ACCOUNTING 201
INTRODUCTION TO FINANCIAL ACCOUNTING
CRN: 63001 (ONLINE)
Three (3) Credits

INSTRUCTOR: DEACON HANSON,
CPA (not in public practice), MAcc

OFFICE: PALANAKILA 132

ONLINE HOURS: I am accessible via email, telephone, AskMyInstructor (MyAccountingLab), and/or text message.

TELEPHONE: OFFICE (808) 236-9237; CELL (808) 224-2278

EMAIL: dhanson@hawaii.edu

EFFECTIVE DATE: SUMMER I 2018

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT
Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION
Introduction to accounting theory and methods used to record and report financial information according to generally accepted accounting principles.

The student learning outcomes are:
1. Describe and understand the nature, environment and role of accounting as it relates to individuals, business organizations, and the business community.
2. Analyze, record, and report the business activities and transactions of a service and/or merchandising type organization using generally accepted accounting principles (GAAP).
3. Understand and describe what internal controls are, including its basic components and limitations, and apply internal control activities in the control of cash and merchandising transactions.
4. Apply GAAP in accounting for financial assets and liabilities including, but not limited to, short term financial assets, inventories, long-term assets, and current liabilities.

Activities Required at Scheduled Times Other than Class Times
Course work will be facilitated and completed using a combination of the University of Hawaii Laulima course management website and MyAccountingLab. Either medium may be used to administer examinations, and students may be required to coordinate one, or more, of their test taking sessions with a qualified testing center. All assigned homework is hosted at the MyAccountingLab companion site. The course ID for this site is hanson46416 and the site is
titled ACC 201 for Windward Community College Summer 201. You will access this site as follows:

1. The digital access for the course is being delivered through our bookstore's Interactive Digital Access Program (IDAP). The cost of the digital materials will automatically be charged to your student account at a deeply discounted price. You are responsible for paying for charges applied to your student account. The MyAccountingLab access is being delivered through www.myaccountinglab.com.

2. You will need to register with Course ID hanson46416 using Access Code HSCOAE-ACCAD-SYNCH-ISSUE-TRAWL-BIDES. If you wish to opt out of this program and not get access to the required digital materials you have two ways to opt out: 1) Click the "Opt-out" button on the left-hand navigation bar of your Laulima course and submit your request, or 2) choose “opt-out” in this link https://www.uhbooks.hawaii.edu/idap.

If you opt-out before the deadline, the IDAP Rental Charge will be refunded on your MyUH account. However, by opting-out, you will lose access to the required course material. If you have any questions about IDAP or this charge to your student account, you can contact the bookstore. For technical support please go to https://support.pearson.com/getsupport/s/ and use the “Contact Support” link at the bottom of the page.

**STUDENT LEARNING OUTCOMES**

The student Learning Outcomes are listed above in the Catalog Description category of this syllabus.

**COURSE CONTENT**

The course’s content is aimed at exposing the student to the accounting and the business environment by introducing the processes involved in recording business transactions, executing the adjustment process, and completing the accounting cycle. Course content introduces accounting concepts using a service business model and later details accounting processes involved in merchandising operations, including the recordkeeping involved with a business that maintains merchandise inventory. The course’s content also includes: Internal control, as it applies to cash; accounting for receivables, plant assets & intangibles, current liabilities & basic payroll, long-term liabilities, bonds payable, corporations; and the financial statement classification for all said items.

**COURSE TASKS**

1. Since accounting has been defined as the language of business, students will be expected to:
   
   a. Learn and understand basic accounting terminology.
   b. Analyze basic transactions in terms of debits/credits.
   c. Journalize transactions.
   d. Post transactions.
   e. Prepare a trial balance.
   f. Schedule accounts receivables & payables.
   g. Complete a worksheet.
   h. Prepare financial statements.
   i. Journalize & post adjusting/closing entries.
   j. Prepare a post-closing trial balance.
k. Use online tools such as Laulima and MyAccountingLab.

2. Correctly answer at least 60% of all questions on the Quizzes.

3. Score at least 60% on all assigned homework.

4. Participate in team forum discussions, helping to create six (6) questions to ask the instructor.

ASSESSMENT TASKS AND GRADING

1. To pass the course, you must complete “Objectives and Tasks of the Course” 1 through 3.
2. Available Course Points are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Discussion &amp; Participation</td>
<td>20</td>
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<tr>
<td>Total</td>
<td>100</td>
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HOMEWORK
All assigned homework must be submitted via the MyAccountingLab online portal. MyAccountingLab allows you multiple attempts at each homework problem. The student is given the whole semester to complete all of the homework assignments. Because it is very easy to fall behind to a point where catching up is extremely difficult, you are strongly encouraged to pace your homework completion to follow the progression of the topics as listed in the course schedule (see the last page of the syllabus). Your final homework grade will be determined using an export of your homework scores from MyAccountingLab on June 30, 2018 at 5:00pm. Any homework that is submitted after June 30, 2018 at 5:00pm will not be considered when computing your overall course grade.

