



INTRODUCTION TO ACCOUNTING I

ACC200 | FALL 2024


KRISTINE SANTANIELLO
ACCOUNTING INSTRUCTOR
SHIDLER COLLEGE
UNIVERSITY OF HAWAII AT MANOA

PREREQUISITES

Sophomore standing (30 credits)

 ksantan@hawaii.edu

 BUSAD A407

 Office hours: Tuesdays and
Wednesdays from 1:30p-2:30p,
or by appointment

*(Please check Lualima "Calendar" for
logistics and/or any schedule changes)*



SECTION | CRN | DAYS | TIMES | LOCATION

Section 004 | CRN 74792 | WF 9:00a-10:15a | **BUSAD D101**

Section 005 | CRN 74793 | WF 10:30a-11:45a | **BUSAD D101**



COURSE OBJECTIVES AND DESCRIPTION

This course provides an overview of accounting information used by internal stakeholders. In this course, we will focus on how managers use accounting information to make decisions and create value.

Upon completion of this course, you should:

- Understand the role of managerial accounting in organizations.
- Understand and distinguish the characteristics and behavior of different types of costs, such as variable, fixed, sunk, controllable, opportunity, etc.
- Distinguish between different costing systems and understand how they are used.
- Understand the role of budgeting in organization management.
- Understand how accounting information is used in decision-making processes within an organization.



CLASSROOM BEST PRACTICES

The primary teaching methodology used in this course is **cooperative learning** - a structured, systematic instructional strategy in which small groups work toward a common goal.

Class time will usually be spent on a variety of activities including: question and answer sessions, brief lectures, group discussions, and in-class assignments. In order for the class to be a meaningful learning experience for everyone, it is important we all: (1) attend class; (2) come prepared for discussion; and (3) participate in discussions and in-class assignments. If each of us prepares before class, participates during class, and reviews after class, the learning experience for each of us in this course will be maximized.

Students must be active participants in the learning process, not passive recipients of information. They should identify and solve unstructured problems that require use of multiple information sources. Learning by doing is emphasized. This is primarily a problem-solving class. Most importantly, the class is best run if everyone behaves as **an adult** going into the professional world (defined within each course section).

★ ADDITIONAL INSTRUCTOR POLICIES

TIPS AND TRICKS



- **Understanding concepts:** read the chapter summary in the book for a better understanding
- **Homework due dates:** check in Connect
- **Grading tracker:** find the tracker in Lulima “resources” folder
- **Time management:** use a calendar and input major tests and due dates from syllabus
- **Having trouble finding my office or remember office hours times?** Check Lulima “Calendar”
- **Poke around Lulima and Connect!** When you obtain access to these systems, just start clicking on things because you will always find more resources that you can use!

CLASS PREPARATION



As a guide, a minimum of two hours of study outside class for each hour in class is considered necessary. A significant investment of time each week is required to develop a thorough understanding of the material.

OFFICE HOURS BY APPOINTMENT



There is a clear understanding that the instructor is providing personal time outside of class to assist with student needs (and is more than willing to do so), however, if the student does not attend the agreed upon meeting with no prior notice or effort to reschedule in a reasonable amount of time (no-show), it is at the instructor’s discretion if they’re willing to set up another appointment outside of regular office hours.

LETTERS OF RECOMMENDATION



If there is **no** clear relationship between the instructor and the student outside of normal classroom hours, it is at the instructor’s discretion if the request will be accepted or denied.

HOW TO ADDRESS EMAILS



Please include the class and section number in the subject line (e.g. “ACC200 Section 004: HW 1”). When asking questions about homework, please detail the question number and include a screenshot in order to obtain a quick and accurate response.

MISSED CLASS NOTES




If a classed is missed for **any** reason, it is the student’s responsibility to obtain the missing notes from another classmate and if there is any confusion, a student can set up time with me to obtain any additional clarification that is needed.

PROFESSIONALISM





It is assumed that students will behave appropriately for a learning-centered environment. At the discretion of the instructor, deductions of points may be made for behavior that is deemed inappropriate (Extra credit points earned will be deducted and a student can be considered ineligible to earn future extra credit points). Examples of inappropriate behavior include loud side conversations, watching videos, behaving in a manner that is disrespectful to the instructor and/or fellow students, etc.

