

Campus Office Hours in F51n: Tu 12:30-1:20pm;Th 7:30-8:20am. **Online** Office Hours: MW 4:00-4:50pm

LAST UPDATED 7/17/19

[Click here to download most recent copy of syllabus](#)

REQUIRED TEXTS AND SUPPLIES:

1. **ACCOUNTING 27th 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, quizzes, and other tasks will be completed online at CengageNOW. 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, quizzes and tasks. Be sure to save your proof of purchase. If you follow this Option, be sure to use the special [Cengage/De Anza microsite](#) to purchase access. This may save you significant money compared to other Cengage online purchase pages.

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: Depending upon how you register with CengageNOW you may, or may not need a "COURSE KEY". On the CPAscott website, go to the webpage for your class and select the [Use of Websites in Class](#) link. From the Use of Websites in Class webpage, click on the [Getting Started in CengageNOW Instructions](#) link. This page is titled How to access your CengageNOWv2 course. Verify that the class and section at the top of this page is the class you are enrolled in at De Anza. Most folks will register by clicking on the link in the **Registration** section, item 1. The COURSE KEY is embedded in this registration link, and these folks will not need to enter the KEY directly. Other folks, perhaps those who only purchased the e-book, may be prompted for the COURSE KEY. If you need that COURSE KEY, it is shown at the very bottom of that same page.*

*When you set up your CengageNOW account, **be sure to record your login and password in a safe place.** If you are using CengageNOW for the first time, please use your official name...the name you used when you enrolled at De Anza. If you have used CengageNOW before in another class, you will already have a CengageNOW account. In this case, use your pre-existing account and update it with this COURSE KEY.*

2. Internet access required to complete assignments.

3. Calculator (Cell phones and other electronic devices are not allowed during on-campus, end-of quarter exam.)

STUDENT LEARNING OUTCOME:

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, Receivables and Inventories.

COURSE STRUCTURE:

This is an online course. Online courses require substantial motivation and self-discipline. Course work and exams must be completed by the due dates. There are no exceptions for late work. Three websites are used in the course. CPAscott.com, Canvas, and CengageNOW all contain vital course information. Course work will be completed using both Canvas and CengageNOW. The end-of-quarter, Comprehensive **ON-CAMPUS** Midterm Exam must be taken in person on the De Anza campus. (See below for more detailed information.)

STUDENT EVALUATION:

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 Course Point values:

| <u>Description</u> | <u>Course Points</u> | <u>% of Total</u> |
|--|----------------------|-------------------|
| Homework, quizzes, and other tasks | 100 | 25% |
| <u>Interim ONLINE Midterm exam</u> (in middle of quarter) | 100 | 25% |
| <u>Comprehensive ON-CAMPUS Midterm Exam</u> <i>MUST BE TAKEN IN PERSON & ON CAMPUS!</i> (at end of quarter “EOQ”) | 180 | 45% |
| Final Assessment ONLINE | 20 | 5% |
| Total Course Points | <u>400</u> | <u>100%</u> |

HOMEWORK, QUIZZES, AND OTHER TASKS:

There will be a variety of tasks including chapter homework assignments, quizzes, forum discussions, projects, and other tasks. These tasks will be graded and scored based on “HOMEWORK POINTS”. Homework Points are different from Course Points. Homework Points will be converted into Course Points at the end of the quarter. The total maximum number of Homework Points is not known at the beginning of the quarter. At the end of the quarter the percentage of Homework Points will be calculated based on the number of points earned out of the number of points possible and then multiplied by 100 Course Points. For instance, if you earn 270 Homework

Points out of a possible 300 Homework Points, then this would translate into 90% times 100 Course Points equaling 90 Course Points. There are no exceptions for late assignments caused by computer or technical problems. Protect yourself by completing assignments well before the due date. Do not wait until the very last minute to finish your work!

Chapter homework assignments consist of textbook exercises and problems and must be done online using the publisher's website, CengageNOW. Assignments and due dates are posted and are due as scheduled. Late assignments will NOT be accepted, however, the lowest chapter homework score will be dropped. (Do not rely on the due date and time seen on the CengageNOW site. This deadline is based on you own computer's time...if your computer is not set to Pacific Time, then you will see the incorrect due date on the CengageNOW site.) Each chapter homework assignment will be worth fifteen (15) Homework Points.

There will be a variety of other tasks including, quizzes, forum discussions, projects, and other tasks. Some of these tasks will be worth fifteen (15) Homework Points, some will be worth ten (10) Homework Points, and others will be worth five (5) Homework Points. All of these tasks must be completed by the due date. The lowest 15 point assignment will be dropped, the lowest 10 point assignment will be dropped, as well as the lowest 5 point assignment.

INTERIM **ONLINE** MIDTERM EXAM: There will be one Online Midterm Exam. The exam will be taken on CengageNOW. The exam will be timed and cover the first four chapters. The exam must be taken within a specific time window. There are no exceptions for missed midterms. This midterm exam is worth 100 Course Points.

