DE ANZA COMMUNITY COLLEGE '16 ACCOUNTING 1A.08 M. BREEN

WINTER '16

CRN 00010

Instructor: Mia BreenClass Hours: TR11:30 - 1:45Phone: (408) 864-5736Office Hours: MW4:15 - 5:15Office: F 51bOffice Hours: TR1:45 - 2.45E-mail: breenmia@deanza.eduOffice Hours: TR1:45 - 2.45

Recommended: Satisfaction of math requirement for graduation.

Required Course Materials:

<u>ACCOUNTING Ch 1-9</u> – 26th edition - Warren, Reeve, Duchac; Cengage Publ. <u>HANDOUT PACKET</u> – Available only in the De Anza Bookstore (Piggy on Front) 5 - 100 question and 9 - 20 question Scantron sheets The 3rd week: **THE GROUP PROJECT** – Available only in De Anza Bookstore

Course Key- E-Y84E2QNGBNSAS

Course description:

The course relates to the theory, practice, and procedures relating to the preparation and use of accounting records and reports with an emphasis on service and mercantile-oriented enterprises. This course concentrates on the Principles of Accounting, the usage of debits and credits, the analysis of business transactions, the completed counting cycle, the preparation of the basic financial statements, princples of inventory, the preparation of bank reconciliations, and the calculation and interpretation of basic financial analysis. (Chapters 1-9)

Student Learning Outcomes:

- 1) Demonstrate a 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.

Basis of Grade:			Points	% of Grade
Midterms - 3 @ 100 points each			300	60%
Other (see below)			100	20%
Final			<u>100</u>	<u>20%</u>
TOTAL POINTS			500	100%
Grading -Scale A Grade B Grade C Grade D Grade F Grade	Points 450-500 400-449 350-399 300-349 Below 299	% of Tota 90-100 80-89 70-79 60-69 Below 59	$\begin{array}{l} A+ \ = \ 100\% \\ B+ \ = \ 87\text{-}89\% \\ C+ \ = \ 77\text{-}79\% \\ D+ \ = \ 67\text{-}69\% \end{array}$	B-=80-83%

There will be four midterms. I will automatically drop the lowest midterm (not the final). If you received an 'F' on a midterm due to a cheating problem, you may NOT drop that 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. I 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. A PHOTO ID IS REQUIRED FOR ALL EXAMS

Final Exam:

This is a comprehensive exam covering all nine chapters we have studied this quarter. It is not an optional exam **and must be taken at the scheduled time.**

Quizzes - 40 points

Chapter quizzes will not be announced. These in-class quizzes will be closed book and closed notes. There will be no makeup for missed quizzes. The quizzes will range in value from 7 to 10 points. There will be approximately 90 points available throughout the quarter. The maximum number of points you can get in this area is 40.

Homework - 40 points

Homework will be on-line and manually done. Both online and manual homework will be worth a maximum of 5 points per chapter. There will be one online HW per chapter and will be graded by CengageNow. Manual homework will be accepted only on the assigned day during the first 15 minutes of class AND must be a **photo or scanned copy** of your original manual homework. There may be more than one manual homework assignment per chapter for a maximum of 5 points per chapter. Again, there will be approximately 90 points available throughout the quarter. The maximum number of points you can get in this area is 40.

<u>Project – 20 points</u>

There will be one group project assignment due. You will be graded on your cooperation within the group and on the successful completion of the project by your group. Important items:

Quizzes – Extra Credit

The on-line quizzes due the same day the chapter is assigned to be read are extra credit. There will be 9 quizzes and each will graded by the homework online system. The quizzes are worth 5 points each for a maximum of 40 points possible.

Attendance:

Your class attendance is an integral part of the learning cycle. It is your choice as an adult to attend class. However, if you miss three consecutive classes, I can drop you. It is your responsibility to handle your scholastic life yourself. If you decide to drop this class, **YOU** should do so in a timely manner.

Personal integrity:

I expect all students to do their own work unless otherwise asked to by the instructor. If there are any problems, the student/students will be sent directly to the Dean of Student Services. If the problem concerns more than one student, all students involved will be disciplined. Your instructor has the right to assign a grade of "F" for any infractions. If you have any questions, please consult the college schedule under "Academic Integrity". Please, let us have no problems in this area.

