



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

**ACC 201, INTRO TO FINANCIAL ACCOUNTING**  
**Three (3) Credits**

**CRN 61394 Online: 8 weeks, asynchronous**  
**(01/11/2021 – 03/05/2021)**

**INSTRUCTOR:** Becky Asano Santos, CPA  
**OFFICE HOURS:** Students may contact me via email, text, Zoom or using AskMyInstructor in MyAccountingLab.  
**TELEPHONE:** 808-652-9251(cell)  
**EMAIL:** santosr7@hawaii.edu  
**EFFECTIVE DATE:** Spring/2021

**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 the Ko'olau region of O'ahu 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 experiences will be facilitated and completed using a combination of the University of Hawaii Laulima course management website and **MyLab Accounting**. All textbook accomplishments are hosted at the **MyLab Accounting**. The team venture experience will be administered via Laulima and various other media resources.

## 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. Score at least 60% on your selected **MyLab Accounting** tasks.
3. Participate, communicate, endure and complete the team venture experience.
4. Engage and interact with teammates and instructor concerning course tasks and experiences.

## ASSESSMENT TASKS AND GRADING

1. To pass the course, you must:
  - a. Accomplish a minimum of 60% of **MyLab Accounting** chapter learning objective mastery points.
  - b. Satisfactorily participate in the team venture experience, parts I & II and submit task deliverables.
2. Available Course Points are as follows:

Assignment	Points / %
<b>MyLab Accounting</b> Mastery Points	100 / 28%
Team Venture Experience	
- Part I: Transactions & Source Documents	100 / 28%
- Part II: Analyze, Journalize, & Produce financial statements	100 / 28%
Engagement & Interaction	50 / 16%
<b>Total Available Points</b>	<b>350 / 100%</b>

### **MYLAB ACCOUNTING MASTERY POINTS (100 Points Overall)**

Textbook learning will be accomplished using **MyLab Accounting**. Your focus should be on mastery points for chapter learning objectives. The course has been designed to reward students for their perseverance and quality work.

Each student is responsible for defining their preferred method of accomplishing the mastery points by choosing among a variety of alternatives available at **MyLab Accounting**. Any task that you choose: homework, quiz, study plan, dynamic study modules, test... will feed the mastery points algorithm.

Multiple attempts are provided to encourage students to work, and re-work tasks as many times as necessary to master the material and achieve the mastery points for the chapter learning objectives.

The student is given the 8-week session to achieve the highest amount of mastery points. 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 mastery points will be determined using an export from **MyLab Accounting** on **Friday, March 5, 2021 at 11:55pm**. Any changes in mastery points that occurs after **Friday, March 5, 2021 at 11:55pm** will not be considered when computing your overall course grade.

### **TEAM VENTURE EXPERIENCE (200 Points)**

A team venture experience will encompass the intricacies of the accounting cycle. Each student will experience and apply their learning of the accounting cycle from producing relevant source documents to accounting for, analyze and record business transactions, and finally produce financial statements. The team venture experience is split in to two parts:

- **Part I: Due no later than Friday, February 5, 2021, 11:55pm**
- **Part II: Due no later than Friday, March 5, 2021 at 11:55pm**

## **ENGAGEMENT & INTERACTION (50 Points)**

Students are required to evidence their engagement in this course by interacting in discussions, correspondence, virtual meetings. These engagement opportunities will be provided using various media resources. Each student must show *meaningful and substantial interaction* with his/her fellow teammates and the instructor. Interactions should focus on the course content, tasks, and team venture experience.

Engagement & interaction opportunities as discussions will be posted in Laulima. Zoom meetings will be scheduled based on student and instructor availability.

As stated earlier, you may correspond with me using other unscheduled means. However, I strongly encourage that you exhaust every measure of being prepared before interacting with me by using your resources such as reading emails, discussions, chats and materials made available to you via course administration or web searches and inquiring with your fellow teammates. Inquiries requiring me to re-iterate or duplicate communications due to student irresponsibility will not be tolerated and will be reflected accordingly in your engagement & interaction points.

