



Syllabus- Financial Accounting 1A.07Z-CRN 25923 -FALL 2022

Professor:	Richard S. Claire	Days/Time	Tuesday & Thursday 9:30 am-10:20 am
Office Location:	Online only.	E-mail:	clairerichard@fhda.edu
Office Hours/Day:	Tuesday via Zoom 11:30am am to 12:30 pm.	Phone:	Not available.
Class Duration:	9/26/22-12/13/22	Bldg/Rm	Online synchronous via Zoom

PREREQUISITE & RECOMMENDATIONS:

Advisory: EWRT 211 and READ 211 (or LART 211), or ESL 272 and 273; MATH 212 or equivalent.

COURSE DESCRIPTION:

The primary objective of this course is to help students learn how accounting meets the information needs of various users by developing and communicating information that is used in decision-making. Accordingly, the expected student outcome is the demonstration that the student can read, analyze, and interpret external financial statements.

STUDENT LEARNING OUTCOME(S) (SLO'S)

1. Demonstrate 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.

TEXTBOOK AND OTHER MATERIALS:

1. **ACCOUNTING 27th Ed.**, Carl S. Warren; James M. Reeve; Jonathan Duchac; South-Western/Cengage Learning Publishers **NOTE: BEFORE BUYING A TEXTBOOK READ MY WELCOME LETTER CONCERNING TEXTBOOK OPTIONS OTHER THAN THOSE LISTED BELOW.**

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 CengageNOW2. Optional homework will be completed online using CengageNOW2. 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 CengageNOW2. 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.

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.

CengageNOW2 registration hints: *When you register, please use your official name...the name you used when you enrolled at De Anza.* **Click here for a link to instruction on how to sign up and access CengageNow2:** https://www.cengage.com/coursepages/De_Acct1

2. Internet access is required to complete assignments.

3. Calculator: Math or Econ/Business

ATTENDANCE REQUIREMENTS:

This quarter there'll be no face-to-face meetings but you are required to participate in Zoom synchronous class meetings on Tuesdays and Thursdays from 9:30 AM to 10:20 AM. Attendance will be taken but will not be used in calculating your final grade. If you do not participate you will be missing an opportunity to expand your knowledge of the subject and your performance on exams may suffer.

HOMEWORK ASSIGNMENTS:

See the homework assignments are attached. Homework is not to be turned in unless otherwise required by me in the attached Assignments. Required homework assignments must be submitted to me. Homework available in CNOW2 is optional. It is your responsibility to do the assigned homework and correct it using the answers provided in Canvas and CNOW2. **Note: the number one reason that student fails to pass this course is that they do not complete the homework assignments**

GRADING POLICY:

This course can be taken for a letter grade only. There will be a midterm test and one final. In calculating your final grade, I will use the average of your Midterm and Final if it results in a grade that is higher than your Final test score. If it does not, I will drop the Midterm test and use only your Final test score. The Final test is comprehensive and will cover most of the homework assignments and readings in Canvas and the textbook. The Midterm test is worth 100 points and the final is worth 200 points. The weight of the homework, test and the final is as follows:

Required Assigned Homework—0%

Midterm test – 33%.

Final - 67%.

Your letter grade will be as follows:

96% to 100%= A+ 92% to 95%=A 89%to91%=A- 85% to 88%=B+

=>80%=B =>78%=B- =>75%=C+

=>70%=C =>60%=D less than 60%=F

ACADEMIC INTEGRITY: Students are expected to abide by the academic standards of De Anza College. Click here for policy: https://www.deanza.edu/policies/academic_integrity.html

CLASS FORMAT:

The course is synchronous/online meeting twice a week. Zoom will be used to conduct the course. Homework assignments are in Canvas and need to be completed each week.

INSTRUCTOR AVAILABILITY (OFFICE HOURS):

See office hours above. You may also contact me using Canvas’s “Inbox” (Conversations) which is the preferred method of contacting me. You can also email me at clairerichard@fhda.edu at any time. I will try to get back to you within 24 hours except for weekends and holidays.

