

There is an audio Powerpoint file (Keynote in Apple) available about this syllabus on Canvas.

**DE ANZA COMMUNITY COLLEGE**  
**SPRING '24                      ACCOUNTING 1A.68Z                      M. BREEN**  
**ASYNCHRONOUS                      CRN 00022**

Instructor: Mia Breen

Class Hours - TOTALLY ONLINE

Office Hours: Tuesday 2:30pm (on Zoom)

E-mail: breenmia@fhda.edu

Recommended: Satisfaction of math requirement for graduation.

**Required Course Materials:**

**ACCOUNTING Ch 1-8** – 29th edition - Warren, Reeve, Duchac; Cengage Publ.

**(Please, please check out the *Textbook Purchase Options* I emailed to you)**

**HAND OUT PACKET-** Better known in Bookstore as the “Piggy Packet”. You can either purchase these from the bookstore or print them out yourself from Canvas. They are a **very important** part of this course.

**POWERPOINT SOFTWARE** – Either PowerPoint on a PC or Keynote on Apple.

**CengageNow Course Key:** E-Y84E2ZKFCESG3 (Use when registering with CengageNow)

<https://www.cengage.com/dashboard/#/course-confirmation/E-Y84E2ZKFCESG3/initial-course-confirmation> | [Student Registration Instructions](#)

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 accounting cycle, the preparation of the basic financial statements, the accounting for inventory, the preparation of bank reconciliations, and the calculation and interpretation of basic financial data analytics. (Chapters 1 – 8)

**Student Learning Outcomes:**

- 1) Demonstrate knowledge of double entry accounting for business transactions and adjustment and prepare, explain, and analyze financial statements using GAAP.
- 2) Analyze fundamental business concepts, how businesses operate, how accounting facilitates businesses and identify ethical issues in an accounting context.

**Basis of Grade:**

	Points	% of Grade
Midterms - 2 @ 100 points each	200	29%
Other (see next page)	260	37%
Final	<u>240</u>	<u>34%</u>
<b>TOTAL POINTS</b>	<b>700</b>	<b>100%</b>

**Grading Scale**

	Points	% of Total		
A Grade	630-700	90-100	A+ = 100%	A- = 90-93%
B Grade	560-629	80-89	B+ = 87-89%	B- = 80-83%
C Grade	490-559	70-79	C+ = 77-79%	
D Grade	420-489	60-69	D+ = 67-69%	D- = 60-63%
F Grade	Below 420	Below 59		

**Midterms – 200 pts:**

There will be three 100 point online timed midterms on CengageNow and Canvas. I will automatically drop the lowest midterm of the three. If you received an ‘F’ on a midterm due to a cheating or plagiarism problem, I will NOT drop that midterm.

### **Final Exam - 240:**

This is a mandatory comprehensive exam covering all nine chapters we have studied this quarter. It is not an optional exam. Because this is an online class, if you FAIL the Final, you will FAIL the class. This Final must be taken during the last week of the quarter within a defined 2 hour window which I will set up. PLEASE, look at the Class Calendar for the day and time and clear your calendar NOW.

### **OTHER POINTS (260pts):**

#### **Quizzes – 60 points**

Chapter quizzes should be taken after completing all of the work on the chapter. They will be online and timed on CengageNow. These quizzes must be completed during the allotted time frame and are worth 10 points each. There will be no makeup for missed quizzes. There will be 80 points available throughout the quarter (8 chapters \* 10 pts each), however, the maximum number of points you can get in this area is 60. So, you could miss 20 points on the quizzes and still get 100% of these points.

#### **Homework - 120 points**

Chapter homework will be available BOTH online and manual. Both online and manual homework will each be worth a maximum of 10 points per chapter equaling 20 points of homework per Chapter.

**Online** - There will be one online HW per chapter and will be available on and graded by CengageNow. The maximum points for this online HW will be 60 out of the 80 points available.

**Manual** – This homework **must be completed by hand (you write it) on paper, no computerized manual homework will be accepted.** These will be found on and uploaded to Canvas during the allotted time frame. You should either take a photo or scan your manual homework and upload to Canvas. See Canvas for the actual assignments and the file types you can use to upload your work. I ask you to try all the assigned homework. If you give all the assigned homework a “good honest try”, whether it is correct or not, you will earn the 10 points. Again, there will be 80 points available throughout the quarter. The maximum number of points you can get in this area is 60.

#### **Project – 80 points**

There will be one group project assignment due. I will grade the group’s completed project and you will be peer graded by the group based on your cooperation. The peer grade will influence your grade.

### **IMPORTANT ITEMS:**

**Office hour sessions:** These office hours are setup for the students to ask additional questions about the new (or old) concepts. Please actively participate in these weekly sessions. I have set Tuesday at 2:30pm as the Zoom Office Hour. However, this is flexible and if enough students would prefer a different time, this can be changed or an additional hour set up. You will be expected to attend at least 5 of these sessions during the quarter (negative will be points assigned).

#### **Quizzes – Extra Credit**

These online quizzes are due during the same time frame the chapter is assigned to be read and are extra credit. These are NOT the same as the Chapter Quizzes above. These 8 quizzes are available on CengageNow and each will graded by the CengageNow system. The quizzes are timed and worth 5 points each, and therefore 40 point maximum. This could make a big difference in your grade.

#### **Participation:**

Your class participation on a timely basis is an integral part of the Zoom learning cycle. If you have not actively participated during the first two weeks of the quarter, I will drop you and WARNING, I WILL NOT ADD YOU BACK! This means you MUST complete one of the available quizzes, an online homework assignment, submit a manual homework, or take a Chapter quiz. After the first 2 weeks, if you decide to drop this class, YOU should do so in a timely manner on MyPortal.

#### **Personal integrity:**

I expect all students to ***do their own work***, unless asked otherwise by the instructor. If there are any problems, the student/students will be reported to the Dean of Student Services. This means collaboration among students and copying answers off the internet (AI). You learn the material! Your instructor has the right to assign a grade in the class of “F” for any infractions. If you have any questions, please consult the college schedule under “Academic Integrity”. Please, please, there was a huge problem last quarter, let us have no problems in this quarter.