Peer reviews will be incorporated and are due by: Friday, March 5, 2021, 11:55pm

## **OVERALL GRADE (350 Points Available)**

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 above. Letter grades will be assigned to students based on overall percentage scores as follows:

Letter Grade	% of Points	Point Intervals
A	90%	315 to 350
B	80%	280 to 314
C	70%	245 to 279
D	60%	210 to 244
F	<=59%	Below 210

## **LEARNING RESOURCES**

The student will need access to the applicable chapters in *Hongren's Financial & Managerial Accounting, Pearson*. The student is required to have access to the **MyLab Accounting** on-line course site.

## **ADDITIONAL INFORMATION**

- Becky Asano Santos holds a BBA from the University of Hawaii and is licensed in Hawaii as a Certified Public Accountant with a permit to practice.
- The primary focus of your learning revolves around the learning objectives of the course and textbook chapters.
- The course has been designed to reward students for their perseverance and quality work. Multiple attempts are provided for available tasks as mastery points are the biggest percentage of a student's overall grade. Students are encouraged to work, and re-work **MyLab Accounting** tasks as many times as necessary to master the material.
- MySuccess: Students may be referred for extra help or advising through MySuccess. Students can also explore resources at MySuccess.Hawaii.edu and [windward.hawaii.edu/MySuccess](http://windward.hawaii.edu/MySuccess)

## DISABILITIES ACCOMMODATIONS

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](mailto:lemke@hawaii.edu), or you may stop by Hale 'Ākoakoa 213 for more information. Ann Lemke will be retiring during the semester, so you can contact Roy Inouye in the event that Ann is not available. Roy is in Hale Kako'o 106, his phone number is [808-235-7453](tel:808-235-7453) and his email address is [royinouy@hawaii.edu](mailto:royinouy@hawaii.edu).

## 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/](https://windward.hawaii.edu/Title_IX/).

Windward Community College 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 the Mental Health & Wellness Office at 808-235- 7393 or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu). To make a formal report, contact the Title IX Coordinator, Karla K. Silva-Park, at 808-235-7468 or [karlas@hawaii.edu](mailto:karlas@hawaii.edu).

## ACADEMIC INTEGRITY

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

Students can upload papers to <http://www.TurnItIn.com> to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

## ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121

Phone: 808-235-7422

Email: [wccaa@hawaii.edu](mailto:wccaa@hawaii.edu)

## COURSE SCHEDULE

WEEK	DATE	TEXTBOOK TASKS	DUE DATES
WEEK 1	1/11/2021	CHAPTER 0-2	Friday, March 5, 2021, 11:55 pm
WEEK 2	1/18/2021	CHAPTER 3-4	Friday, March 5, 2021, 11:55 pm
WEEK 3	1/25/2021	CHAPTER 5-6	Friday, March 5, 2021, 11:55 pm
WEEK 4	2/1/2021	CHAPTER 7-8	Friday, March 5, 2021, 11:55 pm
WEEK 5	2/8/2021	CHAPTER 9-10	Friday, March 5, 2021, 11:55 pm
WEEK 6	2/15/2021	CHAPTER 11-12	Friday, March 5, 2021, 11:55 pm
WEEK 7	2/22/2021	CHAPTER 12-13	Friday, March 5, 2021, 11:55 pm
WEEK 8	3/1/2021	CHAPTER 14-15, Appendix B	Friday, March 5, 2021, 11:55 pm
WEEK	DATE	TEAM VENTURE EXPERIENCE	DUE DATES
WEEK 1	1/11/2021	INTRODUCTIONS, DEMONSTRATIONS, QCC	
WEEK 2	1/18/2021	TEAM ASSIGNMENTS - PART I BEGIN	
WEEK 3	1/25/2021	PART I - SOURCE DOCUMENTATION	
WEEK 4	2/1/2021	PART I - SOURCE DOCUMENTATION COMPLETED	Friday, February 5, 2021, 11:55 pm
WEEK 5	2/8/2021	PART II BEGIN - COMPANY ASSIGNMENTS	
WEEK 6	2/15/2021	PART II - ANALYZE, JOURNALIZE	
WEEK 7	2/22/2021	PART II - POST, PRODUCE FINANCIAL STATEMENTS	
WEEK 8	3/1/2021	FOCUS ON THE FINISH	Friday, March 5, 2021, 11:55 pm