

**Course Contract (syllabus)\*\***  
**Accounting 1A-Financial Accounting 1**, Online section 63z  
**Winter 2016 (Catalyst\* and CengageNow\*)**

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\***Catalyst** (<https://catalyst.deanza.edu>) is the De Anza College-maintained online learning management system and free of charge to all enrolled students. Each term, on the first day of class, the DLC office will register you to Catalyst with your enrollment info from the college admissions and records office. Professor-created lecture notes, media files, demo cases, discussion topics, and many other learning resources are available at the class Catalyst site.

\***CengageNow** (<http://cengagenow.com>) is the Cengage publishing corporation's own learning system. All students have to purchase a unique access code (from Cengage or from other venues like college bookstores) and use the access code to log into the specified class site (specific course key ID listed below). E-lectures, e-books, video, audio, and various types of learning aid interactive tools and study resources (in addition to e-book) are available to you 24/7 to help you learn at your own pace and work around your schedule.

- CengageNow (ACCT1A online section 63z, Winter 2016) login page link below:

<https://login.cengagebrain.com/course/E-Y84E3DY488PQ6>

- CengageNow **Course ID** (Not an Access Code) for Winter 2016 ACCT1A online section 63z: **E-Y84E3DY488PQ6**

**Note: Please use your college enrollment roster name (official transcript name) when you create your user name at your CengageNow account.**

**CengageNow Access code:** Each student must obtain a valid CengageNow **access code** first before using the Course ID noted above. An access code can be purchased directly from the Cengage Corporation or through the purchase of a new textbook from college bookstore (access code is already included in the book). The full e-book version of the same textbook is already included in your CengageNow account you had purchased. Again, once you login your Cengage account, full access to all e-book pages will be available to you without an additional charge. (Please also read "required textbook" section of this syllabus).

This is an online course. **Online courses require substantial motivation and self-discipline.** Course work (homework, quiz, exams) must be completed by the due dates. There are no exceptions for late work. Two websites are used in the course: Catalyst and CengageNOW. The **FINAL EXAM must be taken in person on the De Anza campus.** (See below for more detailed information.)

**Course Description: (Financial Accounting in 14 words): *Study of Business Events and the Effects of Economic Transactions Reported on Financial Statements.***

## Course Objectives:

The primary objective of this course is to develop students' **ability to understand and use accounting information effectively in making economic decisions.** (Analyzing and communication accounting information that is useful for decision-making)

Accounting is too important to managers, organizations, and societies to be left to accountants alone. Accounting information is often a basis for decisions. Accounting reports are often the basis on which the effectiveness of stewardship decisions and actions are evaluated.

This introductory financial accounting course provides instruction in the theory and practice of accounting applicable to the recording, summarizing, and reporting of business transactions for external reporting and other external uses. Subject matter includes coverage of asset valuation, revenue and expense recognition, and appropriate accounting for asset, liability, and capital accounts. This course will be essential and useful “business language” for all business majors and anyone who is engaged in any type of business activities.

*“ Tell me, I’ll forget  
Teach me, I remember  
Engage me, I learn.”*  
- Chinese proverb

## **Course Requirements and Expectations:**

Because this is an online course, all work will be completed online except for one mandatory comprehensive Final exam in-person. The final exam can only be taken on campus on the specified date and time. (Refer to the detail info in this syllabus)

### **Requirements are:**

- (1) Thorough (peruse) chapter reading (e-book or printed), study multi-media instructional learning resources for each chapters (instructor-prepared lecture video, notes, slides, study guide, tutorial media, all are available at class Catalyst site)**
- (2) Timely completion of assigned exercise questions, problem questions, and chapter assessment quizzes (timed) via class CengageNow learning system.** (CengageNow system information and Course ID number are stated above)
- (3) Completion of one Comprehensive Problem set** (will be announced at Catalyst and CengageNow). **Please bring your completed and printout copy of the Comprehensive Problem to the Final exam site on the final exam date.**
- (4) Take a comprehensive on-campus in-person Final exam covering 9 chapters.**
- (5) Participate in class discussions (online) via Catalyst.** (Catalyst URL stated above.)

