Instructor: Mia Breen
Phone: (408) 864-5736
e-mail: bree@mia@deanza.edu
Office: F51-b

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 3rd 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%
Integrated Accounting Projects 100 20%
Hilton Excel Project 50 10%
Hilton Integrated Accounting Project 20 4%
Comprehensive Problems (2) 30 6%
Final Group Project 100 20%
Total Points 500 100%

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