

### REQUIRED TEXTS AND SUPPLIES:

1. **ACCOUNTING 25th 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. 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. Go to <http://www.cengagebrain.com/micro/deanzaacct25e> for the microsite. Remember, this code is only for online access...e-book only...no hardcopy text.

**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. This will help make sure that you get credit for all of your work.*

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.cpasconfig.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, 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, excessive in-class talking or other disruptive behavior, or very poor attendance.

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. However, registered students who do not attend the first class meeting will be dropped as “no-shows”. 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 14, 2014.

ACCOUNTING 1A - FINANCIAL ACCOUNTING I (1st QUARTER)  
Schedule- Fall Quarter 2014

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SEPTEMBER</b> WEEK 1	22 Course Introduction	23 Ch 1 Introduction to Accounting and Business	24	25	26
<b>SEPT/OCT</b> WEEK 2	29 <b>Ch 1 Homework is DUE 8AM</b> Ex 1-1,19,21,22; P1-1A,1-2A	30 Ch 2 Analyzing Transactions	1	2	3
<b>OCTOBER</b> WEEK 3	6 <b>Ch 2 Homework is DUE 8AM</b> Ex 2-4,7,13; P2-2A, 2-5A Preview Midterm #1	7 <b>Midterm 1 (Chapters 1 &amp; 2)</b>	8 Ch 3 The Adjusting Process	9	10 LAB DAY 1
WEEK 4	13 Review Midterm #1	14	15 <b>Ch 3 Homework is DUE 8AM</b> Ex 3-1,3,8,19; P3-1A,3-3A	16 Ch 4 Completing the Accounting Cycle	17 LAB DAY 2
WEEK 5	20	21 1A Comprehensive Case-Nguyen Co. Bring workpapers to class today! You can buy them in bookstore for \$3 or download and print on "Projects" page.	22	23 <b>Ch 4 Homework is DUE 8AM</b> Ex 4-3,12,16,17; P4-1A Preview Midterm #2	24 LAB DAY 3
<b>OCT/NOV</b> WEEK 6	27 <b>Midterm 2 (Chapters 3 &amp; 4)</b>	28 Ch 5 Accounting Systems	29	30	31 LAB DAY 4
<b>NOVEMBER</b> WEEK 7	3 Review Midterm #2 1A Comprehensive Case-Nguyen Co. DUE. (40 HW Points)	4 <b>Ch 5 Homework is DUE 8AM</b> Ex 5-8,9,16,17; P5-5A	5 Ch 6 Accounting for Merchandising Businesses	6 LONG TERM PROJECT KICKOFF -DAY 0 (done in the classroom)	7 LONG TERM PROJECT DAY 1
WEEK 8	10 Holiday	11 <b>Ch 6 Homework is DUE 8AM</b> Ex 6-7,8,23; P6-3A, 6-5A	12 Ch 7 Inventories	13	14 Last day to drop with a "W" LONG TERM PROJECT DAY 2
WEEK 9	17 <b>Ch 7 Homework is DUE 8AM</b> Ex 7-12,13,15,25,26; P7-5A Preview Midterm #3	18 <b>Midterm 3 (Chapters 5, 6, &amp; 7)</b>	19 Ch 8 Sarbanes-Oxley, Internal Controls and Cash	20	21 LONG TERM PROJECT DAY 3 (last day) Mult. Ch. Makeup Quiz Questions due
WEEK 10	24 Review Midterm #3	25	26 <b>Ch 8 Homework is DUE 8AM</b> Ex 8-18,19,24; P8-3A,8-4A	27 Holiday	28 Holiday
<b>DECEMBER</b> WEEK 11	1 Long Term Group Project Presentations are due.	2 Ch 9 Receivables	3	4	5 <b>Ch 9 Homework is DUE 8AM</b> Ex 9-4,5,6,9,10,19; P9-1A Review for Final
WEEK 12	8 Review for Final Last day of class before Final <b>THIS IS FINAL DUE DATE FOR THE FOLLOWING ITEMS... NONE CAN BE TURNED IN AT FINAL EXAM!</b> Skills workshop forms due Mult. Ch. Makeup Quiz due Turn in extra credit Micro Points Long Term Group Project Paperwork is due.	9 9:30 CLASS FINAL EXAM @9:15am  Garcia practice set extra credit due before start of Final Exam	10 10:30 CLASS FINAL EXAM @9:15am	11  Garcia practice set extra credit due before start of Final Exam	12  Garcia practice set extra credit due before start of Final Exam

9:30 Class (ACCT-001A-02) Comprehensive Final Exam Tuesday, Dec. 9, 2014 at 9:15-11:15 a.m.  
10:30 Class (ACCT-001A-05) Comprehensive Final Exam Wednesday, Dec. 10, 2014 at 9:15-11:15 a.m.  
CAUTION: SCHEDULE SUBJECT TO CHANGE. SCHEDULE WILL BE UPDATED THROUGHOUT QUARTER.  
Homework assignments and due dates will be posted on the cpscott.com website