

**University of Hawai'i – West O'ahu**  
**ACC 201 – Introduction to Financial Accounting**  
**Syllabus – Fall 2012**

**Instructor:** Sharon P. Cox, PhD, CPA  
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Always start the subject line with **[ACC 201]**, including the square brackets.

**Office Hours:** Wednesdays: 2 pm – 4 pm **and** by appointment

**Classroom:** Classroom Building – Room D141

**Prerequisite:** waived for Fall 2012

**Required Textbook and Materials:**

1. Financial Accounting, 2<sup>nd</sup> Edition, by Spiceland, Thomas and Herrmann, 2011. Publisher: McGraw Hill (**REQUIRED**).
2. McGraw Hill CONNECT Pluselectronic homework website you **MUST** use:  
[http://connect.mcgraw-hill.com/class/acc201\\_s\\_cox\\_fall\\_2012](http://connect.mcgraw-hill.com/class/acc201_s_cox_fall_2012)  
Subscription to McGraw-Hill Connect Plus is required. Students purchasing new textbooks from The West Shop - Connect included. Students purchasing textbook elsewhere or renting textbook must purchase connect online from publisher.
3. Calculator (see Classroom Policies #3, below)
4. Course materials posted on Laulima: <https://laulima.hawaii.edu/portal>  
Mozilla Firefox is the recommended Internet Browser for Laulima (free download: [www.mozilla.com/en-US/products/](http://www.mozilla.com/en-US/products/))
  1. Outlines of Class Lectures (Instructor will email you when the handout for class is posted to Laulima.)
  2. In-class notes (Instructor's notes from class session are posted to Laulima.)

**COURSE DESCRIPTION:**

**From UHWO General Catalog 2012-2013:** Introduction to financial accounting and methods used to record and report financial information to external decision makers external to the firm. Use and limitations of financial reports.

**Course Objective:**

This course is an introduction to the complex world of financial accounting. Students will study the business language used to report financial information about an entity to its present and potential investors, creditors and other interested parties. Technical and conceptual accounting issues will be discussed.

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**Learning Outcomes:**

**Upon successful completion of this course, the student will be able to:**

- 1 – Identify the basic accounting equation  
(CLO 7; DLO 1; ILO 5)
- 2 – Demonstrate understanding and execution of the accounting cycle  
(CLO 2, 5; DLO 1, 5; ILO 5)
- 3 – Account for cash transactions, receivables transactions, inventory transactions, long-term assets, liabilities, sales transactions, and stockholders' equity.  
(CLO 2, 3, 5; DLO 5; ILO 5)
- 4 – Prepare financial statements.  
(CLO 1, 2, 5; DLO 1, 5, 6; ILO 3, 5)

**Accounting Concentration Learning Outcomes (CLO):**

- CLO1 – Apply the accounting skills necessary to accumulate and summarize financial information for decision making.
- CLO2 – Analyze, evaluate and report financial information to the appropriate individuals and organizations.
- CLO3 – Demonstrate written communication skills in the field of business administration.
- CLO4 – Demonstrate oral communication skills in the field of business administration.
- CLO5 – Demonstrate quantitative, technological and analytical skills necessary for problem solving in the field of business administration.
- CLO6 – Identify global and national issues affecting the business environment.
- CLO7 – Demonstrate general management knowledge
- CLO8 – Exhibit knowledge of ethical responsibilities of organizations and society.

**Business Administration Division Learning Outcomes (DLO):**

- DLO1 – Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- DLO2 – Explain the cross-cultural context of public and private institutions operating in a global environment.
- DLO3 – Manage diversity issues within an organizational framework.
- DLO4 – Identify major issues in today's public and private institutions.
- DLO5 – Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.
- DLO6 – Demonstrate the management, legal, ethical, and behavioral skills for effective job performance, and career mobility.

**UHWO Institutional Learning Outcomes (ILO):**

- ILO1 – Written communication: demonstrate clear and effective writing for an intended audience
- ILO2 – Oral communication: demonstrate clear and effective speaking skills when communicating with an intended audience.
- ILO3 – Quantitative Literacy: apply mathematical reasoning to obtain accurate results in solving problems
- ILO4 – Global and Indigenous Perspectives: analyze issues from multiple cultural perspectives to articulate an understanding of the interconnectedness of local and global issues.
- ILO5 – Critical Thinking: demonstrate critical thinking skills by applying knowledge, technology, and information to solve problems and make decisions in socially responsible and ethical ways.

### Laulima Help:

Distributed Learning and User Services provides the Laulima distance learning student with an orientation site to the Laulima Learning & Collaboration Server. This site offers textual, as well as, graphical information which answers frequently asked questions concerning Laulima. Information presented ranges from accessing Laulima to working with some of the most common Laulima tools that may be presented in a course.