**Required Online Orientation must be completed by the end of first week. Students who do not complete the online orientation by the due date may be dropped. Orientation is found at: <http://deanza.edu/distance>** There is No On-Campus orientation meeting for this online course.

### Online Course Learning Systems

De Anza accounting department is using a course management system called **CengageNow** (textbook publisher supported system) for **all** sections of **Accounting 1A, 1B, and 1C** courses. This system is rich in audio, visual presentations, online graded assignments and assessment quizzes. Unfortunately, CengageNow does not include course communication systems, such as class discussions, class announcements, student-to-student communication tools, nor topical discussion forum features.

For communication we will use Catalyst the De Anza College supported system. This will allow students access to the professor's lecture notes, class notes, learning resource materials as well as participate in forums where questions/comments may be posted. Once a student completes college course registration, the admissions office will forward the student's information to Catalyst. However, CengageNow requires students to register at their site with their access code (included with new textbook or purchased at the publisher's website).

For the Catalyst and CengageNow login links and to start working with CengageNow textbook assignments, use the appropriate links established at the beginning of this syllabus.

Note: you will not be able to login to Catalyst or CengageNow until first day of the term.

### REQUIRED Textbook (or e-book) Purchase Options (Acct 1a/1b/1c):

**Title of textbook (Acct 1a/1b/1c):** *ACCOUNTING 26th Ed.*, Carl S. Warren; James M. Reeve; Jonathan Duchac; South-Western/Cengage Learning Publishers: a hard-cover textbook contains a total of 26 chapters; De Anza **Accounting 1A course portion of the book: ch.1-ch.9, 1B course portion of the book: ch.10-ch.17, and 1C portion of the book: ch.18-ch.26. (Total 26 chapters).**

#### Textbook purchase options (3):

**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.

**Important reminder regarding CengageNOW registration:** If you are using CengageNOW for the first time, **please use your college official transcript name, the name you used when you enrolled at De Anza.**

## How to access your CengageNOW course:

**Accounting 1A: Winter 2016 -section 63z -online course. Start Date: 01/04/2016.**

Connect to <https://login.cengagebrain.com/course/E-Y84E3DY488PQ6>

Follow the prompts to register your CengageNOW course.

If you already registered an access code (purchased online) or bought CengageNOW code as a part of college bookstore custom packaged book, the **course ID** to register for this course is: **E-Y84E3DY488PQ6**

## Helpful Suggestions re: CengageNow Catalyst assignments:

1. To maximize your potential for a good grade, I recommend that you keep up with the reading and complete those homework assignments specified at both Catalyst and CengageNow, participate in the class discussions online as often as you can. Accounting is difficult if you do not read and study the chapters. Try not to get behind. It is difficult to catch up.
2. Each chapter has several end-of-chapter exercises and problems assigned. You will have access to work on all these assignments 24/7, with a specific due date.
3. All assignments will have deadlines. Watch these carefully. They are not accepted after the deadline! All due dates/times are posted at the site.
4. There are chapter “learning check tools” associated with every chapter in CengageNow. These learning activities are a quick check to see if you understand the material. They will also help you to study for the exams.
5. There are also interactive multi-media learning tutorials for each chapter as well as e-book and e-lecture clips at the site. These are an excellent narrated review of key chapter objectives.

## Course Admission and Withdrawal:

Please register for this course through De Anza College first. **All students must be officially registered.** Registering to the CengageNow site does NOT make you a registered student in the course; it only allows you access to assignments, quizzes, and participation in discussions. You must register for this course through the college and then setup a CengageNow account with a user name and password.

It is **your responsibility to withdraw from the course**; otherwise the appropriate grade will be assigned to your official college transcript at the end of the term. Please notify your instructor if you drop from the course. However, any enrolled students who have Not done any course work (or have not even logged once in course sites) by the end of First Week will be dropped. (**Note: for online courses, “no activity” on instructional websites is considered same as “No Show” in traditional classroom face-to-face courses.**)

**Dropping “No Show” students:** Title 5, section 58004(c) requires that “each district, by the end of the business of the day immediately preceding the census date, drop all students who are inactively enrolled in the course.”

