C1 Time</td>
<td>C5 Acquires and evaluates information</td>
<td>C15 Understands systems</td>
<td>C19 Applies technology</td>
</tr>
<tr>
<td>C2 Money</td>
<td>C6 Organizes &amp; maintains information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 Material &amp; facilities</td>
<td>C7 Interprets &amp; communicates information</td>
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<td></td>
<td>C8 Uses computers to process information</td>
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<table>
<thead>
<tr>
<th>Foundation Skills</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Demonstrate Basic Skills</strong></td>
<td><strong>Demonstrate Thinking Skills</strong></td>
<td><strong>Exhibit Personal Qualities</strong></td>
<td></td>
</tr>
<tr>
<td>F1 Reading</td>
<td>F7 Creative thinking</td>
<td>F13 Responsibility</td>
<td></td>
</tr>
<tr>
<td>F2 Writing</td>
<td>F8 Decision making</td>
<td>F16 Self-management</td>
<td></td>
</tr>
<tr>
<td>F3 Arithmetic</td>
<td>F9 Problem solving</td>
<td></td>
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<tr>
<td>F4 Mathematics</td>
<td>F10 Seeing things in the mind’s eye</td>
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<tr>
<td>F5 Listening</td>
<td>F11 Knowing how to learn</td>
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<td></td>
<td>F12 Reasoning</td>
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</table>
### Assessment of Learning Outcomes

#### Program Level Objectives (page 2) & SCANS (page 3)

All Learning Outcomes in this course incorporate the following Program Level Objectives and SCANS workplace competencies and foundation skills.

**Program Level Objectives**: COM, CT, EQS  
**SCANS**:  
- **Workplace competencies**: C1, C2, C5, C6, C7, C8, C15, C19  
- **Foundation Skills**: F1, F3, F5, F8, F9, F11, F13

<table>
<thead>
<tr>
<th>Learning Outcomes (page 2)</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.</td>
<td>McGraw-Hill Connect Homework Ch. 1: Assessment of textbook Learning Objectives 1-1 through 1-7 at 70% proficiency.</td>
</tr>
<tr>
<td>2. Identify the difference between accrual and cash basis accounting.</td>
<td>McGraw-Hill Connect Homework Ch. 3: Assessment of textbook Learning Objectives 3-2 at 70% proficiency.</td>
</tr>
<tr>
<td>3. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).</td>
<td>McGraw-Hill Connect Homework Ch. 2: Assessment of textbook Learning Objectives 2-1 – 2-4 at 70% proficiency.</td>
</tr>
<tr>
<td>4. Prepare adjusting entries and close the general ledger.</td>
<td>McGraw-Hill Connect Homework Ch. 3: Assessment of textbook Learning Objectives 3-3, 3-4, 3-6, and 3-7 at 70% proficiency.</td>
</tr>
<tr>
<td>5. 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.</td>
<td>McGraw-Hill Connect Homework Ch. 3: Assessment of textbook Learning Objective 3-5 at 70% proficiency.</td>
</tr>
<tr>
<td>6. Analyze and interpret financial statements using financial analysis techniques.</td>
<td>McGraw-Hill Connect Homework Ch. 3: Assessment of textbook Learning Objectives 4-8, 5-8, 6-7, 7-7, 8-6, 9-7, 10-8, and 11-4 at 70% proficiency.</td>
</tr>
</tbody>
</table>

### Instructor Policies and Expectations

The expectation is that a student makes the same time commitment as an in-person course; however, the online format simply allows each student the flexibility to complete the course work at the most convenient time for his or her schedule.

While taking this online course, students should expect to spend a minimum of 6 – 10 hours each week reading the chapters and completing the graded assignments.

Strict deadlines will be applied to your coursework throughout the semester. All coursework will be open and available to you from the beginning of the semester. Assignments will not be accepted late under any circumstances.

You may work ahead to accommodate your schedule; e.g., you have a family vacation to attend out of town during Chapter 5’s deadlines, so you choose to complete all of the assignments ahead of time before leaving town.