- Laulima login page (<https://laulima.hawaii.edu/portal>) – Student Help Tab
- General UH Laulima student support page (with links to [tutorials](#) and [FAQs](#)): [http://www.hawaii.edu/talent/laulima\\_students.htm](http://www.hawaii.edu/talent/laulima_students.htm)

### Other Suggestions:

- Always use the navigation buttons (e.g., Next, Cancel, etc.); alternatively, use the blue menu links on the left of the screen.
- Do not use the “back” button on your browser.

To request technical assistance send an email using the “Request Assistance” link located either at the left of the login screen, or on the bottom of every Laulima screen once you are logged in. The Information Technology people answering these emails are best able to assist you.

### IMPORTANT DATES:

September 10, 2012	-- Last day to drop class (no “W” on transcript)
October 19, 2012	-- Last day to withdraw from class (“W” on transcript)
December 4, 2012	-- Final Exam – <b>5:00 pm to 7:00 pm</b>

### CLASSROOM and COURSE POLICIES:

1. **Electronic Devices:** Each class session, turn off all electronic/noise-making devices. If you anticipate a need for such a device, please set the device to vibrate. If you anticipate a need for a noise-making device that cannot be set to vibrate mode, notify me before class begins. Failure to comply with this policy is considered unprofessional behavior.
2. **Use of Laptops:** Students may use laptops in the classroom to take notes or check online course material. Students may not access social media accounts during class. Students are expected to use laptops judiciously.
3. **Calculator:** Each *student is responsible to bring his or her own calculator* to class and exams. Programmable calculators (such as many of the Texas Instruments models) or those with text-storing capability are not permitted during quizzes and exams. Cell phones, personal digital assistants (PDAs) or other text storing devices are not permitted during quizzes or exams. Students are not permitted to share calculators during quizzes or exams.
4. **Classroom Behavior:** Students are expected to arrive to class on time. If a student arrives late she or he should make every effort to enter the room quietly and without disturbing the class. A pattern of late arrivals and/or disruptive behavior is considered unprofessional. Students are expected to stay for the entire class period. If it is necessary to leave early, please notify me before class begins. Students are also expected to stay in the room while class is in session as opposed to exiting and re-entering while class is in session. (There will be breaks.)
5. **Attendance** is required.
6. **Incomplete Grades:** Grades of Incomplete (I) will only be assigned to a student with a grade of “C” or above that was physically unable to complete a small fraction of the course. Assignment of an Incomplete grade is at the sole discretion of the instructor.

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## COURSE GRADE:

Grades are based on total points earned. The total class points are as follows:

Exam #1	100 points
Exam #2	100 points
Final	100 points
Project	100 points
Learn Smart	100 points
Problems Homework	<u>100 points</u>
Maximum Total	<u>600 points</u>

### Final Course Grade

A	≥	540 points
B	≥	480 points
C	≥	420 points
D	≥	360 points
F	<	360 points

## COURSE REQUIREMENTS:

**Exams:** All students are required to take all three exams on the day scheduled. All exams are closed book exams. Exams 1 and 2 are 80 minutes. The final exam is two hours. The examinations will cover material from the following sources: the textbook, handouts, homework, projects, information disseminated on the Laulima course site, and classroom discussions/lectures.

**Make-up exams:** Make-up exams will be given only under rare circumstances. In all cases, I must be notified **prior to** the exam. If I do not answer the phone, leave a message on my voice mail **prior to** the examination time. Failure to notify me prior to the start time of the exam will result in a "0" for the exam. All excuses for illness must be supported by a doctor's note. Other excused absences must be supported by appropriate documentation. Make-up exams will not be the same as the exam administered to the rest of the class and may be more difficult.

**Examination Protocol:** Students are not permitted to ask **any** questions during the examination. Students should document on the exam any assumptions made in their test answer. Further, the student must indicate on the cover page of the exam the question number for which he or she has documented any assumptions. Students must supply their own calculator as described in the Classroom Policy section above.

### Accounting Cycle Project (100 points);

The accounting cycle is the underlying structure for financial reporting. The cycle includes:

1. Analysis of transactions and preparation of journal entries.
2. Posting journal entries to the general ledger.
3. Summarize accounts with the Trial Balance
4. Prepare and post adjusting entries.
5. Summarize accounts with the Adjusted Trial Balance.
6. Prepare Financial Statements.
7. Close the accounting records for the period.

This project guides you through the accounting cycle.

The project has multiple due dates so that you can check your understanding as you proceed through the project. The entire project will be completed before the first exam.

This project is a manual paper and pencil assignment based on the following "Additional Perspectives" Questions from the end of the chapter material: AP2-1 and AP3-1.