REQUIRED MATERIALS


 **Textbook (eBook):** Financial & Managerial Accounting: Information for Decisions, 9th edition, John Wild and Ken Shaw – with McGraw-Hill (MH) Connect, bundled via **IDAP**

 **Online resource:** McGraw-Hill Connect, bundled via **IDAP**

 **Online resource:** Syllabus, lecture notes, Zoom links, and other course materials (provided on Laulima): <https://laulima.hawaii.edu/>

 **Lecture notes:** available on Laulima in “Chapters”; better when printed (free at the computer lab) or on tablet/touch-screen laptop

 **Calculator:** Basic 10-key calculator

 **Laptop:** Needed to take quizzes/exams (please discuss with instructor if student does not have access to a reliable laptop).

OPT OUT:

In order to receive a refund for the eBook and Connect course materials in the event a student drops the course:

- Click the “Opt-Out” button in the left-hand navigation bar of your Laulima course to submit your request, or
- Choose “Opt-Out” in this link

<https://www.uhbooks.hawaii.edu/idap>

The opt-out deadline is Tuesday, September 17th and the IDAP charge will be refunded to the MyUH account. If you have any questions about IDAP or this charge to your student account, contact the bookstore.

STUDENT'S RESPONSIBILITY

It is the student's responsibility to ensure that they have obtained access to the course's Laulima site and the course's material, McGraw Hill's Connect, the required calculator, and regularly checking for updated due dates, messages, and lecture material.

INTERACTIVE DIGITAL ACCESS PROGRAM (IDAP)

For this course, McGraw Hill's Connect will be used for the eBook and homework. 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 the student account.

TO ACCESS YOUR COURSE MATERIALS:

1. To get started, access Laulima by entering your Laulima username and password. Click “Log In”.
2. Locate and enter Laulima course.
3. In the course navigation menu, locate and click on the MH Campus link.
4. Click on the box to agree to the Terms of use. Click “Get Started”.
5. Click on Connect button.
6. Enter a valid email address (or Connect email address). Click on Find my account.
7. If a new Connect user, click, create a new account.
 - a. Click on “Create a new Connect account” and complete your registration.
 - b. Complete all fields and accept the Terms of Use. Click “Continue”.
8. If an existing Connect user, enter Connect password and click “Log In”.
9. Re-enter email address and click “Complete My Registration” to complete your Connect registration.
10. If you have issues accessing the course materials, visit McGraw Hill's tech support page at <https://mhedu.force.com/CXG/s/>

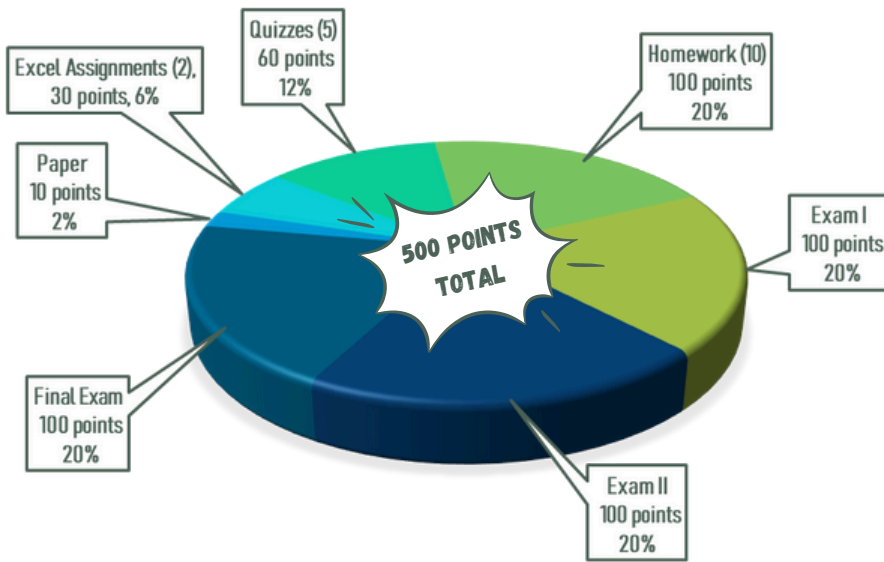
LAULIMA DISCLOSURE:

This course space is being shared by students in CRNs 74792 and 74793. If you do not wish to be in a shared course space, please drop this section and register for an alternate instructor.



