



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ACC 200 INTRO TO ACCOUNTING I
Three (3) Credits

CRN 62302
8-Week Asynchronous Online

INSTRUCTOR: Deacon Hanson, CPA (not in public practice), MAcc
OFFICE: Palanakila 132
OFFICE HOURS: Students may contact me via email, text, telephone (cell or office), Zoom or using AskMyInstructor in MyAccountingLab. Phone calls, please use (808) 224-2278. If you call (808) 236-9237, you may be prompted to leave a voice message which I will return.
TELEPHONE: 236-9237(office)
224-2278(cell)
EMAIL: dhanson@hawaii.edu
EFFECTIVE DATE: Spring/2024

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 managerial and financial accounting and methods used to record and report managerial and financial information to decision makers internal and external to the firm.

The student learning outcomes are:

1. Demonstrate a basic understanding of financial statements, how transactions affect the financial statements and how financial statements are used to evaluate performance.
2. Demonstrate a basic understanding of how financial (and other) information is used by individuals within a company to make decisions about resource allocation and evaluate performance. 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.

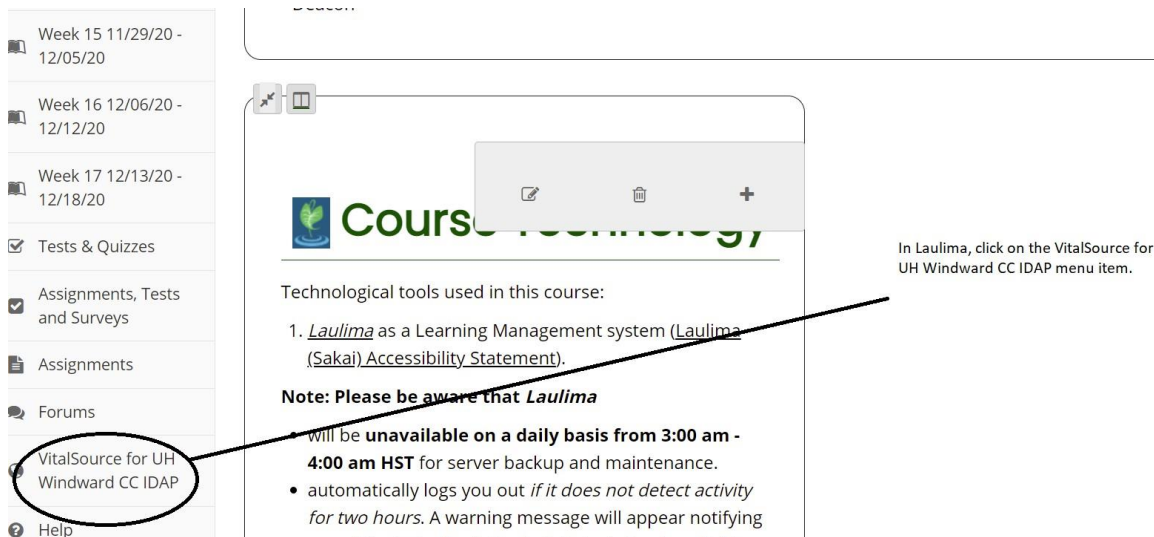
Activities Required at Scheduled Times Other Than Class Times

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 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.

INSTRUCTIONS FOR USING VITAL SOURCE TO ACCESS MYACCOUNTINGLAB AND THE ETEXT

Here image from Laulima of the Vital Source link. Once you click on this link, you will be prompted by the system to register in the MyAccountingLab course.



You will have the opportunity to opt out of the IDAP program, but either way, you are required to have access to the MyAccountingLab course material. If you do choose to opt out, you will need to work directly with Pearson to obtain the course material and the correct MyAccountingLab access.

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 and Tests.
3. Score at least 60% on all assigned homework.
4. Participate in team forum discussions, helping to create weekly questions to ask the instructor.

ASSESSMENT TASKS AND GRADING

1. To pass the course, you must complete “Course Tasks” 1. through 4.
2. Available Course Points are as follows:

<u>Assignment</u>	<u>Available Points</u>
Homework	50
Quizzes	10
Midterm Exam	15
Final Exam	15
Discussion & Participation	10
Total Available Points	100

HOMEWORK (50 Points Overall)

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 8-week session 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 this syllabus). Your final homework grade will be determined using an export of your

homework scores from **MyAccountingLab** on **March 1, 2024 at 5:00pm**. Any homework that is submitted after **March 1, 2024 at 5:00pm** will not be considered when computing your overall course grade. The overall homework score is computed by averaging all of your chapter homework percentage scores and multiplying that average by 50 points. For example, assume that a student had the following percentage scores for each assigned chapter:

Chapter 1 80%	Chapter 2 90%	Chapter 3 75%	Chapter 4 100%
Chapter 5 50%	Chapter 6 95.5%	Chapter 7 82.3%	Chapter 8 77%
Chapter 9 79.2%	Chapter 10 100%	Chapter 11 45%	Chapter 12 90%
			Chapter 13 56%

This students overall homework grade would be computed as follows:

- 1) Totaling All the Chapter Percentage Scores $(80\% + 90\% + 75\% + 100\% + 50\% + 95.5\% + 82.3\% + 77\% + 79.2\% + 100\% + 45\% + 90\% + 56\%) = 1020\%$
- 2) Dividing the Total of the Chapter Percentage Scores by 13 (the number of assigned chapters) to get the average homework percentage score: $1020\% / 13 \text{ Chapters} = 78.46\% \text{ average homework score}$
- 3) Multiplying the average homework percentage score by 50 possible homework points to get the overall homework grade: $78.46\% \times 50 \text{ possible homework points} = 39.23$

If you need to get an idea of your homework grade throughout the session, use the above example.

