ACC200 - Accounting on Microcomputer I  
Pima Community College – East Campus  
Summer 2006 - 200630

Course: ACC200  
Instructor: Tess LaPorte  
Mailbox: Bldg: E5  
Format: SP (Self paced)

CRN: 32241  
E-mail: Tess.laporte@pima.edu  
Voice mail: 206-7681  
Address: 8181 E Irvington Rd  
Tucson, AZ 85709-4000

Office Hours: By appointment.

Course Description: Credit: 4.00  
Prerequisites: ACC100 / 101

Fundamental accounting applications using commercial programs. Includes the use of modular accounting programs and electronic spreadsheets, emphasizing hands-on experience.

Attendance: This course is a self-paced course. Grade is not based on attendance, but assignments must be turned in before course deadline for full credit.

Grade Determination:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments 11 x 50pts</td>
<td>550</td>
</tr>
<tr>
<td>Excel exam</td>
<td>100</td>
</tr>
<tr>
<td>Access exam</td>
<td>100</td>
</tr>
<tr>
<td>Total Points</td>
<td>750</td>
</tr>
</tbody>
</table>

Grading Policy:  
90-100% = A  
80-90% = B  
70-80% = C  
60-70% = D  
Below 60% = F

Withdraw Deadline: June 5th online at www.pima.edu

Incomplete Grades: Must be discussed with instructor and requested in writing.

Textbooks and Materials:

Excel & Access for Accounting  
Glenn Owen  
ISBN 0-324-06857-3

3.5 formatted diskettes or CD-R labeled with Name and CRN for backup

If using the computers on campus, you will need a user name and password from the campus computer commons.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assignment to turn in</th>
<th>Suggested Due Date</th>
<th>Special notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td>Acknowledgement Form</td>
<td>6/5</td>
<td>Assignments can be turned in on paper, CD-R, floppy disk or emailed to me at <a href="mailto:tess.laporte@pima.edu">tess.laporte@pima.edu</a>.</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>Ch. 1 Case Problem, Pg 33</td>
<td>6/5</td>
<td>All assignments must be labeled with full name, course, and chapter #.</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Ch. 2 Case Problem, Pg 46</td>
<td>6/12</td>
<td>ONLY e-mails with your full name, course and chapter # in the subject line will be accepted. Attach only 1 chapter per e-mail. A reply will be sent upon receipt of assignment.</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Ch. 3 Case Problem, Pg 65</td>
<td>6/12</td>
<td>Assignments and Exams will be accepted up to August 7th; however any assignments (Excluding exams) turned in before Suggested Due Date will be given an opportunity for corrections to receive maximum points.</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Ch. 4 Case Problem, Pg 80</td>
<td>6/19</td>
<td>Excel and Access exams will be e-mailed to you when requested. They may also be taken in the Testing Center upon request.</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Ch. 5 Case Problem, Pg 97</td>
<td>6/19</td>
<td>Due to resent security issues Access assignments must be converted to a PDF file. For information attend orientation or email me.</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Ch. 6 Case Problem, Pg 114</td>
<td>6/26</td>
<td>If you need further assistance you may email me, or schedule an appointment.</td>
</tr>
<tr>
<td>Excel Exam</td>
<td></td>
<td>7/3</td>
<td>Grades will be posted online at <a href="http://www.pima.edu">www.pima.edu</a> by August 14th</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Ch. 7 Case Problem, Pg 139</td>
<td>7/10</td>
<td></td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Ch. 8 Case Problem, Pg 163</td>
<td>7/10</td>
<td></td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Ch. 9 Case Problem, Pg 188</td>
<td>7/17</td>
<td></td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Ch. 10 Case Problem, Pg 213</td>
<td>7/17</td>
<td></td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Ch. 11 Case Problem, Pg 235</td>
<td>7/24</td>
<td></td>
</tr>
<tr>
<td>Access Exam</td>
<td></td>
<td>7/31</td>
<td></td>
</tr>
<tr>
<td>Course Deadline and Last Chance to turn in correction for full credit</td>
<td></td>
<td>7/31</td>
<td></td>
</tr>
</tbody>
</table>
By enrolling at Pima Community College, a student assumes the obligation to be a responsible member of the College community. All students are responsible to:

1. Contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.

2. Adhere to course requirements as specified by instructor(s) in the course syllabus, and follow all written and/or verbal instructions given by instructors or designated College representatives.