COMPREHENSIVE **ON-CAMPUS** MIDTERM EXAM: **The Comprehensive Midterm Exam is mandatory. This midterm must be taken in-person and on-campus on Friday of the 11th week. This exam will be given 3:00pm-5:00pm. Friday, December 6, 2019 on campus in MLC-105 (MLC is the Media and Learning Center). This is the only time that the exam can be taken.** Please mark the time and date on your calendar and reserve that time. This Comprehensive Midterm Exam is worth 180 Course Points. Almost half of the course grade is determined by the score on this one exam. **Official photo identification will be required for this exam.** [MLC-105 is in the Media and Learning Center Building – next to the Flint Center Parking Structure...click for campus map](#) Please note that the campus bookstore closes Friday afternoons and you will not be able to buy a Scantron there immediately before the exam.

You will be given a secret code so that grades can be published. The grades will be posted on the Canvas website so that you can monitor your progress. They can be found in a link called "GRADESHEET" at the top of the Canvas webpage. 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 original posting of the assignment/test grade. No changes will be made after two weeks!

Extra credit may be available throughout the quarter; however, there are important limitations. Extra credit can NOT increase your grade from an A to an A+. Also, if you have earned less than a D+ (less than 67%) on all other work excluding extra credit, then NO extra credit will be allowed. In other words, if you have earned a D without regard to any extra credit, then extra credit can NOT be used to increase your grade to a passing score. Extra credit is a privilege...not a right. Any and all extra credit may be disallowed based on instructor discretion. Reasons that extra credit may be disallowed include, but are not limited to, failure to follow extra credit assignment instructions exactly, disruptive behavior, or lack of academic integrity.

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 the Comprehensive Midterm 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 course work must be done by you. 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. Some written work may 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. Participants in online classes are expected to observe proper "netiquette" guidelines.

Once you are enrolled in the class you will not be dropped based on attendance or performance. However, registered students who do not complete the orientation quiz on Canvas will be dropped as "no-shows". If you need to drop the course, 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 15, 2019.

GENERAL DE ANZA COLLEGE RESOURCES AND INFORMATION:

Final exam schedule <http://www.deanza.edu/calendar/finalexams.html>

Academic calendar <http://www.deanza.edu/calendar/>

Student Success Center <http://www.deanza.edu/studentsuccess/>

Disability Support Services (DSS) <http://www.deanza.edu/dss/>

Counseling and Advising Center <http://www.deanza.edu/counseling/>

Academic Integrity <http://www.deanza.edu/studenthandbook/academic-integrity.html>

Mutual Respect Policy <http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf>

Student Grievance Procedures <http://www.deanza.edu/studenthandbook/grievance.html>

Student Rights & Responsibilities <http://www.deanza.edu/studenthandbook/studentrights.html>

LAST UPDATED 8/05/19

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----------------------------|--|---|---|---|--|
| SEPTEMBER WEEK 1 | 23 Course Introduction/ Orientation | 24 Ch 1 Introduction to Accounting... | 25 Ch 1 Introduction to Accounting... (cont.) | 26 Ch 1 Introduction to Accounting... (cont.) | 27 Canvas Orientation Quiz DUE tonight, FRIDAY September 27th at 11:55pm (5 Homework Points) STUDENTS ARE DROPPED IF THEY DO NOT MEET THIS DEADLINE! DUE SUNDAY NIGHT 9/29/19: 1. Cengage Introductory Quiz AND 2. Canvas "Welcome Forum" Post BOTH DUE at 11:55pm and each is worth 5 Homework Points |
| SEPT/OCT WEEK 2 | 30 Ch 1 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 1-1,19,21,22; PR 1-1A,1-2A | 1 Wk 2 Current Events Ch 2 Analyzing Transactions Ch 1 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY | 2 Ch 2 Analyzing Transactions (cont.) | 3 Ch 2 Analyzing Transactions (cont.) Every class member will be placed in a random Portfolio group before the end of the second week. - Canvas | 4 Wk 2 Current Events (Sunday) Ch 2 Analyzing Transactions (cont.) DUE SUNDAY NIGHT 10/6/19: Canvas Excel Portfolio 1st worksheet DUE at 11:55pm. This is a quarter long project worth 15 Homework Points |
| OCTOBER WEEK 3 | 7 Ch 2 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 2-4,7,13; PR 2-2A, 2-5A | 8 Wk 3 Current Events Ch 3 The Adjusting Process Ch 2 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY Canvas Ch 3 "Ethics in Action" random groups formed today. | 9 Ch 3 The Adjusting Process (cont.) | 10 Ch 3 The Adjusting Process (cont.) | 11 Wk 3 Current Events (Sunday) Ch 3 The Adjusting Process (cont.) DUE SUNDAY NIGHT 10/13/19: Canvas Ch 3 "Ethics in Action" Group Discussion Introductory Post DUE 11:55pm Those who do not make at least an introductory post will only be able to earn a maximum of half credit. |
| OCTOBER WEEK 4 | 14 Ch 3 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 3-1,9,11,19; PR 3-1A,3-3A | 15 Wk 4 Current Events Ch 4 Completing the Accounting Cycle Ch 3 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY Canvas Ch 3 "Ethics in Action" Group Discussion DUE 11:55pm (10 Homework Points) | 16 Ch 4 Completing the Acct. Cycle (cont.) | 17 Ch 4 Completing the Acct. Cycle (cont.) | 18 Wk 4 Current Events (Sunday) Ch 4 Completing the Acct. Cycle (cont.) |
| OCTOBER WEEK 5 | 21 Ch 4 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 4-3,12,16,17; PR 4-1A | 22 Wk 5 Current Events Preview Midterm #1 Ch 4 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY | 23 Preview Midterm #1 (cont.) Ch 5 Accounting Systems | 24 Ch 5 Accounting Systems (cont.) | 25 Wk 5 Current Events (Sunday) Midterm 1 (Ch 1, 2, 3, & 4) Must be completed on Cengage within specified time limits. 2.25 hour timed exam - can be taken FRIDAY or SATURDAY ONLY |

