

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**Department of Accounting**  
**Course Syllabus - Spring 2008**

**COURSE NUMBER:** Accounting 231 08 (TTh 8:00 a.m.)

**COURSE TITLE:** Principles of Accounting

**PREREQUISITES:** Eighteen hours of college credit

**INSTRUCTOR:** Dr. Taylor S. Klett, CPA, JD

**OFFICE:** Smith Hutson (COBA) 311K

**OFFICE HOURS:** TTh 7:00- 8:00, 9:30- 11:00, 12:30- 2:00, 2:30 – 3:30; Wednesday 7:00- 11:00 and via appointment

**CLASS HOURS:**

TTh 8:00 a.m.; TTh 11:00 a.m.; TTh 2:00 p.m.

**OFFICE TELEPHONE:**

936 294-4977

E-Mail: [Klett@shsu.edu](mailto:Klett@shsu.edu)

Web page: [www.shsu.edu/~klett](http://www.shsu.edu/~klett)

**REQUIRED TEXT AND RELATED MATERIALS:**

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

**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 option 1 and want to upgrade later). Shipping for text and study guide are included in the price and supposedly 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.

You will use these materials in Acc 232 as well so don't sell them back (yet).

## SUPPLEMENTAL MATERIALS:

**Suggested:** Blackboard will be used, which has extensive help for each and every chapter. You also might want to visit my web pages [www.shsu.edu/~klett](http://www.shsu.edu/~klett), but generally I have “ported over” to Blackboard. Grades will also be posted on Blackboard due to the higher security features of the system.

**Required:** You will be required to obtain Scantron’s (882-ES) for examinations and bring your own calculator. DON’T try to use a cell phone calculator, it just won’t work on a test.

## COURSE DESCRIPTION:

A study of the basic accounting concepts and procedures underlying the organization and reporting of financial information. Emphasis is placed 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 OBJECTIVE:

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 statements and 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.

## TOPICS:

- |   |                                  |
|---|----------------------------------|
| 1. Introduction to Accounting and Business    | 7. Cash                          |
| 2. Analyzing Transactions                     | 8. Receivables                   |
| 3. The Matching Concept and Adjusting Process | 9. Inventories                   |
| 4. Completing the Accounting Cycle            | 10. Fixed Assets and Intangibles |
| 5. Accounting Systems and Int. Control        | 11. Current Liabilities          |
| 6. Accounting for Merchandising Business      |                                  |

## COURSE EVALUATION PROCESS:

The professor, based on his evaluation of the student’s performance will assign the student’s semester grade. Although participation grades are not explicitly given, class participation and pre-class preparation will make a difference in borderline grades. The approximate point distribution for determining grades is as follows:

Four semester examinations	400
Comprehensive final	100
Quizzes	200
Homework	<u>200</u>
Total	~900

Letter grade equivalency: A= 90%; B= 80%, C= 70%; D= 60%; F= < 60% of the total points assigned. Thus, for an A, *assuming* 900 total potential points, the student would need at least 810 total **earned** points. You will easily see your earned points on blackboard. Be advised, I may well assign letter grades to some exams, quizzes, or homework as opposed to numeric grades.

*As you will see this is just like a math class, you have to do the homework or you won't get it. → POINT: **DO IT OR FLUNK**. ← If you do not wish to do homework, I strongly suggest you immediately drop this course and save everyone a lot of wasted time. This is not a joke, I am deadly serious. Look at the grade calculation and notice that you cannot get a good grade in this class unless you have done the homework in good form.*

*I fully reserve the right to implement other pop tests and additional other assignments if determined necessary by myself and/or to revise the homework or grading policy. There will be on line quizzes through blackboard, so get used to going there. There might be 10 quizzes worth 20 points each, for example.*

**Make-up exams.** Students who miss an exam will receive a zero for the exam unless the absence is prearranged with the instructor. In general, make up exams are rarely granted unless good cause is shown and documented as such.

**Note:** 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.

#### **RELIGIOUS HOLY DAYS:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. The specific procedures for this process are described in Academic Policy Statement 861001 as revised January 7, 2004.

#### **DISABLED STUDENT POLICY:**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Handicapped students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Building Annex, or by calling 936 294-1720.