WITHDRAWAL POLICY: If you wish to withdraw, please do so and drop the course by the dates stated in the schedule. **Note: It is your responsibility to withdraw from the class. I will not drop you without notice.** The last day you can withdraw is 11/27/2022 however check the schedule the date may change.

ACCOMMODATION FOR SPECIAL NEEDS:

Those students needing accommodation should contact DSPS at <https://www.deanza.edu/dsps/dss/>

STUDENT TUTORING:

There is student tutoring for accounting available. Click here for information: <https://www.deanza.edu/studentssuccess/>

OTHER STUDENT RESOURCES:

Student Grievances: <https://www.deanza.edu/policies/grievances.html>

CARES emergency funds: <https://www.deanza.edu/resources/emergency-funds.html>

Financial Accounting 1A Homework Assignments.

Note: Reading assignments are for the Next Week's topics.

Homework assignments in *Red Italics* must be turned in.

Week	<u>Wk</u>	<u>Topic and homework assignments</u>
<u>Beginning</u> 9/26	1	<u>Introduction to Financial Accounting</u> Read Module 1, & 2 in Canvas Read Chapter 1 & 2 in the textbook Do CNOW 2 online homework problem MP01-01: Mastery Problem: Introduction to Accounting and Business (not required).
10/3	2	<u>The Importance of Financial Statement and Generally Accepted Accounting Principles (GAAP).</u> Review Module 2 Review Chapter 2 Read Module 3
10/10	3	<u>Analyzing and Recording Business Transactions.</u> Read Module 4 in Canvas. Read Chapter 3 in the textbook. Do CNOW 2 online homework problem Mastery Problem MP02-1: Analyzing Transactions (not required). DO SELF CORRECTING CANVAS PRACTICE HOMEWORK- JOURNAL ENTRIES 1-4. <i>DO REQUIRED JOURNAL ENTRY HOMEWORK PROBLEM. 1-THE HOMEWORK IS DUE 10/19/2022 AT 11:59 pm.</i>
10/17	4	<u>Adjusting Entries.</u> Read Module 5 in Canvas. Read Chapter 4 in the textbook. Do CNOW 2 online homework problem MP03-1: Mastery Problem: The Adjusting Process (not required). DO SELF CORRECTING CANVAS PRACTICE HOMEWORK- ADJUSTING ENTRY PROBLEMS 1-3 <i>DO REQUIRED ADJUSTING ENTRY PROBLEM 2. THIS HOMEWORK IS DUE 10/26/2022 AT 11:59 pm.</i>
10/24	5	<u>Closing Entries and Preparation of Financial Statements.</u> Review Module 5 in Canvas. Read Module 6 in Canvas. Read Chapter 5 in the textbook.

Do CNOW 2 online homework problems MP04-1: Mastery Problem: Completing the Accounting Cycle (not required).

DO SELF CORRECTING CANVAS PRACTICE HOMEWORK- CLOSING ENTRY PROBLEMS 1-2

DO REQUIRED TRIAL BALANCE AND CLOSING ENTRY PROBLEM 3.

THIS HOMEWORK IS DUE 11/2/2022 AT 11:59 pm.

Pre-Midterm test Chps. 1-4 in the textbook and Core Concept Modules 1-5

It does not have to be turned in. It will be reviewed on 11/3/2022

during our Zoom class meeting

10/31

6

REVIEW FOR MID TERM TEST

Review Pre-midterm test.

Review chapter 5 in the textbook.

Review Module 6 in Canvas.

Read Modules 7 in Canvas.

Read Chapter 7 in the textbook.

11/7

7

Accounting Systems and accounting for the Merchandising Sector.

Midterm test Chps 1-4 in textbook and Core Concept Modules 1-5.

The test will be on 11/10/2022 at 9:30 am.

Sales returns and allowances group in class assignment.

Do CNOW 2 online homework problem MP05-1 Accounting systems (not required).

DO SELF CORRECTING CANVAS PRACTICE HOMEWORK- SALES DISC/RETURNS PROBLEMS 1-2 and problem 3 Periodic Inventory System.

