

ACCOUNTING 321 – SYLLABUS  
UNIVERSITY OF HAWAI‘I AT MĀNOA  
Spring 2019

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“Accounting 321 Section ----” Response within 24 hours.

### COURSE SCHEDULE

Lecture Section 01 meets Tuesdays and Thursdays from 9:00 – 10:15 am in Bus Ad G 103  
Lecture Section 02 meets Tuesdays and Thursdays from 10:30 – 11:45 am in Bus Ad G 103

### COURSE DESCRIPTION

Successful admission into the Shidler College of Business is required in order to register for this class.

This course covers the role of accounting as an information system and its relationship to the valuation of economic resources. It will build a solid conceptual framework necessary for those students seeking out a career in financial accounting. Covered in detail are reporting requirements, financial statements, revenue recognition and assets. Tools learned in class enhance students’ ability to think critically and to make good business decisions.

### STUDENT LEARNING OBJECTIVES

- Understanding of the theoretical structure of financial accounting.
- Ability to explain and demonstrate financial accounting cycle steps and appropriate double entry record keeping processes.
- Acquire a working knowledge of the Balance Sheet, Income Statement, Statement of Comprehensive Income and the Cash Flows Statement.
- Appreciation for the implementation of the time value of money concepts with regards to certain elements in financial accounting.
- Knowledge of rules necessary to report for public use current and long-term assets.

### COURSE MATERIALS

Required Textbook: Intermediate Accounting, Second Edition By Gordon, Raedy, and Sannella. Digital copy also available as an “ebook.”

### DROPS AND INCOMPLETES

Students have until **January 30, 2019** to drop this course. 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.

## GRADING

Each student's course grade will be determined by the total number of points earned during the semester. Points are as follows:

Examination I	100 points
Examination II (cumulative)	100 points
Final (cumulative)	120 points
Attendance, Homework, etc.	<u>180 points</u>
Total	500 points

The following is a distribution of the points necessary to earn a certain letter grade:

500 – 484	A+
483 – 467	A
466 – 450	A-
449 – 433	B+
432 – 417	B
416 – 400	B-
399 – 383	C+
382 – 366	C
365 – 350	C-
349 – 331	D+
330 – 316	D
315 – 300	D-
299 -	F

The instructor reserves the right to change this grading curve according to class performance. However, if a change does occur, required points for designated letter grades will never EXCEED the distribution outlined above. It is important for students to understand that enrolling in a 300 level course means that there are content minimums regarding class work that you are required to learn and be able to demonstrate in order to achieve certain grade levels, and therefore “curving” grades is not often done.

## EXAMINATIONS

Examinations may be a mixture of true/false, multiple choice and problems. No make-ups will be allowed without PRIOR written approval by the instructor and/or written verification of an emergency. If you know you will be missing an exam due to extenuating circumstances (e.g. athletic team travel), be sure to notify the instructor BEFORE the exam is administered. In such cases, the instructor reserves the right to decide if a make-up will be allowed and whether to deduct points as deemed appropriate. During certain exams you must use a simple calculator, not your phone, computer etc. For administrative purposes, all exams are to be handed in, whether taking the exam or reviewing results later, **NO EXAMS ARE EVER REMOVED FROM THE CLASSROOM/OFFICE.** Doing so will result in the student receiving an “F” for the course. All exams in this class are cumulative.

## ATTENDANCE, HOMEWORK, ETC.

Attendance (31 days at 1 point each)	31
Highlighted Homework (8 collected at 4 points each)	32
On line Homework (% completed out of 30 points)	30
Accounting Cycle Problem (% completed out of 20 points)	20
Executive Team Review Presentations	20
Misc. in class problems, quizzes, etc.	44
End of Semester Class Evaluation (92 % participation)	<u>3</u>
Total	<u>180</u> points

### Attendance:

Students are required to attend class and attendance will be taken. There are 31 required class days, not counting the final exam. You are allowed a grace of 2 missed classes with no point consequence. Keep in mind that missing class, for even a usually good, “teacher approved” reason, is still missing class and **no points can be earned**. Since important announcements are made at the beginning of class, it is a good idea to be on time. Please **turn off cell phones at the beginning of class**. Try your best to be present in class and not distracted by your computer devices. If you arrive late, it is your responsibility to retrieve the sign-in sheet and sign in for that day. On the third day of class, a seating chart will be created, so please come early that day if you would like to ensure that you sit in a certain spot.

### Homework:

Homework that is **highlighted** in the assignment schedule is to be completed **without** the assistance of the computerized homework software program. In other words, read the problem in your text and figure out the answer by working the problem, and hand in this work in class. For full credit, highlighted homework final answers to be submitted must be typed, stapled and display a valiant attempt at **all** problems assigned. Work should be shown, and the assignment should include your full name and section number. These need to be brought to class on the due date, and will be reviewed at that time. Late homework will be accepted up until one week after the due date, with a 50% grade reduction, regardless as to the reason it is late. Eight sets will be completed at 4 points each. Homework is NOT allowed to be transmitted through email.

On-line homework are those assignments that are **not** highlighted and should be completed on-line, and will be graded accordingly. We will be using the computerized version called: “MyAccountingLab” which comes with your textbook purchase. How to set up and use the accounting software will be explained in either the first or second day of class. Instructions are included in the “resources” section of Laulima for this class. The accompanying text website is also available for additional resources, a less expensive text option, practice exercises and quizzes, and other resources for you to access. Register immediately, and review all due dates. Late homework will be accepted but graded at a lower rate (50% of total earned). **No late homework will be accepted for chapters 11 and 12**. Homework will take a considerable amount of time to complete, so it is suggested that you set aside several hours at least two days before it is due to begin working on it. Many of the examples covered in class are similar to homework problems. Utilize this as an opportunity to see if you have mastered the material. If time permits, we will cover some homework solutions in class. The percentage completion shown in your grade records will be multiplied by 30 to determine your grade for this area.

