

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

**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:** TT: 1:00 – 2:00, 3:30 – 4:30; Wed: 9:00 – 11:00, 1:00 – 4:00

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

**WELCOME:**

**Accounting 231 is a great introduction to the world of money and business!** In fact, accounting is often called the *language of business*, because the main purpose of accounting is to provide relevant reliable financial information to any person or institution that has an interest in the business. It is also called the *DOS of money*, because accounting provides the underlying system – the rules of the game – that measures a company’s performance. If you hope to own or manage or evaluate or loan money to or work for a business, you will need to understand accounting. In some respects, this class will also be a "principles of business" class, because it is necessary to understand what a business is and how it operates in order to account for its activities and generate useful financial information.

**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 is about \$175.

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 at [www.MyAccountingLab.com](http://www.MyAccountingLab.com). 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 \$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.

Option 3 for those who need only 231 - My Accounting Lab (for one semester) with E-Text for chapters 1-13 can be purchased in an online transaction at [www.MyAccountingLab.com](http://www.MyAccountingLab.com) for \$65. You can add to them the print companion text (which is a 3-holed drilled version) for Chapters 1-13 for \$90.

**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

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 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, sign in using your Sam user id and password, and click on the link for this course. What is available: Syllabus, Professor contact information, Class Materials

- (to be printed out for each class), and Grades.
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, you 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 and other assignments:

Semester exams (4 exams worth 100 points each)	400 points
Final exam (comprehensive) – Required	100 points
Online homework	50 points
Quizzes, class work and other assignments	50 points
Have Fun / Do Good Reports	<u>10 points</u>
Total Points Available	<u>610 points</u>

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

**Make-ups on exams must be taken before the next class period** otherwise the final exam score will count for the missed exam grade. 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 must make it up in the required time or receive a zero on the second missed exam.

**Online homework** is to be completed on My Accounting Lab and must be done as we cover each chapter. For example, the exercises for Chapter 1 will be accepted up to **8:00 a.m.** on the day we start Chapter 2 (August 30).

**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.

**Have Fun / Do Good Reports** *Due no later than Tuesday, December 4.*

**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 231.10  
DR. KETCHAND – Fall 2007**

**Read the text chapter before the class in which it's introduced.**

**Practice homework can be done in MyAccountingLab for study/review. It is not graded.**

DATE	CH	TOPIC	Required Online Homework (MAL)	Class/Other Assignments	Practice Homework
Aug21		Introduction			
23	1	Accounting & Business Environment	Ch1: 1,18,22,28,31		Ch1: 29
Aug28	1				
30	2	Recording Business Transactions	Ch2: 3,8,16,24,25	F/S	Ch2: 31,32
Sep 4	2				
6	3	The Adjusting Process	Ch3: 14,21,22,32,35	Quiz–DrCrJE	Ch3:19,24,25
Sep 11	3				
13	3				
Sep 18		<b>Exam 1</b> (Chapters 1-3)			
Sep 20	4	Completing the Accounting Cycle	Ch4: 8,9,13,22,23		Ch4:13,14,15, 16
Sep 25	4			Cycle Problem	
27	5	Merchandising Operations	Ch5: 13,18,19,29,30		Ch5: 14,17, 23, 26, 28
Oct 2	5				
4	6	Merchandise Inventory	Ch6: 13,14,15,16,31	Assignment	Ch6: 20,28 29,30
Oct 9	6				
10		Last day to drop without a grade			
11	6				
Oct 16		<b>Exam 2</b> (Chapters 4-6)			
Oct 18	7	Accounting Information System	Ch7: 6,20,21,22,26		Ch7: 28
Oct 23	7				
25	8	Internal Control and Cash	Ch8: 12,17,23,26,28		Ch8: 15,18, 19, 22
Oct 30	8			Quiz	
Nov 1	9	Receivables	Ch9: 5,15,16,28,30		Ch9:17,18, 23
Nov 6	9			Quiz AR	
Nov 8		<b>Exam 3</b> (Chapters 7-9)			
Nov13	10	Plant Assets & Intangibles	Ch10:14,19,26,29,34		Ch10: 22,25, 31
15	10				
Nov20	10			Quiz PP&E	
		<i>Nov 21 – 25 Thanksgiving Holiday</i>			
Nov27	11	Current Liabilities & Payroll	Ch11:13,18,19,22,25		Ch11: 21,23, 26
29	11			Quiz – CL	
Dec 4		<b>Exam 4</b> (Chapters 10 – 11)			
6		Review for Comprehensive Final			
Dec 14	231.10	<b>Comprehensive Final Exam</b>	2:00 – 4:00p Th		

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