

***LAST UPDATED 2/1/18***

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**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 Cengage. Homework, quizzes, and other tasks will be completed online at Cengage. 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 Cengage. 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. The link to the microsite is also provided on the CPAscott website.

**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.

*Cengage registration hints: Depending upon how you register with Cengage 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. Connect to...**. The COURSE KEY is embedded in this 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 Cengage account, **be sure to record your login and password in a safe place.** If you are using Cengage for the first time, please use your official name...the name you used when you enrolled at De Anza. If you have used Cengage before (for Accounting 1A or 1B for example), you will already have a Cengage 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. Identify elements of cost for a business and explain and analyze how costs are allocated and assessed for various users. Compare and contrast the cost acct system for a manufacturer, merchandiser and service firm and distinguish the differences and similarities between financial reporting and cost accounting and utilize npv and irr for evaluating the financial viability of a business decision.

## **COURSE OBJECTIVES:**

Managerial accounting involves the collection and analysis of information used in management decision making. The course will cover job order and process cost systems, break even analysis, budgeting, variance analysis, product pricing, as well as capital investment analysis.

## **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 Cengage all contain vital course information. Course work will be completed using both Canvas and Cengage. 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 <b>ONLINE</b> Midterm exam</u> (in middle of quarter)	100	25%
<u>Comprehensive <b>ON-CAMPUS</b> Midterm Exam</u> <u><b>MUST BE TAKEN IN PERSON &amp; ON CAMPUS!</b></u> (at end of quarter)	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.

Chapter homework assignments consist of textbook exercises and problems and must be done online using the publisher’s website, Cengage. 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 Cengage site. This deadline is based on your own computer’s time...if your computer is not set to Pacific Time, then you will see the incorrect due date on the Cengage site.) Each chapter homework assignment will be worth fifteen (15) Homework 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! If you have any Cengage problems file a trouble ticket with Cengage technical

support. See Announcement 4 after clicking the “Use of Websites in class” link on CPAscott. Please also email the instructor with the number that Cengage assigns to your trouble ticket.

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 Cengage. 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 11<sup>th</sup> week. This exam will be given 4:00pm-6:00pm. Friday March 23, 2018 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.](#)

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 Home page. 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 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, March 2, 2018.

## **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>