

# DE ANZA COMMUNITY COLLEGE

FALL 2014

ACCOUNTING/CIS 86

BREEN

Instructor: Mia Breen

Phone: (408) 864-5736

e-mail: [breenmia@deanza.edu](mailto:breenmia@deanza.edu)

Office: F51-b

Class Hours: T-TH 12:30 – 2:45

Office Hours: M-R 3:00 – 4:00

Required: Satisfactory completion of Accounting 1A

## Required Course Materials:

- HANDOUT PACKET – used the first day of class (available only in De Anza Bookstore)

(The following are not used until the third week of class)

- INTEGRATED ACCOUNTING FOR WINDOWS, 8th edition, Klooster & Allen

- HILTON, Manual Case (Shrink wrapped)- **not available until 3<sup>rd</sup> week**

Resources provided: IBM Compatible Computers & Printers  
Excel software

## Course description:

This course integrates previously acquired knowledge of accounting with a computerized accounting system specifically written for beginning students. We will convert a manual accounting system into the computerized accounting software. A study of several commercial accounting software systems and a spreadsheet software package will give the student a look at the practical side of computerized accounting.

## Course objectives:

1. The student should understand the differences and similarities of a manual and computer accounting system and be able to convert a manual system to a computer accounting system.
2. The student should be able to evaluate accounting software that will best meet the requirements of a particular application.
3. Give the student the opportunity the use general ledger accounting software and spreadsheet software for typical accounting purposes.
4. Student will study how to set up and maintain a set of accounting records using a commercial software package.

## Course structure:

This is a lecture-lab course. The lecture period will be used to introduce new topics and to discuss significant information related to meeting the above objectives. The lab period will provide hands on use of the personal computers that have been loaded with the appropriate software. Three software packages will be covered during the quarter. Students will, therefore, be expected to spend a *significant* amount of time outside of class reading and becoming familiar with the material to be covered in the lecture as well as materials for application in the lab. Unfamiliarity with materials slows down the process. Students should also be prepared to spend additional time in the lab or at home outside of the normal class schedule.

Basis of Grade:

Midterms – 1 @ 100 points each	100	20%
Hilton Manual Project	100	20%
<i>Integrated Accounting</i> Projects	100	20%
Hilton Excel Project	50	10%
Hilton <i>Integrated Accounting</i> Project	20	4%
Comprehensive Problems (2)	30	6%
Final Group Project	<u>100</u>	<u>20%</u>
Total Points	<u>500</u>	<u>100%</u>

Grading -Scale	Points	% of Total
A Grade	450-500	90% -100%
B Grade	400-449	80% - 89%
C Grade	350-399	70% - 79%
D Grade	300-349	60% - 69%
F Grade	Below 299	Below 59%

Projects:

Projects are due by 12:45 on the date they are assigned. If they are late, 75% credit will be given if turned in the following class period and 50% credit will be given if turned in one week late. The final project may not be turned in late.

Midterms:

There will be one midterm. If you have work conflicts, athletics, etc., you must make alternative arrangements at least two weeks prior to the scheduled exam date to allow for preparation of another exam. The instructor will determine whether or not a legitimate conflict exists. Other exams, papers, or social events are not considered conflicts. You are expected to manage your time.

Attendance:

Missing 5 class sessions the instructor may drop you from the class if that is still available. If the drop date is past, 5 absences will result in an “F” grade in this class. If you miss either of the class periods during the 11<sup>th</sup> week, the instructor will drop your grade one letter grade.

Cheating:

Don’t use anyone else’s work for any reason. You **and** the person from whom you copied will receive a ‘0’ in the project. Repeat offenders will receive an ‘F’ in the class.

IF YOU DECIDE TO WITHDRAW FROM THIS CLASS, PLEASE BE SO KIND AS TO NOTIFY THE REGISTRAR YOURSELF. DO NOT RELY ON THE INSTRUCTOR TO DROP YOU.

Classmates Names, Phone numbers, and e-mail addresses:

---

---

---

WEEK #	HW DUE ON TUESDAY	HW DUE ON THURSDAY
1ST WEEK	INTRODUCTION: GREENSHEET, START REVIEW	-CONTINUE MANUAL REVIEW (JOURNAL ENTRIES, POSTING, LEDGERS, TRIAL BALANCES)
2ND WEEK	-CONTINUE MANUAL REVIEW (ADJUSTING ENTRIES, WORKSHEETS)	-CONTINUE MANUAL ACCOUNTING REVIEW (CLOSING ENTRIES, FINANCIAL STATEMENTS, INVENTORY)
3RD WEEK	-FINISH MANUAL REVIEW (SUBSIDIARY LEDGERS, SPECIAL JOURNALS, MERCHANDISING BUSINESS) -BRING HILTON CASE	-INTRODUCTION TO INTEGRATED ACCOUNTING/ SERVICE BUSINESS -HILTON CASE PROBLEMS (MANUAL)
4TH WEEK	-INTEGRATED ACCOUNTING SUB LEDGERS & SP JOURNALS IA/2A DUE HILTON CASE PROBLEMS (MANUAL)	-INVENTORY - ACCOUNT RECEIVABLE ACCOUNTS PAYABLE - HILTON DUE IA/APPENDIX A DUE
5TH WEEK	-MERCHANDISING -IA/3A & 4A DUE -GROUPS ASSIGNED FOR FINAL & GROUP MEETINGS	-BEGIN EXCEL ASSIGNMENT -IA/5A 1 DUE
6TH WEEK	<b>NO CLASS</b>	-FIXED ASSETS IA/COMPREHENSIVE PROBLEM #1 DUE GROUP ASSIGN -SOFTWARE DUE
7TH WEEK	PAYROLL IA/6A DUE -QUESTIONS ABOUT MIDTERM	-PARTNERSHIPS & CORPORATIONS -IA/7A DUE  <b>MIDTERM - GENERAL ACCOUNTING, EXCEL, &amp; IA CH 1 - 5 (Bring Scantron)</b>
8TH WEEK	-FINANCIAL STATEMENT ANALYSIS -IA/8B DUE	-HILTON EXCEL DUE DEPARTMENTALIZED ACCOUNTING -ACCOUNTING SYSTEM SETUP -IA/9B DUE
9TH WEEK	-RESEARCH FOR PRESENTATIONS DUE -IA/10B DUE 1A/11A DUE	-EXTRA CREDIT EXAM IA/COMPREHENSIVE PROBLEM 2 DUE
10TH WEEK	-WORK ON GROUP PRESENTATIONS -HILTON SETUP ON IA DUE -IA/CH 10 EXPORT TO EXCEL AND WORD	<b>HOLIDAY</b>
11TH WEEK	<b>PRESENTATIONS</b>	<b>PRESENTATIONS</b>
FINALS 12TH WEEK 9/24/14	<b>NO FINAL</b>	