

ACC 124 PRINCIPLES OF ACCOUNTING I
CRN 45547 TR 10:30 – 11:45
Fall 2017

Instructor: Jan Moore, Professor
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Office Hours: MW 1:30-2:30, TR 9-10:00, or by appointment

BOOKS AND MATERIALS:

Required text: College Accounting, 13th ed. Slater
Working Papers Chapters 1—12

COURSE DESCRIPTION:

Introduces basic accounting principles and practices, including the accounting cycle, transactions, payroll accounting, and adjusting and closing entries for merchandising inventory. 3 credits, 3 hour lecture.

Prerequisites: English 19 with at least a C, or COMPASS Writing 40, or consent of instructor.

STUDENT LEARNING OUTCOMES:

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

- I. Complete the accounting cycle from source documents to financial statements with emphasis on practical application of accounting principles for a sole proprietorship.
- II. Identify, assess, and recommend solutions to a business environment based on internal control principles.

COMPETENCIES/SKILLS:

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

- a. apply the basic accounting equation;
- b. define basic accounting terminology;
- c. classify accounts and apply the concept of debit and credit;
- d. analyze and record business transactions in general and/or special journals utilizing the double entry method;
- e. post transactions from the journal to accounts in the general ledger and subsidiary ledgers;
- f. explain the concept and steps of the accounting cycle;
- g. complete end-of-period worksheet;
- h. prepare an Income Statement, Statement of Owner's Equity, and Balance Sheet;
- i. journalize and post adjusting and closing entries for service and merchandising companies;
- j. prepare post-closing trial balance;
- k. prepare a bank reconciliation report

- i. explain proper internal control procedures for cash, including petty cash and change funds;
- m. explain the process of payroll accounting in terms of employee earnings, deductions, and employer responsibilities for taxes, payments and reports.

UH Email:

Please check your hawaii.edu email daily. Instructors, administration and other campus programs will send important information frequently including notifications for class cancellations and important deadlines.

Laulima:

Your grades and some instructional material will be available on Laulima (<http://laulima.hawaii.edu>). You must print out the notes and handouts prior to the first meeting on that chapter. If you need assistance in signing on and accessing the course, please come see me in my office.

ATTENDANCE:

Responsible, self-managed students will demonstrate a professional attitude within the classroom. Attending class, arriving on time, and staying for the duration of the class are expected. It is the student's responsibility to inform the instructor of anticipated or unavoidable absences. It is the student's responsibility to complete all work on time and to keep current with the assignments.

CELL PHONES:

During the class period, please have your phones turned to silent.

CLASSES AND HOMEWORK/READING:

You are responsible for reading all assignments **PRIOR** to the meeting for which they are assigned. The problems at the end of each chapter that are assigned are to be answered (or attempted) **PRIOR** to coming to class. They will be discussed in class on the last day we spend on the chapter. The assignments are essential to do well on the exams. Five points will be given for problems completed (or attempted) at the beginning of the class period. Three points will be given for late or partially completed homework assignments. You must know, understand, and be able to apply the material.

THIS IS YOUR CLASS; USE IT TO YOUR ADVANTAGE! I encourage you to add your own experiences to the class lecture and discussion about the material. Never hesitate to ask questions. Feel free to come see me or call me to talk about the course or other topic of interest to you.

TO DO WELL IN THIS COURSE, YOU MUST DO THE ASSIGNMENTS ON TIME, ATTEND CLASS, AND ASK FOR HELP WHEN NEEDED.

The college standard is for every hour that you spend in class, you should spend two hours outside of class studying. For a 3 credit class, you should spend at least 6 hours a week preparing, studying, and doing homework.

MINI PRACTICE SET:

The Mini Practice Set on page 474 of your text will be assigned following completion of chapter 12. The problem is to be completed in your working papers and turned in on **November 29**.

EXAMINATIONS:

All exams are to be an individual's own effort. Academic dishonesty will not be tolerated and will result in a zero (0) grade for that exam. **Exams must be taken when scheduled. If an emergency prevents your attendance, you must notify the instructor prior to the exam.** All make-up exams taken after the scheduled date will have an automatic deduction of 5 points for each day it is taken late. Be sure you are prepared and present for the scheduled exams. You will not be permitted to use a cell phone or PDA as a calculator for an exam.