#### **ATTENDANCE POLICY:**

Class attendance is a requirement of this course. Regular attendance will indicate the amount of interest and effort a student is willing to exert in learning. It is generally the borderline student for whom absences can be of vital importance. There will be mandatory class attendance sheets for you to sign in each class. However, you will not receive grade points for attendance.

#### **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 dishonest in any phase of*

*academic work will be subject to disciplinary action.”* Code of Student Conduct and Discipline, Section 5.3, as printed in the Guidelines. In other words- if you cheat, you flunk.

## **OTHER:**

### **TECHNOLOGY:**

You will be exposed to technology applications as a part of this course. You will need to budget and allow for time to become comfortable with the software we will be using, be it on or off campus computers. You will need internet access, but if you do not have it at your home, it is available on campus.

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. Here is what you will find: the Syllabus, Professor contact information, Class Materials (to be printed out for each class), and Grades. On line quizzes will be assigned using Blackboard as well. POINT: this is an important spot to go.
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 My Accounting Lab (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 professor’s name (Klett). Be sure to sign up for the correct section that you are in (TTh 8:00 =08). NOTE: If you choose to do homework “manually”[paper only] that is fine except it still MUST be done!
3. **Tech Support:** 800-677-6337, Monday-Friday 7 am – 7 pm; Sunday 4 – 11 pm (Central Time)

### **TUTORING:**

You can get **free** tutoring from an upperclassman accounting major who is a Beta Alpha Psi (accounting honor fraternity) for Acc 231 each week, **probably** on Monday – Thursday from about 2:00 to 4:00 p.m. in a classroom on the third floor (*hours and locations subject to change*) I HIGHLY RECOMMEND USING THIS SERVICE! Many students have found it made a huge impact on their grades. Use them to help on homework, class exercises, and getting ready for tests.

### **EXAMS:**

Five exams will be given, four exams during the semester and a final (the fourth test and final will be scantron only). A student who misses more than one exam without approval from the professor will automatically receive an **F** in the class. Exams will consist of multiple choice, essays and/or “workout” type of problems.

### **OTHER ASSIGNMENTS:**

Quizzes **probably will** be given sporadically. There will be **no** makeup quizzes. Homework will be assigned, you are expected to work the assignments and it is likely you will see some permutation of the homework on an examination. If you are absent or late to class, you are responsible for all assignments and announcements. Please see the earlier discussion on homework in the class evaluation process section. **It is probable that on line quizzes will be given.**

## USE OF EMAIL AND BLACKBOARD:

I **highly recommend** you consider corresponding with me via email on any class related matter. In addition, you should expect to receive from me various items that will relate to class activities and/or assignments. Accordingly, please check your SHSU address email. Of course, feel free to drop by and chat as well. Expect to see various useful information, including, but not limited to, old exams, class outlines, homework answers (!) and the like.

## CAVEAT:

As are most things in life, everything is subject to change at any time; however, you will be adequately notified of such changes

### COURSE SCHEDULE - TENTATIVE

**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
Jan 17		Introduction			
22	1	Accounting & Business Environment	Ch1: 1,18,22,28,31		Ch1: 29
Jan 24	1				
29	2	Recording Business Transactions	Ch2: 3,8,16,24,25		Ch2: 31,32
Jan 31	2				
Feb 5	3	The Adjusting Process	Ch3: 14,21,22,32,35	Quiz	Ch3:19,24,25
Feb 7	3				
12	3			Quiz	
Feb 14		<b>Exam 1</b> (Chapters 1-3)			
Feb19	4	Completing the Accounting Cycle	Ch4: 8,9,13,22,23		Ch4:13,14,15, 16
Feb 21	4			Quiz	
26	5	Merchandising Operations	Ch5: 13,18,19,29,30		Ch5: 14,17, 23, 26, 28
Feb 28	5			Quiz	
Mar 4	6	Merchandise Inventory	Ch6: 13,14,15,16,31		Ch6: 20,28 29,30
Mar 6	6				
10 -14		<b>Spring Break!</b>			
18	6			Quiz	
Mar 20		<b>Exam 2</b> (Chapters 4-6)			
Mar 25	7	Accounting Information System	Ch7: 6,20,21,22,26		Ch7: 28
Mar 27	7			Quiz	
Apr 1	8	Internal Control and Cash	Ch8: 12,17,23,26,28		Ch8: 15,18, 19, 22
Apr 3	8			Quiz	
Apr 8	9	Receivables	Ch9: 5,15,16,28,30		Ch9:17,18, 23
Apr 10	9			Quiz	
Apr 15		<b>Exam 3</b> (Chapters 7-9)			
Apr 17	10	Plant Assets & Intangibles	Ch10:14,19,26,29,34		Ch10: 22,25, 31
22	10				
Apr24	10			Quiz	

