

SAM HOUSTON STATE UNIVERSITY
Department of Accounting
Course Syllabus – Summer 2008

COURSE NUMBER: Accounting 231

COURSE TITLE: Principles of Accounting

PREREQUISITES: 18 hours of college credit

INSTRUCTOR: Dr. Alice A. Ketchand

Office: SH 305F

Office Hours: MTWT: 1:00 – 4:00

Contact Information: Telephone 936-294-1284 (ofc); Email: aketchand@shsu.edu

Accounting is a key discipline of business. It keeps track of what a business has, what it owes, what it earns, and how much it costs to earn it. Accounting has been called the DOS of money – the underlying system that measures a company's performance and it's position for future accomplishment. All business decision makers depend on the accounting system to provide the reliable, relevant financial information that is a part of almost all business decisions. You need to understand how the accounting system works so you can understand the information it provides. That way you – whether you are managing a company, investing in a company or lending it money – will make better business decisions.

REQUIRED MATERIALS:

Text: *Accounting, 7th edition, by Horngren & Harrison; published by Pearson-PrenticeHall

Online homework system: *My Accounting Lab

At the Bookstore: The Valuepack: includes the Hardcopy Text, 12-month access to My Accounting Lab, and the Study Guide; ISBN 0136153534.

Online purchase options at www.myaccountinglab.com

Option 1 – My Accounting Lab with full E-Text: \$80 (includes all 25 E-Text chapters and 12 months of My Accounting Lab access). This is an online transaction. You will be given an access code and be able to register immediately.

Option 2 – An upgrade of Option 1: after purchasing My Accounting Lab and E-Text, you can purchase the print companion text (which is a 3-hole drilled version of the text) + the Study Guide for \$125 (or an additional \$45 if you purchased the \$80 and want to upgrade later). Shipping for text and study guide are included in the price and takes 3-5 business days.

***Class Materials:** You will access these through Blackboard. Materials will be posted under "Course Documents" by chapter. Print materials and bring them to each class with you according to the schedule.

SUPPLEMENTAL MATERIALS:

Form 882 scantrons for exams; Quiz strips for quizzes

Nonprogrammable calculator **required** for exams (You will be asked to close any big screen models)

TECHNOLOGY:

Use of technology is an integral part of this course. You may use the computers on campus if you do not have access to the internet from another computer.

1. **Blackboard:** Enter Blackboard from the Sam homepage, sign in using your Sam user id and password, and click on the link for this course. See me if you are unfamiliar with Blackboard.
2. **MyAccountingLab** is for doing homework exercises online and using other online learning tools. NOTE: **You must register for MyAccountingLab.** To register, use the access code you purchased with the text at the bookstore or online. Go to the URL (<http://www.MyAccountingLab.com>) to register using your pass code and school zip code (77341) and then create your MAL username and password (Write these down so that you do not forget them). The first time you enter the site you will be asked for your zip code and instructor's name (Ketchand).
3. **Tech Support:** 800-677-6337, Monday-Friday 7 am – 7 pm; Sunday 4 – 11 pm (Central Time)

COURSE DESCRIPTION:

A study of the basic accounting concepts and procedures underlying the organization and reporting of financial information. Emphasis is on the central role of the business and economic information generated by the accounting process and how it is used in personal and business decision making.

COURSE OBJECTIVES:

In **Accounting 231**, Principles of Accounting, students will learn

1. **The precise terminology, procedures and techniques** used in identifying, organizing and reporting accounting information for business entities.
2. **Fundamental principles and concepts** underlying the valuation and disclosure of financial statement accounts.
3. **And understand the economic information** contained in company financial statements and what it communicates about the business.
4. How accounting information is used in business decision-making.

COURSE EVALUATION PROCESS:

The course grade will depend on a student's performance on exams, quizzes and other assignments:

Semester exams (3 exams worth 100 points each)	300 points
Final exam (comprehensive) – Required	100 points
Quizzes, class work and other assignments	80 points
Have Fun / Do Good Reports	<u>10 points</u>
Total Points Available	<u>490 points</u>

Letter grades will be assigned as follows: A = 90%; B = 80%; C = 70%; D = 60%; F = less than 60%.

No make-ups on exams will be given. The score on the comprehensive part of the final exam will count for the missed exam grade. You must take the final exam. The score on the comprehensive part of the final (if higher) will be substituted for the lowest grade on the first three exams. Only one exam score can be replaced with the final exam. A student who misses more than one exam must make it up in the required time or receive a zero on the second missed exam.

Quizzes, class work or other assignments will be given throughout the semester. They may be announced or unannounced. You must be present in class for the quiz or class work assignment. There are **no make-ups** on quizzes and no late assignments will be accepted. Quizzes will be based on homework assignments. **Homework** may be completed on My Accounting Lab or by hand and should be done as we cover each chapter.

Have Fun / Do Good Reports *Due no later than Monday, June 30.*

Having Fun Too often students are stretched with studies, jobs and other responsibilities and the pressures of life can be overwhelming. It is important to maintain a broader perspective. To assist you, this class rewards you for having some fun. You will be given 5 points to embark on an adventure this semester and turn in a report on it, a simple, typed one-paragraph description of what you did. For our purposes, an adventure will be defined as something fun that you would not have taken the time to do except for this assignment.