You will be allowed to use one page (8.5 x 11, front side only) of notes of your own creation on each exam. Nothing on the notes can be Xeroxed.

GRADING:

Homework	5 points each	60 points
4 exams:	100 points each	400 points
Mini Practice Set	50 points	<u>50 points</u>
Total		<u>510 points</u>

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0 to 59%

Withdrawals from the class are the responsibility of the student. Failure to properly withdraw by October 30, 2017 will result in a grade reflecting work completed during the semester.

COURSE SCHEDULE:

The schedule may change at instructor's discretion to better meet the needs of the class. It is important for you to keep up with the assignments because it is difficult to catch up once fallen behind.

Date	Chapter	Assignment	Learning Outcomes
22-Aug	1	Read Chapter 1	I: a, b, d, h
24-Aug	1	Accounting Concepts and Procedures	
29-Aug	1	Problems: 1A-4, 1A-5 (page 29)	
31-Aug	2	Read Chapter 2. Debits and Credits:	I: c, d, h
5-Sep	2	Analyzing & Recording Bus. Transactions	
7-Sep	3	Problems: 2A-3, 2A-4, 2A-5	
12-Sep	3	Read Chapter 3	I: a, d, e, f, h
14-Sep	3	Beginning the Accounting Cycle	
19-Sep	3	Problems: 3A-2 and Exam Review	
21-Sep		EXAM 1: Chapters 1, 2 & 3	
26-Sep	4	Read Chapter 4	I: d, e, f, g,

h, i

28-Sep	4	The Accounting Cycle Continued	
3-Oct		Problems: 4A-2, 4A-3	
5-Oct	5	Read Chapter 5	l: d, e, f, i, j
10-Oct	5	The Accounting Cycle Completed	
12-Oct	5	Problems: 5A-3 and Exam Review	
17-Oct		EXAM 2: Chapters 4 & 5	
19-Oct	9	Sales and Cash Receipt	l: d, e
24-Oct	9	Problems: 9A-3	
24-Oct	10	Purchase and Cash Payments	l: d, e
26-Oct	10	Problems: 10A-3	
31-Oct	11	Preparing a Worksheet for a Merchandising Co.	l: g, i
2-Nov	11	Problems: 11A-4	
2-Nov	12	Completion of the Accounting Cycle	l: d,e h, i
7-Nov	12	Problems: 12A-3 and Exam Review	
9-Nov		EXAM 3: Chapters 9-12	
14-Nov	7	Calculating Pay and Payroll Taxes Internal Controls and the importance of data security	l, m
16-Nov	7	Problems: 7A-2, 7A-4	
16-Nov	8	Read Chapter 8	l: m
21-Nov		Paying, Recording, & Reporting Payroll	
23-Nov	8	Thanksgiving holiday	
28-Nov	8	Problems: 8A-1. 8A-3	
28-Nov		Mini Practice Set due	
30-Nov	6	Read Chapter 6	ll: k, l
5-Dec	6	Banking Procedures and Control of Cash	
7-Dec		Problems: 6A-1, 6A-2, 6A-3	
14-Dec		Final Exam: Chapters 6, 7 & 8	
10:30-12:30			

STUDENT CONDUCT:

In order to create an effective, safe learning environment, class members are expected to treat one another and the instructor with respect and courtesy at all times. Behaviorally, this includes arriving to class on time, extending courtesy, attentiveness, politeness, consideration, care, and concern to others. Respectful and professional classroom behavior also includes removing hats, sunglasses, and turning off cell phones while in class.

Discrimination and harassment have no place in this learning environment. To this end, I reserve the right to manage the class as appropriate. If you feel that you are being harassed or discriminated against, please contact the Vice Chancellor for Student Affairs, Debra Nakama, 808-984-3515 for assistance.