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**Important: MUST allow Pop-ups for your browser for CONNECT**

**Learn Smart (100 – points – 11 assignments):**

These are completed using CONNECT ([http://connect.mcgraw-hill.com/class/acc201\\_s\\_cox\\_fall\\_2012](http://connect.mcgraw-hill.com/class/acc201_s_cox_fall_2012)) all with a specific due date and due time (all based on Hawaii Time zone).

These can be repeated as many times as you wish, up to the date/time of the exam. The purpose of these questions is for you to master the learning objectives for the chapter. Reread the chapter for the topics you have difficulty in answering.

At the end of the semester the average of the Learn Smart scores is multiplied by 100 points to determine the Learn Smart portion of your grade.

**Homework:**

**Problems Homework** is due after the material is covered in class (**100 points – 11 graded assignments, 3 ungraded assignments**). These are completed using CONNECT

([http://connect.mcgraw-hill.com/class/acc201\\_s\\_cox\\_fall\\_2012](http://connect.mcgraw-hill.com/class/acc201_s_cox_fall_2012))

all with a specific due date and due time (all based on Hawaii Time zone). The Problems Homework is graded.

Problems Homework guidelines are as follows:

- Grade is based on completeness and accuracy.
- You may complete the assignment twice.
- If your score is equal to or greater than **70%** you will receive the full 100 points available.
- If your score is less than **70%** that percentage times 100 points determines your grade for that assignment.
- At the end of the semester, the **one** lowest score is dropped. The average of the Homework scores (after dropping one) is multiplied by 100 points to determine the Problems Homework portion of your grade.
- CONNECT policies for all **Problems Homework**:
  - You may complete the assignment twice.
  - During the assignment, you will be able to check your work.
    - You will be able to check your work – twice – for each question. If you check your work for a multipart question then you are checking the entire question at that time.
    - When you check your work, you will see the green and red circles that let you know what you got right and wrong.
    - After you submit your work, you will get your score.
    - After the due date you can access detailed feedback that includes the solution and explanation.

**Connect electronic homework support:**

If you have problems registering or once registered encounter technological difficulties please use the following information to obtain assistance (the McGraw Hill team is best able to help you with technology issues related to Connect):

Student technical assistance, contact Digital CARE Team:

- On the internet: **www.mhhe.com/support** → click on “**Contact Us**” to send an e-Message -

- By Phone: 1-800-331-5094

Hours -Mon-Thurs, 2am-5pm Hawaii Time

Friday 2am – 1pm Hawaii Time

Sunday 1pm – 5pm Hawaii Time

**Important: MUST allow Pop-ups for your browser.**

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## **OTHER GRADE-RELATED CONSIDERATIONS**

**Participation/Professionalism:** Students are expected to read the assigned chapters prior to class. Class participation is encouraged. Class participation includes questions and comments that are relevant to the topic being covered. **Attendance and timeliness** also affect the assessment of Participation and Professionalism. At the end of the semester, if a student is on the borderline between grades, the student's participation and professionalism will be considered (positive behavior will work in the student's favor). Note: see **Classroom and Course Policies** above for items that affect Participation and Professionalism.

## **ACADEMIC HONESTY:**

Students are expected to behave with integrity in all academic endeavors. Academic dishonesty is not tolerated.

Any action that is deemed Academically dishonest as defined by UH West O'ahu Student Conduct Code (<http://www.uhwo.hawaii.edu/conduct>) may lead to redoing the assignment, receiving a failing or reduced grade for the course or being referred to the UH West O'ahu Dean of Students for University disciplinary action.

## **LEARNING CHALLENGES AND ACCOMODATIONS:**

Students requesting accommodation for a documented disability are encouraged to contact me or Janice Takaki, Student Services Specialist, University of Hawai'i - West O'ahu (contact information:

Phone (O'ahu) - 689-2689

Phone (neighbor-islands) - 1-866-299-8656

Email - [takaki@hawaii.edu](mailto:takaki@hawaii.edu)

Early contact is strongly recommended.

## **COURSE SCHEDULE:**

The course schedule is part of this syllabus. The dates for all homework, Learn Smart assignments, project and exams are given in the schedule. The exam dates **will not** change. If you have a conflict with any of the exam dates you should consider taking the course another semester to eliminate the conflict.

**ACC 201 – Fall 2012  
Tentative Course Schedule**

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See following pages for due dates!!

All chapter assignments include the end of chapter Appendices unless otherwise noted.