Doing Good Also, it is important to remember the value of service in our everyday lives. When we take the time to look beyond our own problems and serve others, we not only help them but lift ourselves as well. For 5 points do a simple act of service during the semester and report it in a short one-paragraph report, typed and submitted to me. This does not need to be elaborate service, even doing chores for a spouse or roommate or assisting a co-worker is great if done in the proper spirit.

ATTENDANCE POLICY:

Class attendance is a requirement and essential to success in the course. Roll will be taken at each class meeting. I do not, however, add or subtract grade points for attendance itself. You should also be on time and prepared. Develop a professional attitude: take responsibility for your performance and do those things that lead to success.

CLASS TOPICS:

1. Accounting and the Business Environment
2. Recording Business Transactions
3. The Adjusting Process
4. Completing the Accounting Cycle
5. Merchandising Operations
6. Merchandise Inventory
7. Accounting Information Systems
8. Internal Control and Cash
9. Receivables
10. Plant Assets and Intangibles
11. Current Liabilities and Payroll

UNIVERSITY POLICIES

You may find online a more detailed description of the following policies at: <http://www.shsu.edu/syllabus/>. These guidelines will also provide you with a link to the specific university policy or procedure.

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. In other words: No Cheating. Business and Accounting Ethics are an extension of personal ethics. To develop strong business ethics, be personally responsible and ethical right now. *See Student Syllabus Guidelines.*

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. The details: Be on time. Turn off your cell phone. Come prepared with the materials needed. Do not carry on personal conversations during lectures. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Student Absences on Religious Holy Days: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

KEYS TO SUCCESS IN ACCOUNTING 231: **The Good News:** No higher math (calculus or trig) is required. The math involved is basic (+, -, X, /, %; and simple algebra). **The Other News:** What is important is the ability to organize and analyze information. You will use the accounting system and concepts to do, essentially, word problems. Also, business language and terms are carefully defined and business communication requires the precise and proper use of those terms. You will need to know and be able to use these terms appropriately.

You are the player/performer in this class. I am the coach (and occasionally the umpire). Accounting 231 requires more time and a higher level of self-discipline than many college courses. You cannot afford to get behind. You need to read and work problems regularly, preparing for each class. Do not try to learn three chapters of material the night before an exam. The result will not be pretty. **Set yourself up to succeed: Give yourself time and do not cram too much (courses, jobs, organizations) into your schedule.**

COURSE SCHEDULE

Accounting 231.05 and 231.06 - Dr. Ketchand – Summer I 2008

All homework problems may be done on MAL. Main problems are shown as required.

Also solutions are posted on BlackBoard.

The Main Homework problems will be the basis for class quizzes

Monday	Tuesday	Wednesday	Thursday	Friday
	June 3 Ch 1 Accounting and the Business Environment	4 Ch 1 Analyzing Transactions Ch 2 Recording Bus. Transactions <i>Main Hmwk: 1-3, 18, 22,28,31</i> <i>Addl Hmwk: 1-29</i>	5 Ch2 Recording Bus. Transactions <i>Main Hmwk: 2-3, 8, 16, 17, 32</i> <i>Addl Hmwk: 2-31</i>	6 Ch3 The Adjusting Process <i>Cycle Prob Assigned</i>
June 9 Ch 3 Adjustments Ch 4 Completing the Acctng Cycle <i>Main Hmwk: 3-14, 21,22, 32, 35</i> <i>Addl Hmwk: 3-19, 24,25</i>	10 Ch 4 Accounting Cycle <i>MainHmwk: 4-8,9, 13, 22, 23</i> <i>Addl Hmwk: 4-14, 15, 16</i>	11 Exam 1 Chaps 1 – 4 Ch5 –Merchandising Operations	12 Ch 5 Merchandising Operations <i>MainHmwk: 5-18, 19, 26, 29, 30</i> <i>Addl Hmwk: 5-13, 17, 23, 28</i> <i>Cycle Problem Due</i>	13 Ch 5 Merchandising Operations Ch 6 Merchandise Inventory
June 16 Ch 6 Merchandise Inventory <i>MainHmwk: 6-13, 14, 15, 16, 21, 31</i> <i>Addl Hmwk: 6-20, 28, 29, 30</i>	17 Ch7 Accounting Informatn Systems <i>MainHmwk: 7-6, 20, 21, 22, 26</i> <i>Addl Hmwk: 7-28</i>	18 Exam 2 Chaps 5 –7 Ch8 – Cash and Internal Control	19 Ch8 Cash Ch9 - Receivables <i>MainHmwk: 8-12,17, 23, 26, 28</i> <i>Addl Hmwk: 8-15, 18, 19, 22</i>	20 Ch 9 Receivables <i>MainHmwk: 9-17,18, 20, 28, 30</i> <i>Addl Hmwk: 9-15, 19, 22</i>
June 23 Ch 10 Plant Assets & Intangibles	24 Ch 10 Plant Assets & Intangibles <i>MainHmwk: 10-14, 19,26, 29, 34</i> <i>Addl Hmwk: 10-22, 25, 31</i>	25 Exam 3 Chaps 8 – 10	26 Ch 11 Current Liabilities	27 Ch 11 Current Liabilities <i>MainHmwk: 11-14, 15, 19, 22, 25</i> <i>Addl Hmwk: 11-17, 21, 28</i>
June 30 Review	July 1 Final Exam Ch 11 & Comprehensive			July 4 Have a great rest-of-summer!

Note: Changes may need to be made to dates shown here due to circumstances unforeseen at this time.