GRADING AND EVALUATION

GRADING BREAKDOWN



	Points	%
Paper	10	2%
Excel Assignments (2)	30	6%
Quizzes (5)	60	12%
Homework (10)	100	20%
Exam I	100	20%
Exam II	100	20%
Final Exam	100	20%
Total	500	100%



EVALUATION

PAPER – 10 POINTS (2%)

This paper should be written using the same concepts learned in managerial accounting and applied to planning life after college. Detailed instructions for the paper can be found in the "Resources" folder in Laulima. This paper will be submitted to the dropbox in Laulima.

EXCEL ASSIGNMENTS – 30 POINTS (6%)

Two excel assignments will be submitted through Connect. Each assignment is worth 15 points (3%). The "check my work" button can be used 20 times before it is submitted and you may attempt the assignment as many times possible. Please make sure to check Connect for all assignment due dates. If needed, please use the computers in the computer lab located in the Shidler College of Business building room BusAd E101.

QUIZZES – 60 POINTS (12%)

A total of 6 quizzes will be given during the semester. Quizzes can be true/false, multiple choice, short answer, or a combination of the three. Quizzes will be on material covered up to two or three previous classes. Each quiz will be worth 12 points. No make-up quizzes will be given. If you are absent on the day a quiz is given, you will receive a zero for that quiz. One of the lowest scores will be dropped in calculating the student's grade.

HOMEWORK – 100 POINTS (20%)

All homework will be submitted through Connect. Please make sure to check Connect for all homework due dates. Homework due dates will be subject to change based on the timing of the material covered in class. Late homework will be accepted within a week of the due date for 20% of the points earned on the assignment. The "check my work" button can be used 3 times before the assignment is submitted. Each homework assignment is worth 10 points. Two of the lowest scores will be dropped in calculating the student's grade. This will result in a total of 100 points possible (or 20% of the student's grade).

Homework is for your own benefit. Homework should be completed soon after the material is covered in class and no later than the night of the next class. The homework assigned is the minimum necessary for your success in this class. Doing the homework will enable you to participate in class and help you with the quizzes and exams. Students are expected to keep current with homework and email the instructor with any questions and/or discuss during office hours.



GRADING AND EVALUATION

GRADING PERCENTILE

%	POINTS	GRADE
100% - 92%	500 - 460	A
91.9% - 90%	459 - 450	A-
89.9% - 88%	449 - 440	B+
87.9% - 82%	439 - 410	B
81.9% - 80%	409 - 400	B-
79.9% - 78%	399 - 390	C+
77.9% - 72%	389 - 360	C
71.9% - 70%	359 - 350	C-
69.9% - 68%	349 - 340	D+
67.9% - 62%	339 - 310	D
61.9% - 60%	309 - 300	D-
Below 60%	Below 300	F

MAKE-UP/LATE POLICY

- **Exams:** there will be **NO** make-up exams. If you miss an exam for an excused purpose (very rare, documentation required, need to notify me in advance), your final exam will be re-weighted to count for the missing exam. (A note from your parents, spouse, or significant other is not acceptable documentation.)
- **Quizzes:** No make-up quizzes will be given, and you will be given a zero as you will be allowed to drop your lowest score.
- **Paper and excel assignments:** Late submission will be accepted only for an excused purpose. Unexcused late submissions will be penalized.
- **Homework assignments:** Late homework will be accepted within a week of the due date for 20% of the points earned on the assignment. Two of your lowest scores will be automatically dropped.

EXAMS – 100 POINTS (20% EACH)

There will be two exams during the semester. Each exam will be worth 100 points. This will result in a total of 200 points possible (or 40% of the student's grade). The exams will be administered through Connect. If a student wishes for a paper copy of the exam, this must be requested in advance. Students may use the front and back of a 5x8 index card that will be provided by the instructor to use as notes for the exam. Basic 10-key calculators will be allowed for exams.

All cell phones and other electronic devices must be turned off and put away during exams. If a student is observed looking at a cell phone or other type of electronic device during the exam, this will be grounds for an exam score of zero. If any passwords for quizzes or exams are given, both parties will receive a score of zero.

FINAL EXAM – 100 POINTS (20%)

The final exam will be cumulative. Students may use the front and back of a one-page paper that will be provided to use as notes for the final. The final exam is worth 100 points (or 20% of the student's grade).