CAUTION: THE ABOVE SCHEDULE IS SUBJECT TO CHANGE and will be updated throughout the Quarter.

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| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----------------------------|---|---|--|--|---|
| OCT/NOV WEEK 6 | 28 Ch 5 Accounting Systems (cont.) | 29 Wk 6 Current Events Ch 5 Accounting Systems (cont.) | 30 Ch 5 Accounting Systems (cont.) | 31 Ch 5 Accounting Systems (cont.) | 1 Wk 6 Current Events (Sunday) Ch 5 Accounting Systems (cont.) DUE SUNDAY NIGHT 11/3/19: Canvas Excel Portfolio 2nd worksheet DUE at 11:55pm. This is a quarter long project worth 15 Homework Points |
| NOVEMBER WEEK 7 | 4 Ch 5 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 5-8,9,16,17,20 | 5 Wk 7 Current Events Ch 6 Accounting for Merchandising Bus. | 6 Ch 6 Accounting for Merch. Bus. (cont.) | 7 Ch 6 Accounting for Merch. Bus. (cont.) | 8 Wk 7 Current Events (Sunday) Ch 6 Accounting for Merch. Bus. (cont.) |
| NOVEMBER WEEK 8 | 11 Holiday | 12 Wk 8 Current Events Ch 6 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 6-7,8,23; PR 6-3A, 6-5A | 13 Ch 7 Inventories Ch 5 & 6 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY | 14 Ch 7 Inventories (cont.) | 15 Wk 8 Current Events (Sunday) Ch 7 Inventories (cont.) Last class to drop - "W" 11/15/19 |
| NOVEMBER WEEK 9 | 18 Ch 7 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 7-12,13,15,25,26; PR 7-5A | 19 Wk 9 Current Events Ch 8 Sarbanes-Oxley, Internal Controls and Cash | 20 Ch 8 Sarbanes-Oxley, Internal Controls and Cash (cont.) | 21 Holiday | 22 Wk 9 Current Events (Sunday) Holiday |
| NOV/DEC WEEK 10 | 25 Ch 8 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 8-18,19,24; PR 8-3A,8-4A | 26 Wk 10 Current Events Ch 9 Receivables Ch 7 & 8 Cengage Quiz DUE 30 minute timed quiz - can be taken TODAY ONLY | 27 Ch 9 Receivables (cont.) | 28 Ch 9 Receivables (cont.) | 29 Wk 10 Current Events (Sunday) Ch 9 Receivables (cont.) |
| DECEMBER WEEK 11 | 2 Ch 9 Cengage Homework DUE at 11:55pm (15 Homework Points) EX 9-4,5,6,9,10,19; PR 9-1A Comprehensive Midterm Exam Preparation Practice Set DUE at 11:55pm (15 Homework Points) Canvas | 3 Review for Comprehensive Midterm Comprehensive Midterm Exam Preparation Practice Set Solutions will be posted to Canvas Module 10 | 4 Review for Comprehensive Midterm Current Events Quiz Opens at 12:00am (10 Homework Points) Canvas | 5 Review for Comprehensive Midterm | 6 COMPREHENSIVE ON-CAMPUS MIDTERM EXAM 3-5 PM MUST BE TAKEN ON CAMPUS - IN PERSON. CLASSROOM:MLC-105 BRING PHOTO IDENTIFICATION |
| | | | | | MEMO Cengage Extra Credit Assignment DUE Saturday night, Dec. 7 at 11:55pm |

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| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----------------------------|--|---|---|----------|--------|
| DECEMBER WEEK 12 | 9 Final Assessment (Cengage) Available starting today. | 10 Final Assessment (Cengage) Available | 11 Final Assessment (Cengage) DUE at 11:55pm (20 COURSE Points) Current Events Quiz DUE at 11:55pm (10 Homework Points) Canvas | | |
| | | | Canvas Excel Portfolio 3rd worksheet DUE at 11:55pm. This is a quarter long project worth 15 Homework Points | | |

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