UHMC supports a positive educational environment that will benefit student success. In order to ensure this vision, UHMC has established the UHMC Student Code of Conduct to ensure the protection of student rights and the health and safety of the community, as well as to support the efficient operation of all programs. All currently enrolled students at UHMC are required to abide by the UHMC Student Code of Conduct. A copy of the most current Student Code can be found on the College's website:

http://www.maui.hawaii.edu/forms_policies/Student%20Conduct%20Code%204-05.pdf

ACCOMMODATIONS STATEMENT:

1) If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need to your instructors, you are invited to contact Catherine Taylor, Disabilities Services Counselor at 984-3227, Videophone relay service at 1(200)203-9685 or the Text Telephone (TT) relay service at 643-8833.

2) Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodations, please notify Catherine Taylor - Disabilities Services Counselor at 984-3496, Videophone relay service at 1(200)203-9685 or the Text Telephone (TT) relay service at 643-8833. The Disabilities Coordinator will verify your disability and provide the course instructor with recommendations for appropriate accommodations.

ASSESSMENT:

A sample of your work may be anonymously used to assess student achievement of the college-wide academic student learning outcomes and the program learning outcomes for the AAS degree in Accounting.

ACADEMIC PROBATION POLICY:

All University of Hawai'i Maui College students must maintain a cumulative GPA of 2.0 or higher. Failure to do so could result in the following: Warning, Probation, Suspension, and Dismissal. For more information, go to <https://maui.hawaii.edu/wp-content/uploads/2012/10/Acad-probation-policy.pdf>

ACADEMIC INTEGRITY:

Ethical behavior is extremely important in all aspects of life. You are expected to be honest in your conduct in the course. Cheating is an act of academic dishonesty and includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the UHMC faculty, staff or student; and
3. engaging in any academic behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Academic dishonesty of any type will not be condoned in this course, and will result in an F for that exam or assignment. Any violation of the student conduct code may be reported to the Vice Chancellor for Student Affairs, Debra Nakama.

MY SUCCESS:

Is an early alert system currently available for student support. If your instructor feels you may be struggling, they may refer you to this service.

ACADEMIC SUPPORT SERVICES:

The Learning Center (TLC) offers services designed to help students improve their overall academic performance. Workshops and tutoring sessions are structured to promote effective learning and academic management. TLC also provides instructions on using Laulima, UH Portal, Brainfuse, Turnitin, Pearson and other websites. Go to <http://maui.hawaii.edu/tlc/> to access our hours and other online resources, stop by TLC, or call 808-984-3240 for more information.

The UHMC Library is a student-focused, physical and online place dedicated to assisting you succeed in your coursework! Features include in-person, chat, email, phone and SMS research assistance, designated group and silent study spaces, and access to thousands of print and electronic books, articles, and multimedia. Visit the library website (www.maui.hawaii.edu/library) or download the free library mobile app (search for UHMC Library in your app store) to check library hours, book a study room, search databases, get research help, and more. For a quick reply call 984-3715 or Text/SMS 808-518-4080.

NonDiscrimination Statement: The University of Hawai'i System Executive Policy E1.202, declares and reaffirms its commitment to the University's equal education and employment opportunity policy. The University is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, arrest and court record, sexual orientation, gender identity, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the University's programs and activities. If you feel that you are being discriminated against, contact the website (<http://maui.hawaii.edu/nondiscrimination-policy/>) or the UH Equal Employment Opportunity and Affirmative Action Office at 9567077.

Sex or GenderBased Discrimination (Title IX): The University of Hawai'i is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community. Here are some of your options:

- If you wish to remain **ANONYMOUS**, speak with someone **CONFIDENTIALLY**, or would like to receive information and support in a **CONFIDENTIAL** setting, contact:
The University of Hawaii Maui College Confidential Resources are:

Aris Banaag, Personal Support Counselor, 984-3278, arisb@hawaii.edu

Catherine Taylor, PhD, Disability Services Counselor, 984-3227, cataylor@hawaii.edu

Denise Cohen, Professor of Nursing, 984-3493, denisec@hawaii.edu

- If you wish to **REPORT** an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking as well as receive information and support, contact:

Title IX Coordinator

Debra A. Nakama, Ph.D.

University of Hawai'i Maui College

Office of the Vice Chancellor for Student Affairs

Office: Ho`okipa 109

Phone: 808-984-3515

As a member of the University faculty, I am **required to immediately report** any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to: <http://www.hawaii.edu/titleix>

Campus Security - 984-3576.