Date	In-class Schedule
8/21	Course overview
8/23	Course overview and Ch 1 – Accounting Information and Decision Making
8/28	Ch – 1 – Accounting Information and Decision Making
8/30	Ch - 2 -- The Accounting Information System
9/4	Ch - 2 -- The Accounting Information System
9/6	Ch - 2 -- The Accounting Information System
9/11	Ch - 3 – The Financial Reporting Process
9/13	Ch - 3 – The Financial Reporting Process
9/18	Ch - 3 – The Financial Reporting Process
9/20	Ch - 4 – Cash and Internal Controls
9/25	Ch - 4 – Cash and Internal Controls
9/27	Ch - 4 – Cash and Internal Controls
10/2	<b>Exam # 1 – Chs 1-4</b>
10/4	Ch - 5 – Receivables and Sales
10/9	Ch - 5 – Receivables and Sales
10/11	Ch - 6 – Inventory and Cost of Goods Sold
10/16	Ch - 6 – Inventory and Cost of Goods Sold
10/18	Ch - 7 – Long-Term Assets
10/23	Ch - 7 – Long-Term Assets
10/25	Ch - 8 – Current Liabilities
10/30	Ch - 8 – Current Liabilities
11/1	<b>Exam #2 – Chs 5-8</b>
11/6	<b>No Class – Election Day</b>
11/8	Ch - 9 – Long-Term Liabilities
11/13	Ch - 9 – Long-Term Liabilities
11/15	Ch - 10 – Stockholders' Equity
11/20	Ch - 10 – Stockholders' Equity
11/22	<b>No Class – Thanksgiving Day</b>
11/27	Ch - 11 – Statement of Cash Flows
11/29	<b>Last Day of Class:</b> Ch - 11 – Statement of Cash Flows
12/4	<b>Final Exam – 5 pm – 7 pm</b>

ACC 201 – Fall 2012  
Tentative Course Schedule

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**Due Dates: Project, Learn Smart, Problems, and Exams**

**Project – completed by hand using the worksheets provided by the instructor.**

**Learn Smart (unlimited attempts up to final due date):**

These MUST be completed using CONNECT

[http://connect.mcgraw-hill.com/class/acc201\\_s\\_cox\\_fall\\_2012](http://connect.mcgraw-hill.com/class/acc201_s_cox_fall_2012)

Due at 11:59 pm (Hawaii Time) on date indicated

**Problems Homework (2 attempts and can check your work two times per question):**

These MUST be completed using CONNECT

[http://connect.mcgraw-hill.com/class/acc201\\_s\\_cox\\_fall\\_2012](http://connect.mcgraw-hill.com/class/acc201_s_cox_fall_2012)

Due at 11:59 pm (Hawaii Time) on date indicated. Both attempts MUST be COMPLETED by 11:59 pm on date indicated.

Solutions and explanations available after due date



**ACC 201 – Fall 2012**  
**Tentative Course Schedule**  
**Due Dates: Project, Learn Smart, Homework, and Exams**

<b>Date</b>	<b>Class Meeting and assignment for that class</b>
8/27	Ch 1 – Learn Smart
8/29	Ch 2 – Learn Smart
9/3	Ch 1 – Homework
9/10	Ch 2 – Homework
9/10	Ch 3 – Learn Smart
9/13	<b>Project Part I – start of class</b>
9/17	Ch 3 – Homework
9/19	Ch 4 – Learn Smart
9/20	<b>Project Part II – start of class</b>
9/26	Ch 4 – Homework  <b>Note:</b> This covers only first half of chapter. The last half of Chapter 4 HW is not graded so that you can have solutions while you study for the exam.
9/27	<b>Project Part III – start of class</b>
10/1	<b>Recommended</b> due date for ungraded Chapter 4 Problems
10/2	<b>Exam # 1 – Chs 1-4</b>
10/3	Ch 5 – Learn Smart
10/10	Ch 5 – Homework
10/10	Ch 6 – Learn Smart
10/17	Ch 6 – Homework
10/17	Ch 7 – Learn Smart
10/24	Ch 7 – Homework
10/24	Ch 8 – Learn Smart
10/29	Ch 8 – Homework  <b>Note:</b> This covers only first half of chapter. The last half of Chapter 8 HW is not graded so that you can have solutions while you study for the exam.
10/31	<b>Recommended</b> due date for ungraded Chapter 8 Problems
11/1	<b>Exam #2 – Chs 5-8</b>
11/7	Ch 9 – Learn Smart
11/14	Ch 9 – Homework
11/14	Ch 10 – Learn Smart
11/26	Ch 10 – Homework
11/26	Ch 11 – Learn Smart
11/28	Ch 11 – Homework  <b>Note:</b> This covers only first half of chapter. The last half of Chapter 11 HW is not graded so that you can have solutions while you study for the exam.
11/28	<b>Recommended</b> due date for ungraded Chapter 11 Problems
11/29	<b>Last Day of Class</b>
12/4	<b>Final Exam – 5 pm – 7 pm</b>

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