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Chaminade University of Hawaii

Course: Principles of Accounting I (Online) BU21190

Class Dates: July 02, 2001 - Sept 12, 2001

Instructor: Mr. Jerry A. Thomas H, M.B.A.

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Required Text: Accounting: Fifth Edition  
Horngren, Harrison, & Bamber

#### Required Technology:

To fully utilize the online course you will need access to a computer that is able to view current HTML scripts, JAVA enabled webpages, and valid e-mail access that is reliable. Be aware that large public mail services, such as Hotmail or Yahoo! are not the most reliable for e-mail management as mailbox sizes tend to fill up quickly. If you are subscribed to a number of listserves you may want to cancel **subscriptions** during this class as files sent out may be large and you don't want them to be turned away because of a full mailbox. It may also be necessary to use **software** programs such as PowerPoint, Excel, and Microsoft Word to view **materials** sent by the instructor.

#### Course Objectives:

The course **focuses** on the fundamentals of accounting in the small business environment. The areas in which the class **covers** include but are not limited to **basic** accounting principles, accounting cycles, classification of accounts, recording financial data, preparation of financial statements, internal control, depreciation, inventory management and accounting, and ratio analysis as used in the decision making processes of businesses; primarily sole proprietorships. The student should have a sound understanding of the following items at the end of the term:

- The types of accounting and its related users
- The use of accounting information for decision making purposes
- The journal entry system for recording transactions
- All the major financial statements, Income Statement, Changes in Owner's Equity, Balance Sheet, Cash Flows
- Application of Basic Accounting Principles
- The role of GAAP in the accounting arena
- Accrual vs. Cash basis accounting
- Inventory Management using various costing methods
- The use of various ratios to determine an organization's financial health
- The necessity/importance for accounting in organizations

#### About Your Instructor:

Mr. Thomas received his Masters of Business Administration in 1999 and his undergraduate business degree in accounting in 1993 from Mississippi College. During this time he worked and managed many facets of governmental accounting including, but not limited to, governmental purchasing practices, asset control, receivables management, and information systems. He also served as the systems administrator for government agencies facilitating the installation, maintenance, and management of local area networks **utilizing** Windows NT **and other operating systems** for the use of **medical databases**. In addition to Chaminade, he teaches for both Hawaii Pacific University and the University of Hawaii at Manoa's MBA program.

#### Method of Instruction:

**Instruction** will consist of weekly online discussions of class material, problem evaluations (mostly homework) relevant/real world material utilizing the Webboard provided by Chaminade University. The instructor will provide online **lectures** for each chapter using PowerPoint which **will** be posted to the webboard and the instructor's website for your convenience as well as copies of selected homework problem solutions for you to gauge your progress. The instructor will answer all questions directed toward the instructor on **Wednesday** evenings through the use of the Webboard chat area. Questions about the course should be posted to the webboard, not sent directly to the instructor as other **students** may have the same **question** and answering similar items becomes a **redundant** process. By placing questions/answers on the webboard it also allows the student base to interact with each other and form a support system for learning.

You can access the course by directing your webbrowser to <http://acad.chaminade.edu/facult/jthomas2>

Note that accounting is a **proactive study** that requires the student to **read all chapters and complete all practice exercises**. This awareness is heightened with the acceptance of online study. Materials provided by the instructor are intended to supplement the textbook and it's assignments, not be a substitute for it. Your performance in the **course** will be directly related to your dedication to the **material**.