The final exam will be administered during the final examination period. The final exam must be taken on the scheduled date and time. See the course schedule (p. 10) for the final exam date and time (location will be announced closer to the date of the exam).

EXTRA CREDIT – UP TO 12 POINTS (2.5%)

The extra credit opportunities will be detailed in Laulima under the "Resources" folder. There will be a pool of 12 extra credit points:

- Up to 4 points for **office hours** (1 point for each visit)
- Up to 6 points for various **participation** opportunities
- Up to 6 points on **clubs/workshops** related to Business/major (2 points each)

Due date: no extra credit submissions will be received after **Sunday, December 15th, 2023**

Note: If a student conducts themselves in unprofessional behavior -

- For the first offense, 50% of the extra credit can be earned
- For the second offense, extra credit will no longer be an option and all points earned will no longer be considered



CAMPUS POLICIES AND COURSE CONDUCT



ACADEMIC HONESTY

“The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of this institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations.”

Shidler and SOA also have an Honor Code Policy. Please do not copy from another person’s homework, quiz or exam. Please do not fail to cite sources of material that you have quoted or substantially paraphrased. Do not use unauthorized assistance. Don’t hesitate to ask questions.

Students are expected to behave with integrity in all academic endeavors. Cheating, plagiarism, as well as any other form of academic dishonesty, are not tolerated. All incidents will be handled in accordance with the UH Student Code of Conduct. Please review the Student Conduct Code so you can make conscience and informed choices:

<https://manoa.hawaii.edu/studentsuccess/conduct-code/policies/>

Relevant portions include:

Acts of dishonesty, types of behavior that conflict with the community standards that the UH values and expects of students, include but are not limited to the following:

- a. cheating, plagiarism, and other forms of academic dishonesty,
- b. furnishing false information to any UH official, faculty member, or office,
- c. forgery, alteration, or misuse of any UH document, record, or ... identification.

The term “cheating” 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; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The term “plagiarism” includes, but is not limited to, the use, **by paraphrase or direct quotation**, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

In addition to the above, the instructor specifically prohibits the following behaviors, and includes them within the definition of academic dishonesty: **(1) providing another student with any form of direct or indirect, unauthorized assistance on any assignment, quiz, test, or exam; and (2) copying, or recording in any manner, test or exam questions or answers.**

Please NOTE that UH disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. If a student is caught committing an act of Academic Dishonesty, as defined in the University Student Conduct Code, he/she will receive a grade of “F” for the course and be referred for disciplinary action as provided for by the University Student Conduct Code.



CAMPUS POLICIES AND COURSE CONDUCT



TITLE IX

The University of Hawaii 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.

If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact the confidential resources available here:

<http://www.manoa.hawaii.edu/titleix/resources.html#confidential>

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:

Dee Uwono

Director and Title IX Coordinator

2500 Campus Road, Hawai'i Hall 124

Honolulu, HI 96822

(808) 956-2299

t9uhm@hawaii.edu

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.manoa.hawaii.edu/titleix/>

⊕ THE EXTRAS

ADDITIONAL RESOURCES

STUDENTS WITH DISABILITIES

Any student with a physical or mental disability is encouraged to contact the KOKUA Program if the student has a disability-related need for academic access services. Students can access the KOKUA Program here:

<https://www.hawaii.edu/kokua/>

COUNSELING

The Counseling and Student Development Center (CSDC) offers support to UH Manoa students to assist with mental health, personal, or academic concerns. They provide support to develop more personal awareness and skills to cope with challenges and achieve personal and academic goals. Students can find more information here:

<http://www.manoa.hawaii.edu/counseling/>

FOOD VAULT

Food Vault Hawai'i (FVH) was initiated by the Associated Students of the University of Hawai'i at Mānoa (ASUH) to assist students facing food insecurity (which includes mostly non-perishable food and toiletries) at UH Manoa. Please visit the link for more information about either receiving services or accepted donations:

<https://manoa.hawaii.edu/studentlife/campus-center-complex/services/food-vault/>

TUTORING

The Academic Resource Center (ARC) offers free individual tutoring and Supplemental Instruction in which students learn appropriate study strategies and problem-solving skills to achieve their academic goals. The ARC is located in the Student Success Center in Sinclair Library. Visit the ARC website to make an appointment and for more information

