

**SAM HOUSTON STATE UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
Department of Accounting  
Course Syllabus  
Fall, 2007**

**COURSE NUMBER:** ACC 231

**COURSE TITLE:** Principles of Financial Accounting

**PREREQUISITES:** 18 hours of college credit

**INSTRUCTOR:** Gloria G. Grayless, MBA, CPA

**Contact Information:**

Office: 305-H Smith-Hutson Building

Office Phone: 936-294-1261

Office Hours: Monday & Wednesday: 9:00 –10:00 am  
2:00 – 4:30 pm  
Friday 9:00 –10:00 am  
2:00 – 3:00 pm

all other times by appointment, please

E-mail: aac\_ggg@shsu.edu (When e-mailing, please include your name and accounting class and section number in your e-mail; i.e., 231 section 2)

**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 Hardcopy 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](http://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.)

**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](http://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. 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

1. Gain a basic knowledge of the precise terminology, procedures and techniques used in identifying, organizing and reporting accounting information for business entities.
2. Learn fundamental principles and concepts underlying the valuation and disclosure of financial statement accounts.
3. Develop a basic understanding of the economic information contained in company financial statements and what it communicates about the business.
4. 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 and projects.

Semester exams (4 exams worth 100 points each)	400 points
Comprehensive final exam worth 100 points	100 points
Online Homework using My Accounting Lab	50 points
Professionalism points	<u>50 points</u>
Total Points	500 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.

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

**PROFESSIONALISM POINTS:** This is likely your first course in the College of Business. In an effort to prepare you for the business world, 10% (50 points) of your total points will be professionalism points. Professionalism is about exhibiting a courteous, conscientious, and generally businesslike manner in the workplace. A student may earn 0 –50 points for demonstration of professionalism. These points will be assigned based on my sole discretion and are not negotiable.

Examples of professionalism 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).

**ATTENDANCE POLICY:**

Regular and punctual class attendance is expected. I will maintain attendance records. 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. I do not directly add or subtract grade points for attendance. However, prompt attendance will be considered in your professionalism 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 honesty and integrity in the academic experiences both in and out of the classroom. *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. 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.** 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:** 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 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.* 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. *Set yourself up to succeed: Give yourself time and do not cram too much (courses, jobs, organizations) into your schedule.*