**Be aware**...It is in your best interest to avoid procrastinating. Things come up. We have to work late; children get sick; we get sick; a friend offers us tickets to a great concert at the last minute. Keep this in mind and try to spend
some time each day working on your course to avoid missing any deadlines. It is also best to put the due dates on page 7 below into your calendar and set up automatic reminders.

Instructor Communication Policy
Email: sswaim@dccc.edu

I will reply to emails Monday – Thursday between the hours of 8:30 am and 4:30 pm. Please allow 24 hours for a reply from the time you send your message. If you send an email after 4:30 pm on a Thursday, you will receive a reply on the following Monday.

The subject line of your email must contain your class and section information (ACCT 2301.__________). In the body of the email, please provide your name and a way to reach you, clearly state the question/issue, and provide screen shots from the software program (if helpful).

Please DO NOT send me messages such as, “I don’t understand Chapter 2.” I cannot act on this. I can only answer specific questions when you show me what you’ve done so far. That’s how I can see where you are stuck in the process.

I also cannot act on messages such as, “The software isn’t working correctly.” If you are having a technical issue with the software, please contact the software tech support team. My best technical advice is going to be to restart your computer. That’s always my first step. If something still doesn’t work properly, it is your responsibility to contact tech support.

Study Plan
For each chapter covered, students will complete the following study plan items by the deadlines on page 7 of this syllabus. Please note ALL ASSIGNMENTS, QUIZZES, AND EXAMS IN THIS COURSE ARE GRADED.

1. Watch the assigned Connect videos and answer the questions.
2. Read all assigned chapter materials via the Connect LearnSmart Read section (not only the highlighted parts…), eText or simply read the textbook and complete the assigned LearnSmart questions in the Practice section of LearnSmart
3. Complete Connect Homework assignments
4. Complete the Midterm and Final Exam Prep Quizzes to help study for the Midterm and Final Exams
5. Seek out instructor assistance, fellow student assistance via Class Email, and/or tutoring as needed

Exams and Assignments
1. The online assignments for each chapter submitted and graded via Connect Plus in Blackboard (600 points) for this course consist of:
   - Register for Connect Plus Access by the 2nd class day (100 points)
   - Introductory Video Assignment (100 points)
   - Reading with LearnSmart Assessment (100 points)
   - Homework (100 points)

2. Online Quizzes (200 points) for this course consist of:
   - Midterm Exam Preparation Quiz (100 points)
   - Final Exam Preparation Quiz (100 points)

The Preparation Quizzes are intended to help you prepare for the Midterm and Final Exams. These quizzes are identical to the Midterm and Final Exams, as they come from the same set of question pools as the Mid-
term and Final Exams. And, you have unlimited attempts on the Preparation Quizzes. Each new attempt will give you a new set of questions to answer, advancing your knowledge through practice. So, the more you practice, the more likely you are to do well on the Midterm and Final Exams. Your goal should be to complete the Preparation Quiz without using your book or notes and make the grade you’d like to make on the exam. Then, you are ready!

3. **In-person Exams (600 points)** for this course consist of:

The two in-person exams, Midterm and Final Exams, will be administered during the dates provided on page 8 of this syllabus. The final exam is comprehensive, meaning it covers the content from the entire course. Exams will be proctored in the North Lake College Testing Center on the Central Campus located at 5001 N. MacArthur Blvd. in Irving, Texas. The exams will be approximately 25 questions each, closed book, closed notes. Exams will be accessed via Blackboard using a password provided by testing center staff. You will only need a calculator. **Exams are worth 600 total points and make up 50% of your total course grade.**

If you live outside of the Dallas/Ft. Worth Metroplex, you may take proctored exams at an authorized testing center in your area at your expense. Arrangements to take the exam at another location are the responsibility of the student and must be approved by your instructor and set up with the testing facility no later than **Tuesday, July 18, 2017.** Otherwise, you will be expected to take the exam at the North Lake College Testing Center on the Central Campus. The exam will not be administered at another DCCCD campus.