<http://manoa.hawaii.edu/undergrad/learning/>

COMPUTER LAB

Shidler College of Business provides a computer lab for undergraduate business students that provides 500 free copies every semester. It is located at BUSAD E-101 open M-F 8a-6p. Please see link for further information:

<https://shidler.hawaii.edu/student-life/resources>



COURSE SCHEDULE

(Please note: The schedule and due dates are subject to change with fair notice)

**W AUG
28**

Introduction and course overview;
Ch. 1: Accounting Business

**F AUG
30**

Ch. 1: Accounting Business

**W SEP
4**

Ch. 1: Accounting Business

**F SEP
6**

Ch. 2: Accounting for Business
Transactions

**W SEP
11**

Ch. 2: Accounting for Business
Transactions

**F SEP
13**

Ch. 2: Accounting for Business
Transactions

**W SEP
18**

Ch. 13: Analysis of Financial Statements

**F SEP
20**

Ch. 13: Analysis of Financial Statements

**W SEP
25**

Ch. 14: Managerial Accounting Concepts

**F SEP
27**

Ch. 14: Managerial Accounting Concepts

**W OCT
2**

EXAM 1 – CH. 1, 2, 13, AND 14

**F OCT
4**

Ch. 15: Job Order Costing

**W OCT
9**

Ch. 15: Job Order Costing

**F OCT
11**

Ch. 15: Job Order Costing

**W OCT
16**

Ch. 17: ABC and Analysis

**F OCT
18**

Ch. 17: ABC and Analysis

**W OCT
23**

Ch. 18: Cost Behavior and CVP Analysis

**F OCT
25**

Ch. 18: Cost Behavior and CVP Analysis

**W OCT
30**

Ch. 19: Variable Costing and Analysis

**F NOV
1**

Ch. 19: Variable Costing and Analysis



COURSE SCHEDULE

(Please note: The schedule and due dates are subject to change with fair notice)

**W NOV
6**

EXAM 2 – CH. 15, 17, 18, AND 19

**F NOV
8**

Ch. 23: Relevant Costs for Managerial Decisions

**W NOV
13**

Ch. 23: Relevant Costs for Managerial Decisions

**F NOV
15**

Ch. 20: Master Budgets and Planning

**W NOV
20**

Ch. 20: Master Budgets and Planning

**F NOV
22**

Ch. 20: Master Budgets and Planning

**W NOV
27**

Ch. 21: Flexible Budgets and Standard Costs

**F NOV
29**

HOLIDAY: THANKSGIVING BREAK – ENJOY!

**W DEC
4**

Ch. 21: Flexible Budgets and Standard Costs

**F DEC
6**

Ch. 22: Performance Measurement and Responsibility Accounting

**W DEC
11**

Ch. 22: Performance Measurement and Responsibility Accounting

**F DEC
13**

STUDY DAY – NO CLASS!

**FINAL DATE: (W) DECEMBER 18TH
TIME: 7:30AM TO 9:30AM
LOCATION: TBD**

Please be sure to check the link for final schedules under “special exam schedules”:

<https://manoa.hawaii.edu/undergrad/schedule/final-exams/fall/>

IMPORTANT DUE DATES:

T 9/3 – LAST DAY TO REGISTER/ADD COURSES/CHANGE GRADE OPTION

T 9/10 – HW 1: Ch. 1 due

T 9/12 – LAST DAY TO DROP WITHOUT A “W” GRADE AND LAST DAY TO OPT OUT OF CONNECT PROGRAM

T 9/17 – HW 2: Ch. 2 due

T 9/24 – HW 3: Ch. 13 due

R 9/26 – Excel Assignment #1

Su 9/29 – HW 4: Ch. 14 due*

T 10/15 – HW 5: Ch. 15 due

T 10/17 – PAPER DUE

T 10/22 – HW 6: Ch. 17 due

T 10/29 – HW 7: Ch. 18 due

M 10/30 – LAST DAY TO DROP WITH A “W” GRADE

Su 11/3 – HW 8: Ch. 19 due*

T 11/19 – HW 9: Ch. 23 due

T 11/26 – HW 10: Ch. 20 due

T 12/10 – HW 11: Ch. 21 due

R 12/12 – Excel Assignment #2

Su 12/15 – HW 12: Ch. 22 due*

SU 12/15 – LAST DAY FOR EXTRA CREDIT OPPORTUNITIES

*Homework due before exams will be due on Sundays