

Sam Houston State University
College of Business Administration
Department of Accounting
Course Principles of Financial Accounting
COURSE SYLLABUS
Fall 2007

Course Number: ACC 231.04 MWF 09:00am-9:50am
Course Title: Principles of Financial Accounting
Professor: N. Anna Shaheen, CPA, JD
Prerequisites: 18 hours of college credit
Office: Smith-Huston 311-F
Office Hours: M W F 8:00am-9:00am by appointment only
M W F 10:00am-11:00am open office
M W F 12:00pm-12:30pm by appointment only
M W 2:00pm-3:00pm open office
Fridays only 12:00pm-1:00pm open office
OTHER TIMES CAN BE SCHEDULED BY APPOINTMENTS

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(When e-mailing, please include your name and accounting class and section number in your e-mail; i.e., 231 section 13)

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

Online homework system: *My Accounting Lab*

Purchase options:

At the Bookstore:

The Valuepack: includes the Hardcover Text, 12-month access to My Accounting Lab, and the Study Guide ISBN 0136153534. Campus bookstore price: \$178.80.

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 would be given an access code and be able to register immediately.

Option 2 – An upgrade of Option 1: after purchasing My Accounting Lab, you can purchase the print companion text (which is a 3-hole drilled version of the text) + the Study Guide for \$115 (or an additional \$35 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 class with you according to the schedule.

SUPPLEMENTAL MATERIALS: Form 882-E scantrons for exams.

Nonprogrammable calculator **required** for exams. (You will **not** be allowed to use any big screen models and will be asked to close the calculator.)

METHOD OF INSTRUCTION

Lecture and discussion with Illustrative Class Materials and Overheads, PowerPoint presentations illustration of concepts using demonstration problems; student practice and problem solving with additional class problems. Students are expected to come to class prepared and will be expected to answer questions on assigned chapter readings, solutions to problems, which may include some of the homework assignments. Homework with an online tutor-style program that identifies and allows students to correct errors. ***You are responsible for your performance in this class. I am merely a facilitator. Accounting 231 requires more time and a higher level of self-discipline than many college courses.***

TECHNOLOGY: *Use of technology is an integral part of this course.* You will need to allow yourself time to become comfortable with the software that we are using. You will also need to allow time to 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(www.shsu.edu). Click on the link for this course. What is available: Syllabus, Assignments, Class Materials (to be printed out for each class), Grades, and periodically Announcements pertaining to class.
2. **My Accounting Lab** is an e-learning program that we will be using in ACC 231. You will be given a handout to explain how to access My Accounting Lab.

COURSE DESCRIPTION:

A study of the basic accounting concepts and procedures underlying the organization and reporting of financial information. An overview of how accounting fits into the daily life of a business. 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, the student will have learned:

1. The precise terminology, procedures and techniques used in identifying, organizing and reporting accounting information for business entities.
2. The fundamental principles and concepts underlying the valuation and disclosure of financial statement accounts.
3. To develop a basic understanding of the economic information contained in company financial statements and what it communicates about the business.
4. To recognize accounting information as essential to business decision making.

COURSE EVALUATION PROCESS:

The course grade will depend on a student's performance on exams, quizzes, homework, projects and professional standards.

Semester exams (4 exams worth 125 points each)	500 points
Comprehensive final exam worth 125 points	125 points
Quizzes, class work, and other assignments	150 points
Online Homework using My Accounting Lab	125 points
Professional Standards (including Attendance)	<u>100 points</u>
Total Points	1000 points

A traditional grading scale is used. (90-100% = A; 80-89+% = B; etc.)

EXAMS: No make-ups will be given on **exams**. You must take the final exam. The final exam score (if higher) will be substituted for the lowest grade on the first four exams. Only one exam score can be replaced with the final exam. A student who misses more than one exam will automatically receive a zero on the second missed exam.

When a student leaves the classroom during an exam, the exam time is complete and the exam must be turned in to the professor. **No caps or hats** are to be worn on exam day.

QUIZZES and CLASS WORK: No make-ups will be allowed if a student is absent and/or tardy at the time a quiz is given and/or for work completed in the classroom.

OTHER ASSIGNMENTS: If a student is absent on the day an assignment is due, it is the student's responsibility to make certain the assignment is received directly by the professor prior to the completion of the class period. Infrequent occurrences of tardy assignments (not more than one time) or medical emergencies may be given consideration on a case by case basis. Otherwise, late assignments will not be accepted and the student will receive a zero on late assignments.