**Grading Method & Scale:**

Grading will be assessed through the **administration** of three (3) exams and four pop **quizzes**. Each exam **consists** of 100 possible points Each pop quiz consists of 25 possible points and will be administered **randomly** through the semester to ensure that students are reading and **completing** assigned material. The **pop-quizzes** will then be added together and treated as a single test grade. Both exams and **quizzes** can be composed of matching, multiple choice, short-answer, word problems, or essay questions. **Because** the student is responsible for all material, exams are not limited to only those topics which are **covered** in the online discussions. The first two exams and the four **quizzes** will be available to the student to complete within a given amount of **time** and must be returned to the **instructor** by the date stated on the exam while final exam is given locally at the Chaminade campus on **Saturday**, September 8, 2001 (time & location to be announced). The final exam is closed book and is comprehensive over the entire semester. Exams and quizzes not **returned** by the date noted will receive a zero **regardless** of **errors** due to e-mail or computer accessibility. The instructor is not responsible for reminding **students** of missed lesson plans and or **quizzes**. At the end of the term all exams and the pop quizzes will be totaled and divided by four to **determine** your grade. That numeric grade, when applied to the following chart, translates to the letter grade you will have earned in the class.

4 Quizzes	100 points	25% of Final Grade
Exam 1	100 points	25% of Final Grade
Exam 2	100 points	25% of Final Grade
<u>Final Exam</u>	<u>100 points</u>	<u>25% of Final Grade</u>
Totals	400 Points	100%

All grades will be added together **and** divided by four to achieve an overall Percentage that translates to your grade below.

Percentage	Letter Grade
<b>90-100%</b>	<b>A</b>
<b>80-89%</b>	<b>B</b>
<b>70-79%</b>	<b>C</b>
<b>60-69%</b>	<b>D</b>
<b>0-59%</b>	<b>F</b>

**Extra-Credit:**

**Extra-credit**, or outside work is available and will be discussed with the class after the first exam. The extra credit item is a paper that must **meet** strict guidelines set by the instructor regarding composition and **preparation**. The extra credit project is presented early in the course to allow students to **grade** their own progress and necessity for the **extra** points. Do not wait **until** the final weeks of the course to **inquire** about extra-credit work.

BU 211 Principles of Accounting I Chaminade <b>University</b> of Hawaii			
	Week <b>Endin</b>	<u>Topics</u>	Practice Exercises
Week 1	7/6/01	Ch 1 Accountin in the Bus. Environment Ch 2 Accountin <b>Transactions</b>	E1-1, 1-21-4, 1-5, 1-8, 1-11 E2-2, 2-3, 2-5, 2-7, 2-8, 2-9
Week 2	<b>7/13/01</b>	Ch 3 <b>Adiustin</b> Entries	E3-2, 3-3, 3-5, 3-7, 3-9, 3-11
Week 3	<b>7/20/01</b>	Ch 4 ( <u>Closing</u> Entries	E4-1, 4-6, 4-7
		Exam 1	
Week 4	7/27/01	Ch 5 ( <u>Merchandising Companies</u> )	E5-2, 5-8, 5-9
Week 5	8/3/01	Ch 6 Accountin Information <b>Systems</b> ) Ch 7 Internal Control/Control of Cash	<b>DE6-1, 6-2; E6-1, 6-2</b> E7-1, 7-2, 7-3
Week 6	8/10/01	Ch 8 <b>Receivables</b>	E8-3, 8-4, 8-7
		Exam 2	
Week 7	8/17/01	Ch 9 Merchandise <b>Invento</b>	E9-1, 9-3, 9-4, 9-7, 9-8 <b>9-10, 9-13</b>
Week 8	<b>8/24/01</b>	Ch 10 Plant Assets & <u>Intangible</u> Assets	E10-1, <u>10-3, 10-4, 10-6</u> <u>10-11, 10-12</u>
Week <b>9</b>	<b>8/31/01</b>	<b>Ch 11 Current Liabilities &amp; Payroll)</b>	<b>E11-1, 11-3, 11-4, 11-5</b> <b>11-7, 11-10, 11-13</b>
Week 10	<b>9/7/01</b>	Ch 12 ( <u>Partnerships</u> )	<b>E12-1, 12-2, 12-3, 12-5, 12-9</b>
	<u>918101</u>	<u>Final Exam</u>	

Feel free to contact the instructor if you have questions about this syllabus!