3. Obey all duly established College, local, state, and federal policies, regulations, and laws.

4. Refrain from actions that deny other members of the College community their rights as described herein.

5. Refrain from acts of violence, intimidation, or degradation toward any person.

6. Cooperate with College administrators, faculty, and staff in the performance of their authorized duties.

7. Give and maintain accurate and complete information for all official records required by the College.

8. Meet all financial obligations to the College.

9. Carry personal picture identification at all times while on College property or at College functions.

10. Attend all judicial proceedings when issued notice to do so.

11. Maintain the highest ethical standards in academic achievement.

Students enrolled in the College assume the obligation of conducting themselves in accordance with the highest scholarly ethics. Actions constituting violations of academic integrity will be considered a violation of the Student Code of Conduct and include, but are not limited to the following:

1. **Cheating**
   Intentional deceit during the pursuit of academic coursework, tests, class assignments, activities in any testing area, learning center, clinical setting, tutoring session, or in the gathering of research materials is considered cheating. “Cheating” includes, but is not limited to, the following:
   a) Copying from another student’s test paper or knowingly allowing your test to be copied.
   b) Using materials during a test that were not clearly authorized by the person giving the test.
   c) Collaborating with another student during a test without permission.
   d) Knowingly using, buying, selling, offering, transporting, or soliciting any of the contents of a test.
   e) Taking a test for another student or permitting another student to take a test for you.
   f) Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course.
   g) Intentional misconstruing of facts or incidents relating to an evaluated exercise or assignment that would change the grade given.

2. **Plagiarism**
   The representing of the work of other persons as one’s own, including the use of term papers written by others and information downloaded from the Internet, is plagiarism. The use of another person’s words, ideas, or information without proper acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

3. **Collusion**
   Obtaining from or giving to another student unauthorized assistance on material in any course work is collusion.

4. **Compromising Instructional and Test Materials**
   Unauthorized acquisition of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructors’ offices, tutoring labs, testing areas, assessment areas, secretarial offices, college offices, and/or other areas is compromising test materials.

5. **Misrepresentation/Fraud**
   Using false records, false identification papers, unauthorized I.D. cards, or computer access to official college documents or to services such as testing areas, placement assessments, tutoring services, and/or tests or test banks of any type constitutes misrepresentation/fraud.
ACKNOWLEDGEMENT FORM

Name: ___________________________________   Phone Number: ____________________

E-mail address: ________________________________________________________________________

I have received, read, and understand the course syllabus and Pima Policies.

I voluntarily give permission to this course instructor, to e-mail any grades and materials associated with my student record for this course to the above e-mail address.  Yes ____ No____

Signature: ____________________________ Date: __________________________

ADA:  Pima County Community College District strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities requiring special accommodations must notify the instructor of this need or directly contact the Disabled Student Resources Office on your campus at the beginning of the semester.

Withdrawals: Students may withdraw from class at any time during the first 2/3 of the semester (5 1/3 weeks) without instructor permission and without incurring any grade penalty. Students not active after this date may receive an "F" grade at the end of the semester. Please be sure to withdraw yourself if you do not expect to complete the class.

Incomplete (I) grade: A record of Incomplete as a grade can be given only by the student's request and at the instructor's option. The instructor who gives the grade of "I" will give the student a form listing the work needed and a deadline for completion. When the work is finished, the instructor is responsible for grading the work and sending a Change of Grade form to the Admissions Office. If the student does not finish the work required and a final grade form is not sent within one year, the “Incomplete” will automatically be changed to an “F.”

Final grades: For privacy and security reasons, instructors are advised NOT to give grades over the telephone or via email unless the student signs the acknowledgment page of this syllabus. Students who wish to check grades may call MAX 2000 at 206-4880 or may access grades online using Banner Online at www.pima.edu.

Audit grades (AU): Auditing a PCC class means that you enroll, attend and do work for the class but do not expect to receive credit or a grade. To audit the class, you need the instructor’s permission and signature on an audit request form from any campus admissions office. This form and appropriate payment must be returned to the admissions office for admission. An audit registration cannot be completed until the first day of class. You must complete your audit registration by the end of the course add period for the class you wish to audit. The instructor is not required to grade assignments submitted by students who are auditing the class.