MY ACCOUNTING LAB: Homework must be worked using the online homework management program. NO late homework will be accepted.

THE LATE POLICIES STATED ABOVE ARE NECESSARY IN ORDER TO ASSURE TIMELY COMPLETION OF ALL WORK AND EXAMS. IF THE PROFESSOR ALLOWED MAKEUP EXAMS AND/OR LATE ASSIGNMENTS, THEN IT WOULD BE UNFAIR (INEQUITABLE) TO THE STUDENTS WHO COMPLETE THEIR WORK TIMELY.

PROFESSIONAL STANDARDS AND ATTENDANCE POINTS: This is likely your first course in the College of Business. In an effort to prepare you for the business world, 10% (100 points) of your total points will be based on how you demonstrate professional standards in our classroom. Professional standards include, but are not limited to your behaving in a courteous, conscientious, and generally businesslike manner in the workplace. A student may earn 0 –100 points for demonstration of such professionalism. These points will be assigned based on my sole discretion and are not negotiable. Examples of upholding professional standards include:

- coming to class every day on time,
- being prepared for class (bringing your Blackboard Materials to class every day, reading your assigned chapter, doing your assigned homework),
- participating in class,
- maintaining a classroom environment that is conducive to learning (keeping all electronic devices [cell phones, IPODs, etc.] turned off and stored away in your backpack while in the classroom. treating your fellow classmates and your professor with respect),
- respect includes, but is not limited to, cooperating in ensuring that only one person is speaking at a time.

ATTENDANCE POLICY:

Regular and punctual class attendance is expected. Attendance records will be maintained. It will be **your** responsibility to sign in each day that you attend class. These records will not be altered on a later date! Leaving class early without the permission of the professor is not permitted. If you must leave class early, you will be counted absent for that class period. Your attendance indicates the amount of effort that you are willing to exert in learning. Most importantly, this course contains subject matter that is extremely difficult to master without excellent attendance. As previously stated prompt attendance will be considered in your professional standards points.

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 complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.” Code of Student Conduct and Discipline, Section 5.3, as printed in 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. Students are to turn off all cell phones before entering the classroom. **Under no circumstances are cell phones or any electronic devices to be used or seen during class.** Please do not violate this policy, as it may result in the professor asking you to leave the classroom. This action will impact your grade on several levels, as your regular attendance is imperative for your understanding of this subject matter. Also, professional standard points will be deducted for such violations. Students may tape record lectures (PLS do not disturb others).

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.

Drop date: Last day to drop this course without a grade of F is Wednesday, October 10th, 2007.

The assignments referenced in this syllabus are tentative and are subject to change by the professor. Announcements will be made in class regarding any changes in the assignments.

AFFIDAVIT

My signature below indicates that I have read and understand this syllabus and have been given a copy of my own to keep.

Student Signature

Date

KEYS TO SUCCESS IN ACCOUNTING 231:

Accounting 231 is not a class that requires proficiency in higher math. Although accounting and business finance are numbers oriented, the math involved is basic. What is important in a study of accounting and business is the ability to organize and analyze information. Business language and terms are carefully defined and business communication requires the precise and proper use of those terms. An ability to read and communicate with clarity is critical to success in this class.

You cannot afford to get behind. You need to read and work problems regularly, preparing for each class. Do not procrastinate. The result will not be pretty if you wait and try to learn all of the test material the night before your exam

Be certain to avail yourself of all the Support Services available to students by the professor, this course and the university. This course requires a large time commitment, but has many resources to help you perform well above average and ensure your success in your future careers. The “My Accounting Lab” software has so many interactive learning resources including videos, power points, sample problems with solutions, direct references to pages in your textbook, etc. There is additional help in labs and the counseling center is there to make certain you receive the help you need. **Please ask for help before you get too far behind, because it can become overwhelming to catch up.**

You are encouraged to take advantage of the professor’s office hours for help with coursework or anything else connected with the course, your progress and your ability to succeed at Sam Houston State University. I am committed to help you in anyway possible, and to also help you identify other resources for help you may need, whether it be related to this course or other academic related issues. However, if you do not ask for help, it will be difficult to render any assistance. In conclusion, I hope you seize the opportunity to utilize all the resources available to you, and request information regarding all the resources, in the event you are not familiar with the resources. I sincerely look forward to helping you pursue and achieve your educational goals. In general, your ideas, comments, suggestions, questions, grade challenges, etc. are welcome.. No part of your grade will be based on anything other than what is stated in the Course Evaluation section above.