ACCOUNTING 1A

Tuesday Thursday INTRODUCTION Ch 1 Greensheet PowerPoint Calendar - Handout (Ch 1) CengageNow WEEK 1 ~ ∞ Ch 1 ß PowerPoint Jan Read Ch 1 tonight HW - For Weekend HW - For Monday night _ Assignment Zero Ch 1-Online HW and - EC Quiz Ch 1 (timed) Ex.6,7,8,9,11,12,16,17,& 26 (both on CengageNow) - Ch 1 Pr. 4A Ch 1 Ch 2 НW PowerPoint - Handout (Ch 2) **WEEK 2** 4 Š Ch 2 Jan 12, PowerPoint - Handout HW -Read Ch 2 EC HW - For the weekend Quiz Ch 2 Ch 2 Ex. 2,4,7,8,9, - Ch 2 online HW 11,13,14,15,24 (both on CengageNow) - Ch 2 Pr. 2A Ch 2 EXAMI (Ch 1-2) - HW Bring Scantron WEEK 3 & 21 **GROUP PROJECT** Jan 19 a (Please purchase before class) HW - For the weekend Review for Exam Read Ch 3 EC Quiz Ch 3 (timed) Ch 3 online HW Ch 3 Ch 3 PowerPoint - HW Handout (Ch 3) WEEK 4 Jan 26 & 28 Ch 4 **GROUP PROJECT** - PowerPoint Handout (Ch 4) HW -HW - For the weekend Ch 3 Ex.1,3,6,8,10, Read Ch 4 13,18,19,23,28 EC Quiz Ch 4 (timed) - Ch 3 Pr. 3A Ch 4 online HW Ch 4 Ch 4 PowerPoint - HW WEEK 5 - Handout (Ch 4) **GROUP PROJECT** 4 ∞ **GROUP PROJECT GROUP PROJECT** 2 DUE Feb HW -Ch 4 HW -Ex.1,4,8,14,17,18,22, Study for Exam II 24,25,26,27,28 Ch 5 EXAM II (Ch 3 - 4) PowerPoint Bring Scantron WEEK 6 7 ∞ ი Feb HW - Read Ch 5 HW -- EC Quiz Ch 5 (timed) Ch 5 Ex. 1,2,3,4,7,8,25 - Ch 5 online HW

		Tuesday	Thursday
< 7	<u> ل</u> ا	Ch 5 - HW	Ch 6 - PowerPoint - Handout (Ch 6)
WEEK 7 Feb 16 & 18	Ch 6 - PowerPoint - Handout (Ch 6) HW - Read Ch 6	HW - Ch 6 Ex. 1,4,5,7,8, 11	
		- EC Quiz Ch 6 (timed) - Ch 6 online HW Ch 6	- Ch 6 EX. 1,4,5,7,6, 11 - Pr 3A (Perpetual)
WEEK 8 Feb 23 & 25	, 25	- HW - Handout (Ch 6)	- HW
	eb 23 8	HW	Ch 7 - PowerPoint - Handout (Ch 7) HW - Read Ch 7
	ш	- Ch 6 Ex. 18,20,21,28,31,34,35 - Pr 3A (Periodic) Ch 7 -	- EC Quiz Ch 7 (timed) - Ch 7 online HW Ch 7
6	с Х	PowerPoint	- HW
WEEK 9 March 1 & 3		EXAM III (Ch 5-7) Bring Scantron	
Μ	Ä	Ch 7 Ex. 2,3,4,8,12,13,14,15,20 CP 6	HW - Read Ch 8 - EC Quiz Ch 8 (timed) - Ch 8 online HW
EEK 10 Irch 8 & 10	10	Ch 8 PowerPoint - Handout (Ch 8)	-Ch 8 - HW
	rch 8 &		Ch 9 - PowerPoint - Handout (Ch 9)
M	Ma	HW - Ch 8 Ex.2,4,10,12,14,16,17,28 Pr. 4A	HW - Read Ch 9 - EC Quiz Ch 9 (timed) - Ch 9 online HW
WEEK 11 March 15 & 17	& 17	Ch 9 - PowerPoint - Handout (Ch 5)	Ch 9 - HW
	HW - Ch 9	EXAM IV (Ch 8-9) Bring Scantron	
	Mar	Ex.2,3,4,6,11,12 - Ch 8 Pr 4A - Ch 9 PE 3B & 4B	
12	& 24	FINAL TUESDAY	
NEEK 12	March 22 &	11:30 - 1:30 Regular Room Bring Scantron CONGRATULATIONS	
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