DO REQUIRED COMPERHENSIVE MERCHANDISING PROBLEM 4.

THIS HOMEWORK IS DUE 11/16/22 AT 11:59 pm.

11/14

8

Inventory Valuation and the Perpetual Inventory System.

Review Module 7.

Review chapter 7.

Read Chapter 8 in the textbook.

Read Module 8.

Perpetual Inventory group in class assignment.

Do CNOW 2 online homework problems MP6-1 & MP7-1.

DO SELF CORRECTING PRACTICE CANVAS HOMEWORK- PERPETUAL INVENTORY PROBLEMS 1&2

DO REQUIRED PERPETUAL INVENTORY ENTRY PROBLEM 5. THIS HOMEWORK IS DUE 11/23/2022 AT 11:59 pm.

- 11/21 9 **Accounting for Accounts Receivable, Notes Receivable & Bad Debts.**
Review Module 9
Review chapter 9
Read Module 8
Read Chapter 8
Do CNOW 2 online homework problem MP9-1.
DO SELF CORRECTING CANVAS PRACTICE HOMEWORK- BAD DEBTS PROBLEMS 1-4.
DO REQUIRED BAD DEBTS PROBLEM 6. THIS HOMEWORK IS DUE 12/7/2022 at 11:59pm.
Pre-Final test, Module 1-9 and Chapters 1-9. Will be review 12/6/22-12/8/2022
- 11/28 10 **Systems of Internal Control and Cash**
Review Module 8
Review Chapter 8
Do CNOW 2 online homework problem MP8-1.
- 12/5 11 **Review for final**
- 12/12 12 **Comprehensive Final Test:** The test will be given on Tuesday 12/13/2022 at 9:15 am.

NOTE: THIS IS A TENTATIVE SCHEDULE AND MAY BE CHANGED AT ANY TIME AS NEED. YOU WILL BE GIVEN 1 WEEKS NOTICE OF CHANGES TO SCHEDULE.

RESUME
RICHARD S. CLAIRE

EDUCATION:

M.B.A. Degree-Finance-University of Santa Clara
B.A. Degree-Accounting-San Francisco State University
A.S. Degree-Machine Design-College of San Mateo

EMPLOYMENT HISTORY:

Education experience:

2005-Present: Cañada College- Adjunct Professor of Accounting & Computer Systems
1983-2005: Cañada College- Professor of Accounting, & Computer Systems
1978-1983 Cañada College-Dean of the Business Division
1973-1978 Cañada College-Associate Professor of Accounting & Computer Systems

2010-Present: Skyline College- Adjunct Professor of Accounting

2019-Present: De Anza College-Adjunct instructor of Accounting

1998-2002 Menlo College- Adjunct instructor of Finance and Accounting

1983-2001 Golden Gate University- Adjunct Professor of Finance and Accounting- Graduate level

Private Sector experience:

1983-Present: R.S. Claire & Associates-Principal-Accounting Systems Consulting
2008-2014 The Riekes Center for Human Enhancement-CFO/Controller
2000-2003 Sierra Performance Systems-Corporate Controller
1974-1977 Marconaflo Inc.-Corporate Controller and Treasurer
1973-1974 Ferex Inc.-CFO/Corporate Controller.
1972-1973 National Semiconductor-Division Controller.
1970-1972 Raychem Corp.-Cost Accounting Manager.
1961-1970 Raychem Corp-Manager Machine Shop, Eng'g Admin and Drafting.

COMMUNITY ACTIVITIES:

2007-Present: Port Commissioner-Port of Redwood City
2008-2014 Treasurer-Redwood City Library Foundation
2003-2006 Planning Commissioner-City of Redwood City
1982-2003 Mayor, Vice Mayor, City Councilman-City of Redwood City
1978-1982 Planning Commission Chair-City of Redwood City.
1979-2001 L.L./S.L. Coach, Board Member
1986-1996 Baseball & Football Coach-Sequoia H.S.