QUIZZES (10 Points Overall)

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 **March 1, 2024 at 5:00pm**. Any quizzes that are submitted after **March 1, 2024 at 5:00pm** will not be considered when computing your overall course grade.

The overall quiz score is computed by averaging all of your chapter quiz percentage scores and multiplying that average by 10 points. If you need to determine you quiz score over the session, you can use the example in the Homework section above to compute your overall quiz grade by substituting 10 points for the 50 points listed above.

MIDTERM & FINAL (15 Points Each)

The midterm and final exams may be proctored exams. At approximately one (1) week prior to each exam, the instructor will notify of the areas that you need to focus on to be successful at the exam, the duration of the exam, other logistics of the exam including whether the exam is a proctored on non-proctored test. Students will be given a one (1) week window to complete each exam.

Your exam scores are computed by multiplying your exam percentage score from MyAccountingLab by 15 points for each exam. For example, if a student scored 83.2% on their midterm, they would receive 8.32 points for their midterm grade, computed as $83.2\% \times 10 \text{ points} = 8.32 \text{ points}$.

DISCUSSION & PARTICIPATION (10 Points)

The course is 8 weeks long, starting on **January 8, 2024 and ending on March 3, 2024**. Students are required to participate in assigned Laulima Forum Discussions. These discussions are to be held in Laulima under Forums. 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 course material.

To receive the full 10 points for discussion and participation, a student must:

- 1) Make the minimum individual posting to each assigned discussion forum (see instructions in each forum).
- 2) Respond to a fellow classmate in each week's discussion forum.

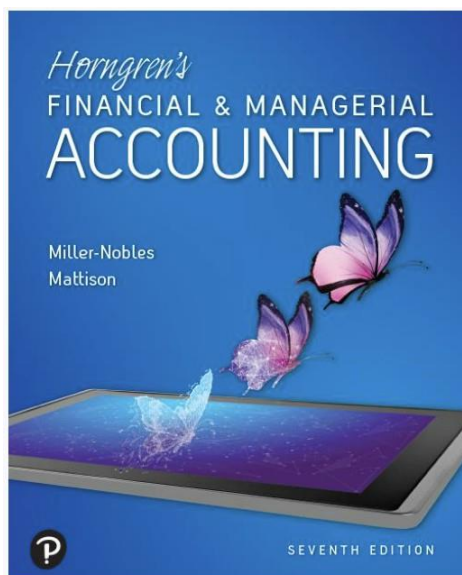
OVERALL GRADE (100 Points Available)

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. **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 use the computation guidance provided above for each assignment category.** 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

The student will need access to the applicable chapters in *Hongren's Financial & Managerial Accounting, Pearson*. The student also needs access to the **MyAccountingLab** on-line course site. See the Activities Required at Scheduled Times Other than Class Times section above. The following is the Textbook title and related ISBN's:



Access Code Card

ISBN-10: 0-13-650527-9

ISBN-13: 978-0-13-650527-3

ADDITIONAL INFORMATION

- Deacon Hanson holds a BBA and a MAcc from the University of Hawaii and is licensed in Hawaii as a Certified Public Accountant (not in public practice).
- The course has been designed to reward students for their perseverance and hard work. Multiple attempts are provided for the homework, and homework is the biggest percentage of a student's overall grade. Students are encouraged to work, and re-work homework as many times as necessary to master the material.
- Students should use the Overall Grading section of this syllabus to calculate their current overall grade as the semester progresses. If you have questions on how to do this, please contact the instructor.
- 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

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. Jodi A.-K. Asato, Counselor, Disability Student Services Office Hale Kako'o 105, 808-235-7472, wccdsso@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/.

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. Specific personnel who can help include:

Leslie Cabingabang, UH System Confidential Advocate
 Phone/**Text**: (808) 348-0432 or (808) 341-0952
 Email: advocate@hawaii.edu
 Office: Hale Kāko‘o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
 Phone: (808) 235-7468
 Email: mozoa@hawaii.edu
 Office: Hale Kako‘o 109

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

FERPA

This course space is being shared by students in other CRNs. If you do not wish to be in a course with shared CRN's, please contact the instructor to determine what other options are available for you.

ACC 200

Spring 2024 Schedule

Week		
Beginning	Ending	Chapter / Exam / Assignment
01/08/24	01/13/24	F:1: Accounting and the Business Environment F:2: Recording Business Transactions
01/14/24	01/20/24	F:15 Financial Statement Analysis M:1 Introduction to Managerial Accounting
01/21/24	01/27/24	M:2 Job Order Costing
01/28/24	02/03/24	M:3 Process Costing
02/04/24	02/10/24	<u>Midterm Chapters F:1, 2, 15, & M:1, 2, & 3</u> M:5 Cost Volume Profit Analysis M:6 Variable Costing
02/11/24	02/17/24	M:7 Master Budgets M:8 Flexible Budgets and Standard Cost Systems
02/18/24	02/24/24	M:9 Responsibility Accounting & Performance Measurement M:10 Short-Term Business Decisions
02/25/24	03/01/24	Complete all assignments, quizzes, discussion forums, etc. <u>Final Chapters Chapters M:5, 6, 7, 8, 9, & 10</u>