Apr29	11	Current Liabilities & Payroll	Ch11:13,18,19,22,25		Ch11: 21,23, 26
May 1	11			Quiz	
May 6		<b>Exam 4 (Chapters 10 – 11)</b>			
8		<b>Review for Comprehensive Final</b>			
<b>May 15</b>		<b>Comprehensive Final Exam</b>	Regular class time		

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

**NOTE: On Line Quizzes will be probably assigned.. Watch Blackboard!**

### SPRING SEMESTER SCHEDULE 2008

- November 2007** [Advance Registration](#) begins - refer to [Schedule of Classes](#) for details.
- January 13** SUNDAY. Residence halls open for occupancy, 11:00 a.m.-5:00 p.m.
- January 14** MONDAY. [Registration](#) for undergraduate and graduate students - refer to [Schedule of Classes](#) for details.
- January 15** TUESDAY. [Registration](#) for undergraduate and graduate students - refer to [Schedule of Classes](#) for details.
- January 16** WEDNESDAY. Daytime on-campus classes begin. [Late Registration](#). Process class schedule changes. Refer to the [Schedule of Classes](#) for details and deadlines. Wednesday Night (WN) classes begin (on-campus and off-campus).
- January 17** THURSDAY. Thursday Night (ThN) classes begin (on-campus and off-campus).
- January 18** FRIDAY. Friday Night (FN) classes begin (on-campus and off-campus).
- January 21** MONDAY. University Holiday - Martin Luther King Day.
- January 22** TUESDAY. Tuesday Night (TuN) classes begin (on-campus and off-campus).
- January 24** THURSDAY. Last day to [register](#) and to process schedule changes. Thursday Night (ThN) classes begin (on-campus and off-campus).
- January 28** MONDAY. Monday Night (MN) classes begin (on-campus and off-campus).
- February 1** FRIDAY. Twelfth Class Day. Last day to drop without a "Q" and receive 100% refund. Degree Applications to be filed in Registrar's Office by students graduating May 2008.
- March 7** FRIDAY. Half-semester courses end. Last day to drop a half-semester course for the Spring Semester without grade of F. Degree applications to be filed in Registrar's Office by students graduating in August 2008.
- March 7** FRIDAY. Residence halls close at 6 p.m. for spring recess.
- March 10,11, 12, 13, 14** MONDAY THROUGH FRIDAY. Spring recess for students and faculty.
- March 16** SUNDAY. Residence halls open at 2:00 p.m.
- March 17** MONDAY. Classes resume at 8:00 a.m.
- March 21** FRIDAY. Good Friday. Holiday for Students and Faculty.
- April 14** MONDAY. Deadline for submission of theses and dissertations.
- May 8** THURSDAY. Last Class Day. Last day to resign. Last day to drop a course without the grade of F.
- May 9** FRIDAY. Final Exam Study Day.
- May 10, 11, 12,13, 14, 15** SATURDAY, SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY. Final examinations [includes Monday Night (MN), Tuesday Night (TuN), Wednesday Night (WN) and Thursday Night (THN) final examinations].
- May 16** FRIDAY. Residence halls close at 12:00 Noon.  
TENTATIVE. Commencement, Bernard G. Johnson Coliseum.
- May 17** SATURDAY. TENTATIVE. Commencement, Bernard G. Johnson Coliseum.
- May 19** MONDAY. 9:00 a.m. Deadline for filing grades with the Registrar's Office. Spring Semester ends.