Accounting Cycle Problem:

The Accounting Cycle problem is located in Resources in Laulima. This is a comprehensive review of Accounting 201 materials. It is imperative that you begin this as early as you can because homework will become intense after chapter 2. You will receive your % correct out of 20 points available. Not being able to master this material is a good indication that you need to review accounting 201 materials of long ago and/or accounting may not be an appropriate major for you.

Executive Team Review Presentations:

A crucial aspect of being a professional accountant is the ability to explain complex ideas to an audience that may or may not have an accounting background. On the fifth day of class you will be assigned to a group to work on this presentation together. An instruction sheet will be uploaded on Laulima with more information regarding this assignment and how it will be graded. Presentations will take place near the end of the semester and are worth 20 points.

Misc. in class problems, quizzes, etc.

Randomly, during the semester, you will be instructed to separate into teams to work-out various exercises on topics being covered in class. We may also have surprise quizzes or short answer questions. Collectively these assignments will be worth 44 points. **There is no “make-up” for missing these activities.**

WEBCT CONNECTION

This syllabus and supplemental resources will be posted online at your MYUH account. This site will be used to upload pertinent materials. You will be notified either in class or via email of anything that has been added that you may need for class.

TENTATIVE LECTURE SCHEDULE

ALL CHAPTERS SHOULD BE READ **BEFORE** COMING TO THE CLASS ASSIGNED BELOW.

Jan	8	Orientation, Chapter 1
	10	Chapter 1 – The Financial Reporting Environment
	15	Chapter 2 – Financial Reporting Theory
	17	Chapter 2
	22	Chapter 4 – Review of the Accounting Cycle (include appendix A and B)
	24	Chapter 4
	29	Chapter 4
	31	Chapter 4 – Professionalism and Ethics, Excel Spreadsheet
Feb	5	Chapter 5 – Statements of Net Income n Comprehensive Income (appendix A)
	7	Chapter 5
	12	<b>Examination I (chapters 1-5)</b>
	14	Chapter 6 – Statements of Financial Position and Cash Flows and the Annual Report (include appendix A)
	19	Chapter 6
	21	Chapter 7 – Accounting and the Time Value of Money
	26	Chapter 7
	28	Chapter 8 – Revenue Recognition (New Converged Standard)
Mar	5	Chapter 8
	7	Chapter 8
	12	Chapter 8
	14	Chapter 9 – Short-Term Operating Assets: Cash and Receivables
	18	Spring Break and Kuhio’s Holiday (3/26)
	28	Chapter 9
Apr	2	<b>Examination II (chapters 6-9, limited review 1-5)</b>
	4	Chapter 10 – Short Term Operating Assets: Inventory
	9	Chapter 10
	11	Chapter 11 – Long-Term Operating Assets: Acquisition, Cost Allocation, and De-recognition
	16	Chapter 11
	18	Chapter 12 – Long-Term Operating Assets: Departures from Historical Cost
	23	Chapter 12
	25	Executive Team Presentations
	30	Executive Team Presentations
May	2	Final Review and Miscellaneous

## TENTATIVE ASSIGNMENT AND EXAMINATION SCHEDULE

Highlighted assignments due in class, otherwise due online.

Jan	15	Chapter 1 – BE 1-2, 3, 12
	19	Chapter 2 – BE 2-4, 9, 10, 11, 12, 14, 16, 19
	22	Chapter 2 – BE 2-21, E 2-3, 5, 7
	31	Chapter 4 – P 4-6, 7, 9
Feb	2	Chapter 4 – E 4-7, 8, 12, 13, 16, 17
	5	Accounting Cycle Problem Due in class
	9	Chapter 5 – BE 5-1, 4, 5, 7, 9, 13, 15, 20, 21
	12	Examination I (chapters 1-5)

**Academic Integrity and Ethical Behavior:** Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. Failure to meet this expectation will result in failure of the course and possible dismissal from the program. Plagiarism means using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately. All work that candidates ultimately submit in this course must be their own in their own words. If you are in doubt about whether your work is paraphrased or plagiarized, see the UH General and Graduate Information Catalog under “Student Regulations” and the UH Student Conduct Code ([http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)) for specific guidelines related to ethical behavior. The UH Student Code of Conduct is available on line at: [http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/). It is assumed that you have accessed this information and concur with the expectations set forth. Keep in mind specifically:

1. Cheating includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examination: (2) use of sources beyond those authorized by the instructor 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.
2. Plagiarism includes but is not limited to, the use, by paraphrase or direct quotation, or 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.”

**Statement on Disability—KOKUA PROGRAM:** The University of Hawai‘i at Mānoa is committed to a policy of non-discrimination and provides equal access to its programs, services, and activities to students with disabilities. If you have a disability and related access needs, please contact the KOKUA program (UH Disabled Student Services Office) at 956-7511, [kokua@hawaii.edu](mailto:kokua@hawaii.edu), or go to Room 013 in the Queen Lili‘uokalani Center for Student Services. I will work with you and KOKUA to meet your access needs based on disability documentation.

**Counseling Services:** If you are in need of assistance with personal, academic or career concerns, the University of Hawai‘i has services available through UHM Counseling & Student Development Center (CSDC) located at the Queen Lili‘uokalani Center for Student Services Room 312. Website: <http://manoa.hawaii.edu/counseling/> Phone: (808) 956-7927

## 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/>