QUIZZES
In MyAccountingLab, you will find a chapter quiz for each assigned chapter. You are required to take the chapter quiz once you have completed the homework for the chapter. Your final points for quizzes will be determined using an export of your quiz scores from MyAccountingLab on June 30, 2018 at 5:00pm. Any quizzes that are submitted after June 30, 2018 at 5:00pm will not be considered when computing your overall course grade.

DISCUSSION & PARTICIPATION
The summer session is six weeks, starting on May 21, 2018 and ending on June 30, 2018. Students have been assigned to one of two (1) discussion groups – Team A or Team B. Students are required to participate in weekly group discussions in Laulima. These discussions are to be held in Laulima under Forums. There is a forum for Team A and a forum for team B. Each student in a forum must show substantial interaction with his/her fellow teammates by posting and responding in the Laulima forum. The discussion should focus on the material that is
assigned for the week and the objective of the discussion is to come up with one (1) question to ask the instructor each week. Each team must post their question for the instructor by Thursday of each week. Each team will develop six (6) questions for the instructor over the six (6) week summer session.

OVERALL GRADE
Students’ individual letter grades will be given at the end of the course and will be based on their overall accumulation of earned points as detailed in 2. above. Note: Percentages and points shown at the Laulima website, and at the MyAccountingLab website, are unofficial, and may differ significantly from the student’s final course grade. Students who wish to assess their progress during the semester should communicate with the instructor. Letter grades will be assigned to students based on overall percentage scores as follows:

A 90 POINTS OR MORE
B BETWEEN 80 POINTS AND 89 POINTS
C BETWEEN 70 POINTS AND 79 POINTS
D BETWEEN 60 POINTS AND 69 POINTS
F BELOW 60 POINTS
I Incomplete may be given as a temporary grade if a student fails to complete a small part of the course because of circumstances beyond his or her control. The student is expected to complete the course by the designated deadline in the succeeding semester. If this is not done, the I grade will revert to the contingency grade identified by the instructor.

W Withdrawal grade will only be given if official withdrawal is processed according to published procedures. (See current schedule and college catalog)

CR/NC The Credit / No-Credit option is available for this course. Check with Admissions and Records if this is what you decide to do.

LEARNING RESOURCES


2. Access to MyAccountingLab on-line course site. See the Activities Required at Scheduled Times Other than Class Times section above.
Additional Information

1. It has been shown that success in an introductory accounting class is highly correlated with homework completion. The students who complete, and understand, all of the assigned homework, tend to do very well in this class. **It is especially important for the online student to contact the instructor whenever he/she is confused with a particular topic.**

2. All homework that is to be graded must be submitted to the instructor via the MyAccountingLab online portal. The MyAccountingLab setup will allow you the whole semester to complete (and rework) each homework assignment. You are encouraged to keep your homework completion paced with the course schedule.

3. **THERE WILL BE NO MAKE-UP QUIZZES.**

4. If you need a face-to-face meeting with the instructor, please contact him to arrange a time.

**DISABILITIES ACCOMMODATION STATEMENT**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ʻAkoakoa 213 for more information.

**Title IX**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College (WCC) is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.
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<thead>
<tr>
<th>WEEK</th>
<th>START</th>
<th>END</th>
<th>CHAPTER / EXAM</th>
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<tbody>
<tr>
<td>05/21/18</td>
<td>05/26/18</td>
<td></td>
<td>Chapter 1 Accounting and the Business Environment</td>
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<td>Chapter 2 Recording Business Transactions</td>
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<td>05/27/18</td>
<td>06/02/18</td>
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<td>Chapter 3 The Adjusting Process</td>
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<td>Chapter 4 Completing the Accounting Cycle</td>
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<td>06/03/18</td>
<td>06/09/18</td>
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<td>Chapter 5 Merchandise Operations</td>
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<td>Chapter 6 Merchandise Inventory</td>
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<td>06/10/18</td>
<td>06/16/18</td>
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<td>Chapter 7 Internal Control and Cash</td>
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<td>Chapter 8 Receivables</td>
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<td>06/17/18</td>
<td>06/23/18</td>
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<td>Chapter 9 Plant Assets, Natural Recourses, and Intangibles</td>
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<td>Chapter 10 Investments</td>
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<td>06/24/18</td>
<td>06/30/18</td>
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<td>Chapter 11 Current Liabilities and Payroll</td>
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<td>Chapter 12 Long-Term Liabilities</td>
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