

De Anza College
Accounting 1A – Financial Accounting (1st quarter)
Office: F 51n
Office/Office Hours: F 51n/ M 5:00-5:50pm; Tu 12:30-1:50pm; W 5:30-5:50pm; ThF 8:30am

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REQUIRED TEXTS AND SUPPLIES:

1. **ACCOUNTING 24th Ed.**, Carl S. Warren; James M. Reeve; Jonathan Duchac; South-Western/Cengage Learning Publishers

TEXT PURCHASE OPTIONS:

Option A: Buy one-third of the book from De Anza (or local) Bookstore in loose-leaf format. This option includes a quarter-long ACCESS CODE for the required online internet access to CengageNOW. Homework and some quizzes will be completed online at CengageNOW. When you take Accounting 1B and Accounting 1C you will buy additional loose-leaf text pages and additional quarter-long ACCESS CODES. This is probably the most straightforward and economical option. You should save your proof of purchase in case you are unable to complete the course. You may be able to get a replacement code from De Anza in the future if you drop or fail the course and you end up retaking it.

Option B: Buy directly from CengageNOW. You can buy ACCESS CODES with varying time limits and also full copies of the text. The code alone (while active) allows you to access the text in electronic format (e-book) and also to do the online homework and quizzes. Be sure to save your proof of purchase.

Option C: Buy the entire textbook from another source. In this case, you will still need to buy the ACCESS CODE for online access. This is probably the most expensive option.

CengageNOW registration hints: You will be given a class COURSE KEY. Also be sure to record your login and password in a safe place. When you register, please use your official name...the name you used when you enrolled at De Anza.

2. Internet access required to complete assignments. Homework and some quizzes must be completed online using the publisher's Cengage Learning system. Information will be provided in class about registering in the system.

3. Calculator (Cell phones and other electronic devices are not allowed during class unless being used for class work. Please turn phones off while in class.)

STUDENT LEARNING OUTCOMES:

1. Demonstrate a knowledge of double entry accounting for business transactions and adjustments and prepare, explain and analyze financial statements using GAAP.

2. Analyze fundamental business concepts, how businesses operate, how accounting serves them and identify ethical issues in an accounting context.

COURSE OBJECTIVES:

This is the first course in a three course series at De Anza College. The first two courses cover financial accounting and the third course deals with managerial accounting. Accounting is the "language of business" and can be thought of as an information system that provides reports to stakeholders about the economic activities and condition of a business. Accounting 1A is the first accounting course at De Anza and will cover the accounting cycle, accounting systems, internal controls, merchandising businesses, and the balance sheet accounts Cash and Receivables.

COURSE STRUCTURE:

This is a lecture course. The lecture period will be used to introduce new topics and to review student assignments. To optimize classroom time, it is important to prepare for class BEFORE class. As a rule of

thumb, two hours outside of class are needed for every one hour in class. The class will also include both short term one-day group projects and longer group projects.

STUDENT EVALUATION:

De Anza College has now converted to a plus/minus grade system. Your grade will be assigned according to the following scale: A+ 98-100%, A 93-97%, A- 90-92%, B+ 87-89%, B 83-86%, B- 80-82%, C+ 77-79%, C 70-76%, D+ 67-69%, D 63-66%, D- 60-62%, F 0-59%. Grades in this course are earned by student efforts...not “given” by the instructor based on student needs.

Your final grade will be based on the following point values:

<u>Description</u>	<u>Points</u>	<u>% of Total</u>
Midterm exams (3)	300	75%
Lowest midterm exam is dropped	<100>	<25%>
Total midterm points	200	50%
Homework, group projects & quizzes	100	25%
Comprehensive Final Exam	100	25%
Total Course Points	400	100%

The comprehensive final exam is mandatory. Homework assignments can include textbook problems, written assignments, electronic spreadsheet problems, and group projects (both 1 day and long term). Assignments and due dates will be announced in class and are due as scheduled. Late assignments will NOT be accepted. There may be unannounced quizzes during the quarter. There are absolutely NO make-up quizzes; however, the lowest quiz score will be dropped. There will be impromptu one-day group projects. There are NO make-up one-day projects, although the lowest one-day group project score will also be dropped. Photo identification will be required for exams. There are NO make-up midterm exams, however, the lowest midterm exam score will be dropped. Punctuality is important in accounting, therefore assignments must be completed on time. Also, on exam days points will be deducted for late arrival to class. You will be given a secret code so that grades can be published. The grades will be circulated in class and posted on the <http://www.cpascott.com/> website so that you can monitor your progress. There is a “statute of limitations” on grade corrections and changes. If you notice a problem, notify the instructor immediately. All requests for grade changes must be made within two weeks of the assignment/test due date. No changes will be made after two weeks! Extra credit will be available throughout the quarter, however, extra credit can NOT increase your grade from an A to an A+

Academic integrity is expected from each student. Cheating and plagiarism in ANY form will absolutely NOT be tolerated. (Even having an unused cell phone out on your desk during an exam is considered cheating...minimum penalty is 10% reduction in exam grade.) Cheating may appear to be a tempting short-run solution to a problem. In the long-run though, those who cheat, really cheat themselves. You are in college to learn something that will be helpful later in life. If you fail to learn it, then you will have problems later on. In addition, the business and accounting world certainly does not need more dishonest people. Cheating and plagiarism is treated very seriously in this course and will result in a failing grade for either the particular exam/assignment or for the entire course. The Business Division Dean and the Campus Judicial Affairs Officer will also be notified by letter. This notification will result in a permanent record which may affect your future academic and professional career. All written work must be your own original work except where you quote others with proper attribution. Failure to do so will be treated as plagiarism. Written work will be submitted to Turnitin.com to test for originality. Disruptive behavior is also not acceptable. Students who behave in a disruptive manner will be dropped from the course, at the discretion of the instructor.

Regular attendance is expected. Once you are enrolled in the class you will not be dropped based on attendance. If you need to drop the course or any related lab, it is your responsibility to do so. If you are enrolled in the class after the final drop date, then you will receive an appropriate grade. Check the schedule of classes for the last day to withdraw with a "W". This date should be Friday, November 18, 2011.