## No Late Add Policy After Completion of 10% of Instruction and Coursework:

In order to protect **Student Learning Outcomes** and in order to maintain appropriate college-level accounting **Course Integrity** working within our **intense and compact quarter** system, No Adds will be allowed to this course **after completion of the FIRST week of instruction**, approximately the 10% of instruction (the most critical portion of an accounting course content) of a term.

## Tentative Weekly Course Calendar-Accounting 1A

### Note:

- End-of-chapter **homework assignments** will be posted by chapter at the **CengageNow** class site and available 24/7 with specified due date/time.
- Thorough chapter **reading** should be completed prior to doing the case analysis, assigned questions, papers, and homework.
- **Instructor's lecture notes, chapter outlines, PowerPoint slides, mini-cases, relevant real-world examples, news articles, and other study aid materials** such as audio/visual files will be available at the **Catalyst** site, in the "resources" area topic by topic.
- **Please plan to spend 12-20 hours or more per week, reading the text, study instructor's lecture notes, class notes, chapter slides, listening to chapter audio/video instructional materials/learning resources, and completing the online assignments.**

The following schedule is subject to change; it may be adjusted to reflect student learning and class progress.

### Week 1:

- Course Intro/all students must be registered at **both Catalyst** and **CengageNow** to begin great and exciting learning process to takeoff. **Begin reading Ch.1, study Catalyst multi-media learning resources, and CengageNow study tools and other learning resources prepared for your own learning.**

### Week 2:

- **Chapter 1 assignments** (specific chapter exercise questions and quiz questions listed at our **CengageNow** course site. Assignments listed on **Catalyst** include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

### Week 3:

- **Chapter 2 assignments** (specific chapter exercise questions and quiz questions listed at our **CengageNow** course site. Assignments listed on **Catalyst** include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

### Week 4:

- **Chapter 3 assignments** (specific chapter exercise questions and quiz questions listed at our **CengageNow** course site. Assignments listed on **Catalyst** include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

### Week 5:

- **Chapter 4 assignments** (specific chapter exercise questions and quiz questions listed at our **CengageNow** course site. Assignments listed on **Catalyst** include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)
- **Download and start the Accounting 1A comprehensive problem.**

### Week 6:

- **Chapter 5 assignments** (specific chapter exercise questions and quiz questions listed at our **CengageNow** course site. Assignments listed on **Catalyst** include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

### Week 7:

- **Chapter 6 assignments** (specific chapter exercise questions and quiz questions listed at our CengageNow course site. Assignments listed on Catalyst include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

**Week 8:**

- **Chapter 7 assignments** (specific chapter exercise questions and quiz questions listed at our CengageNow course site. Assignments listed on Catalyst include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

**Week 9:**

- **Chapter 8 assignments** (specific chapter exercise questions and quiz questions listed at our CengageNow course site. Assignments listed on Catalyst include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

**Week 10:**

- **Chapter 9 assignments** (specific chapter exercise questions and quiz questions listed at our CengageNow course site. Assignments listed on Catalyst include: online discussion topics for each chapter. Please take advantage of a great deal of 24/7-study aid/guide learning resources.)

**Week 11:**

- Comprehensive Review for Final Exam.
- Complete the course assigned Comprehensive Problem.

**Week 12: (Final Exams week for College)**

- **Final Exam on-campus: Friday, March 18, 5:00 - 7:00 pm. @ MLC 110 (classroom#110 at Media Learning Center building on campus)**

**Important note regarding responsibility for all online assignments:**

Instructor will be checking both of your **CengageNow** site assignment activity and **Catalyst** Forum discussion activity frequently. Students that are not current with the assignments may be dropped. However, it is **student's responsibility to drop if student does not intend to complete the class. If student neglects her/his responsibility, the student will receive the appropriate letter grade for the work completed.**

**On-Campus / In-person Final Comprehensive Exam:**

**Date: Friday, March 18, 2016**

**On-campus classroom:** MLC #110 (classroom # 110 of Media Learning Center building).

**Time: 5:00pm. - 7:00pm.**

The on-campus final exam is comprehensive and is approximately 50% objective and 50% short essay/problems. The final is closed book and individual work. Please bring a Scranton form. **Photo identification** for the final will be required. Also, please remember bring your completed hard copy **Comprehensive Problem** to the final exam.

