

# DE ANZA COMMUNITY COLLEGE

SUMMER '15

ACCOUNTING 1A

M. BREEN

Instructor: Mia Breen

Class Hours: M-Th 10:00-12:15

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Recommended: Satisfaction of math requirement for graduation.

## Required Course Materials:

**ACCOUNTING Ch 1-9** – 25th edition

Warren, Reeve, Duchac; Cengage Publ.

Handout Packet (Piggy on front)

3 -100 Question Scantrons and 9 -20 Question Scantrons

## **Course Code E-YE2MTAD6J5P**

### Course description:

You will study the theory, practice, and procedures relating to the preparation and use of accounting records and reports. The emphasis will be 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, principles of inventory, the preparation of bank reconciliations, and the calculation and interpretation of basic financial analysis.

(Chapters 1 – 9)

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	Points	% of Total
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

A+ = 100%    A- = 90-93%  
B+ = 87-89%    B- = 80-83%  
C+ = 77-79%  
D+ = 67-69%    D- = 60-63%

### Midterms:

There will be three midterms. If you have work conflicts, athletics, etc., you must make alternative arrangements at least two days 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 PICTURE 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.***

Other:

**Quizzes - 40 points**

Quizzes will not be announced. 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 more than 40 points available throughout the quarter. Quizzes will be in-class only.

**Homework - 40 points**

Homework will be both on-line and manually done. The online HW will be graded by the CengageNow. Manual homework will be accepted only on the assigned day during the first 15 minutes of class. ***You must turn in a photocopy of your original homework.*** Each online and each chapter's homework assignment will be worth 5 points or 10 maximum points of homework per chapter. There will be no credit for partially completed work. Again, there will be more than 40 points available to make your total of 40 points.

**Project – 20 points**

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.

Important items:

**Quizzes – Extra Credit**

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

**Attendance:**

Your class attendance is an integral part of the learning cycle. It is your choice as an adult to attend class. I will only drop students who have not attended class during the first day. It is your responsibility to handle your scholastic life yourself. If you decide to drop this class, please do so in a timely manner. I cannot drop anyone after the second week for any reason.

**Personal integrity:**

I expect all students to do their own work unless otherwise asked by the instructor. If there is a problem, the student/students will be sent directly to the Dean of Student Services and all points received so far in that area will be forfeited. If the problem concerns more than one student, all students involved will be disciplined. If you have any questions, please consult the college schedule under “Academic Integrity”. Please, let us have no problems in this area.

**Classmates names, phone #, email:**

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# ACCOUNTING 1A

	Monday	Tuesday	Wednesday	Thursday
<b>WEEK 1</b> June 29-July 2	INTRODUCTION - GREENSHEET - CALENDAR - CengageNow (CNOW)  Ch 1 - First Day Handout - Read Ch 1 tonight	Ch 1 - PowerPoint - Chapter 1 Handout - Group Work	Ch 1 - HW Ch 2 - PowerPoint - Chapter 2 Handout	Ch 1 - HW Ch 2 - PowerPoint - Group work
	HW - For Monday night - Assignment Zero - EC Quiz Ch 1 (timed) - Ch 1 online HW	HW - For Tuesday night - Ch 1 Ex. 7,9,12,13,15,17, 18,26,27 - Ch 1 Pr. 4A	HW - For Wed. night - EC Quiz Ch 2 (timed) - Ch 2 online HW (both on CNOW)	HW - For the weekend - Ch 2 Ex. 2,6,7,11-15 - Ch 2 Pr. 3A
<b>WEEK 2</b> July 6 - 9	Ch 2 - HW - Group Work  Ch 3 - PowerPoint	Ch 3 - PowerPoint - Chapter 3 Handout	Ch 3 - HW - Group Work  Ch 4 - PowerPoint	Ch 4 - PowerPoint - Chapter 4 Handout
	HW - For Monday night - EC Quiz Ch 3 (timed) - Ch 3 online HW	HW - For Tuesday night - Ch 3 Ex. 1,3,6,8,10,13,18,19 - Ch 3 Pr. 3A	HW - For Wed. night EC Quiz Ch 4 (timed) - Ch 4 online HW	HW - For the weekend - Ch 4 Ex. 2,5,8,12,14, 17,18,22 - Ch 4 Pr. - 1A
<b>WEEK 3</b> July 13 - 16	Ch 4 - HW - Group Work  CLASS PROJECT	Ch 4 CLASS PROJECT	Ch 4 CLASS PROJECT  Ch 1 - 4 - Review	Ch 4 CLASS PROJECT DUE  <b>EXAM I (Ch 1 - 4)</b> - Bring Scantron
			HW - For Wed. night - Study for Exam I	HW - For the weekend - EC Quiz Ch 5 (timed) - Ch 5 online HW
<b>WEEK 4</b> July 20 - 23	Ch 5 - PowerPoint - Chapter 5 Handout  Review Exam I	Ch 5 - HW - Group Work  Ch 6 - PowerPoint	Ch 6 - PowerPoint - Chapter 6 Handout	Ch 6 - HW - Group Work  Ch 7 - PowerPoint
	HW - For Monday night - Ch 5 Ex. 1,2,3,4,12,20,25	HW - For Tuesday night - EC Quiz Ch 6 (timed) - Ch 6 online HW	HW - For Wed. night - Ch 6 Ex. 2,4,8,10,19,20,25,26,28,31 - Ch 6 Pr. 5A	HW - For the weekend - EC Quiz Ch 7 (timed) - Ch 7 online HW
<b>WEEK 5</b> July 27 - 30	Ch 7 - PowerPoint - Chapter 7 Handout  <b>EXAM II (Ch 5-6)</b> Bring Scantron	Ch 7 - HW - Group Work - Review Exam II  Ch 8 - PowerPoint	Ch 8 - PowerPoint - Chapter 8 Handout	Ch 8 - HW - Group Work  Ch 9 - PowerPoint
	HW - For Monday night - Ch 7 Ex. 2,3,5,7,8,11, 12,14,17	HW - For Tuesday night - EC Quiz Ch 8 (timed) - Ch 8 online HW	HW - For Wed. night - Ch 8 Ex. 2,10,12,14,18,19, 24,27	HW - For the weekend - EC Quiz Ch 9 (timed) - Ch 9 online HW
<b>WEEK 6</b> Aug 3 - 6	Ch 9 - PowerPoint - Chapter 9 Handout	Ch 9 - HW - Group Work  <b>EXAM III (Ch 7-9)</b> Bring Scantron	Ch 1 - 9 - Review Exam III - Review for Final	<b>FINAL</b> Regular Time Regular Room Bring Scantron
	HW - For Monday night - Ch 9 Ex. 2,3,4,6,11,12,19, 20,23,28	HW - For Tuesday night - Review HW	Study for Final	<b>CONGRATULATIONS</b>