

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**Department of Accounting**

Course Syllabus – Fall 2007

**COURSE NUMBER:** Accounting 231  
**COURSE TITLE:** Principles of Financial Accounting  
**PREREQUISITES:** None  
**INSTRUCTOR:** Mrs. Margaret Quarles, MBA  
**OFFICE:** SH 305-C  
Tel: (936) 294-4755 Fax: (936) 294-1982  
Email: [mquarles@shsu.edu](mailto:mquarles@shsu.edu)  
**OFFICE HOURS:** Monday and Wednesday: 9am – 10am, 2pm -5pm  
Tuesday: 9am -12n Friday: 9am -10am  
or by appointment

**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:** Materials will be posted in Blackboard 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

**COURSE DESCRIPTION:**

A study of the basic accounting concepts and procedures underlying the organization and reporting of financial information. Topics include the accounting cycle, the preparation of financial statements, measurement and reporting of business income, and valuation and presentation of assets and liabilities. Emphasis is placed on the relevance of financial information generated by the accounting process and how it is used in decision making.

**COURSE OBJECTIVES:**

***Upon completion of this course students will have learned: (to:)***

1. Analyze, measure and record business transactions using the accrual system of accounting
2. Complete the accounting cycle from source documents through closing entries
3. Prepare the income statement, the balance sheet and the statement of owner's equity
4. Understand internal control and how to apply good procedures to financial recordkeeping

## **COURSE EVALUATION PROCESS:**

An individual student's course grade will depend on performance as follows:

3 Exams (lowest exam grade will be dropped)	200 points
Final Exam	100 points
Homework	100 points
6 Quizzes (lowest quiz grade will be dropped)	<u>100</u> points
Total points possible	500 points

Letter grades will be assigned based on the percentage of points earned as follows:

90% = A, 80% = B, 70% = C, 60% = D, less than 60% = F

**No Make-ups** will be given on exams or quizzes. Students who miss an exam or quiz will receive a zero for that exam or quiz. Three exams will be given, but the lowest exam grade will be dropped; six quizzes will be given but the lowest quiz grade will be dropped. The final exam must be taken to complete the course. A picture ID is required to sit for all exams. **Homework** is to be completed online by the due date noted on the class schedule. Final online homework grades will be scaled to 100 points. No late homework will be accepted.

## **ATTENDANCE POLICY:**

Class attendance will be recorded at each meeting. Regular attendance will indicate the amount of interest and effort a student is willing to exert in learning. Ten (10) bonus points will be added to the final exam grade for perfect attendance (0 absences). Two tardies count as one absence. There will be no exceptions or excused absences allowed for bonus points.

## **CLASSROOM RULES OF CONDUCT:**

Students are expected to help maintain 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 while in the classroom. 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. No food or drink is allowed in the classroom.

## **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. A student desiring to absent himself/herself from a scheduled class to observe (a) religious holy day(s) shall present to me a written statement concerning the religious holy day(s); I will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. Students remain responsible for all work.

## **STUDENTS WITH DISABILITIES:**

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.

## **ACADEMIC HONESTY POLICY:**

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 cheating on any exam or quiz will be given a grade of "0" for that exercise.

## **VISITORS IN THE CLASSROOM:**

Only registered students may attend class. Students wishing to audit a class must apply to do so through the Registrar's Office.