4. There are no make-ups for missed assignments or the exams, as the schedule is provided below in advance of the semester. Students may plan a convenient time to complete each assignment or exam any time before its due date.

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>Assignment/Exam</th>
<th>Chapters</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for Connect Plus Access</td>
<td>1-11</td>
<td>100</td>
</tr>
<tr>
<td>Reading with LearnSmart Assessment</td>
<td>1-11</td>
<td>100</td>
</tr>
<tr>
<td>Introductory Video Assignments</td>
<td>1-11</td>
<td>100</td>
</tr>
<tr>
<td>Homework</td>
<td>1-11</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Exam Preparation Quiz</td>
<td>1-5</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam Preparation Quiz</td>
<td>1-11</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>1-5</td>
<td>300</td>
</tr>
<tr>
<td>Proctored Final Exam (Comprehensive)</td>
<td>1-11</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Points for Course Grade</strong></td>
<td></td>
<td><strong>1200</strong></td>
</tr>
</tbody>
</table>

**Grading Scale for 100 Point Test**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100 point</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89 points</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79 points</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69 points</td>
</tr>
<tr>
<td>F</td>
<td>below 60 points</td>
</tr>
</tbody>
</table>

**Points Required for Course Grade**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Required</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>1080 - 1200</td>
</tr>
<tr>
<td>B</td>
<td>960 - 1079</td>
</tr>
<tr>
<td>C</td>
<td>840 - 959</td>
</tr>
<tr>
<td>D</td>
<td>720 - 839</td>
</tr>
<tr>
<td>F</td>
<td>below 720</td>
</tr>
<tr>
<td>Chapter</td>
<td>Assignment</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>Let's Get Started!</td>
<td>Follow instructions posted in eCampus/Blackboard &quot;Start Here&quot; page</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Midterm Exam Prep</td>
<td>Midterm Exam Preparation Quiz (Graded)</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Midterm Exam Available in Testing Center</td>
</tr>
<tr>
<td></td>
<td>Last Day to Take Midterm Exam</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 8 &amp; 9</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td></td>
<td>Homework</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Intro Video Assignment &amp; Reading with LearnSmart</td>
</tr>
<tr>
<td>&amp; Appendix E</td>
<td>Homework</td>
</tr>
<tr>
<td>Final Exam Prep</td>
<td>Final Exam Preparation Quiz (Graded)</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Final Exam Available in Testing Center</td>
</tr>
<tr>
<td></td>
<td>Last Day to Take Final Exam</td>
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</table>
ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit. Academic dishonesty may result in the following sanctions, including, but not limited to:

   1. A grade of zero or a lowered grade on the assignment or course.
   2. A reprimand.
   3. Suspension from the college.

In the North Lake College ACCT and ACNT accounting courses, any student caught violating the Academic Dishonesty Policy above in any way will receive an F in the course.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.
REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

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.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by August 22, 2017. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

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

FINANCIAL AID STATEMENT AND CERTIFICATION OF ATTENDANCE
You must attend and participate in your on-campus or online course(s) before the Certification Date in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. The Certification Date for this course is July 18, 2017.
You must participate in an academic related activity pertaining to the course such as, but not limited to, the following examples:

- initiating contact with your instructor to ask a question about the academic subject studied in the course;
- submitting an academic assignment;
- taking an exam;
- completing an interactive tutorial;
- participating in computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

**COUNSELING SERVICES (A311)**

Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

**THE ACADEMIC SKILLS CENTER (ASC)**

The ASC is designed to provide the following assistance to students:

- An **ESOL lab** with computer access.
- Free tutoring for students enrolled in **Foreign Language** courses.
- The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A 425)**

Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.

Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.

Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Calculator
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**DCCCD OIE FACULTY SYLLABI STATEMENT - FALL 2016**

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: dcccd.edu/DSO or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

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 Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

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