**ASSESSMENT OF STUDENT ACHIEVEMENT:**

- **CengageNow** assignments by chapter including chapter assessment tests. (Critical portion of grade in terms of optimal learning progress)----- **40%**
- **Catalyst Discussion Forum postings by topic**----- **10%**
- Comprehensive **Final Exam** on campus----- **40%**

- Comprehensive Problem\* (bring your completed copy to final)-----**10%**  
**Total: 100%**

\***Comprehensive problem** will be available to download via CengageNow. You will bring the completed problem (**manually completed**) to the final exam.

Grade range: A grade = 90%-100%, B grade = 80%-89%, C grade = 70%-79%  
D grade = 60%-69%, F grade =below 60% (+ and – will be refined with a range).

**Free Accounting Tutoring Available via Student Success Center on campus:**

Please find below links to our college free tutoring services available at No Cost to you as long as you are currently an enrolled student at De Anza.

<http://deanza.edu/studentsuccess>

<http://deanza.edu/studentsuccess/onlinetutoring>

**Statement on Academic Integrity:**

Academic integrity is expected from each student. Cheating and plagiarism in ANY form will absolutely NOT be tolerated. 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. Both Business Division Dean and the Campus Judicial Affairs Officer will also be notified. 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. 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.**

**About the Instructor, Christopher Kwak, CPA, CFE\*, CFF\*:**

Professor Kwak is a licensed CPA in the state of California with over 20 years of industry experience in major firms such as Hewlett Packard (HP), PriceWaterhouseCoopers, and Chevron USA, specializing in cost management, financial reporting, mergers & acquisitions, and forensic accounting. Professor Kwak has held many positions at HP including senior corporate Internal Auditor, senior financial analyst, business control manager, and division Controller. He also worked as a senior associate and an audit manager at PriceWaterhouseCoopers, one of the Big Four international accounting/consulting firms, specializing in Mergers & Acquisitions, Financial Reporting, Business Litigation and Investigation services, and Start-up and Emerging business advisory services.

**Current academic postings & professional affiliations:**

- Full-time faculty member at **De Anza College Business-CS Division.**
- Adjunct Professor of Accountancy at **Santa Clara University Leavy School of Business** –Graduate School MBA program
- Adjunct Professor of Accountancy at **S.F. Golden Gate University.**
- Adjunct Professor of Accountancy at **Saint Mary’s College of California.**
- A CPA member, American Institute of Certified Public Accountants (AICPA).

- A CFF member, AICPA, Certified in Financial Forensic (CFF).
- A CFE member, Association of Certified Fraud Examiner (ACFE).

\*CFE, Certified Fraud Examiners, a license issued by ACFE (International Association of Certified Fraud Examiners, World Headquarters in Austin Texas)

\*CFF, Certified Financial Forensics, a license issued by AICPA (American Institute of Certified Public Accountants, national headquarters in New York City)

**As a teaching professor, professor Kwak would like to encourage you be a passionate and life-long learner in your “Active Learning” (John Dewey, the father of experiential and active learning) life journey.**

I hope you will greatly benefit from this course. If I can be of assistance during the term, please contact me. Have an enjoyable and successful term.

### **Cengage Learning (CengageNow) Technical Support Contact:**

- **Phone: 800-354-9706 press option 2**
- **Live Chat or email support: <http://cengage.com/support>**

**\*\*NOTE: This Course Contract (Syllabus) represents a contractual agreement.**

**Enrolled Students are responsible for reading this entire Syllabus and abiding by**

**all provisions identified in this official document. Student registration in this**

**course signifies acceptance of all requirements, terms, and conditions.**