

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

**COURSE NUMBER:** Accounting 231 03 (8:00 a.m.)

**COURSE TITLE:** Principles of Accounting

**PREREQUISITES:** None

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

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

**OFFICE HOURS:** 7:00 a.m. – class time, and about one hour after class, or by appointment

**CLASS HOURS:**

M-F 8:00- 9:50 Acc 231 03

M-F 10:00- 11:50 Acc 231 04

**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-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.

You probably will use these materials in Acc 232 as well so don't sell them back (yet).  
**NOTICE YOU CANNOT SELL BACK online purchase items (option 1,2,3).**

### **SUPPLEMENTAL MATERIALS:**

**REQUIRED:** 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 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.

### **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 (incl final)	400
Quizzes	~100
Homework	~100
Total	~600

Letter grade equivalency: A= 90%; B= 80%, C= 70%; D= 60%; F= < 60% of the total points assigned. Thus, for an A, *assuming* 600 total potential points, the student would need at least 540 total **earned points**. You will easily see your earned points on blackboard. Notice I grade

by total earned points, not by a percentage (ie., 69.4%) Thus it is not just missing a grade by a silly percentage point, it is due to earned points being defecit.

**As you will see this is just like a math class, you *have* to do the homework or you won't get it.**

***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 policy. There will probably be on line quizzes through blackboard, so get used to going there. There might be 10 quizzes worth 10 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.

**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. ***Roll will be taken daily.***

#### **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. What is at least available: Syllabus, Professor contact information, Class Materials (to be printed out for each class), and Grades. On line quizzes may well 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 (77341) and professor's name (Klett).
3. **Tech Support for my accounting lab:** : 800-677-6337, Monday-Friday 7 am – 7 pm; Sunday 4 – 11 pm (Central Time)

### TUTORING:

I believe the free tutoring normally offered during the long term by Beta Alpha Psi is not offered during the summer. If it is, I will certainly let you know!

### 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. Translation: if you cheat, you FLUNK. No exception.

### EXAMS:

Four exams will be given, three exams during the semester and a final (the final will be scantron only and cumulative in addition to the period work). 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 possible and likely 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.

### NO NEGOTIATION OF GRADES

**There will be absolutely no negotiation of grades.** This does not mean I will not correct grading errors or similar such things, but don't even think about coming to me, for example, at

the end of the semester and saying you are only 10 points short out of 500 to get a B, for example. You get what you earn.

**CAVEAT:**

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

**TENTATIVE SCHEDULE**

**Subject to change!!!! One day may overlap into another, etc**

Accounting 231 - Dr. Klett– Summer II, 2008

Be sure to UNDERSTAND All Quick check questions and all summary problems at the end of the chapters!

Also, I may choose to add more items below, these are the minimum assignments.

Monday	Tuesday	Wednesday	Thursday	Friday
July 7	<b>8 FIRST CLASS</b> Ch 1 Accounting and the Business Environment  <b>Look over DEMO problem 1, p 50</b>	<b>9</b> Ch 1 cont. (if necessary) and Ch 2 Recording Business Transactions <b>P1-28A, P 1-29A,</b>	<b>10</b> Chapter 2 continued <b>P2-31A</b> <b>P2-32A</b> review	<b>11</b> <b>EXAM ONE</b>  Chapters 1-2
<b>14</b> Ch 3 The Adjusting Process	<b>15</b> Ch 3& 4 Adjusting & Completing the Accounting Cycle <b>P 3-33A</b> <b>P 3-40B</b>	<b>16</b> Ch 4 Accounting Cycle concluded Ch 5 – Merchandising Ops <b>P4-26A, P 4-32B</b>	<b>17</b> Ch 5 Merchandising Operations <b>P 5-29A</b> <b>P 5-33A</b> review	<b>July 18</b> <b>Exam TWO</b> Chapters 3-5
<b>21</b> Ch 6 Merchandise Inventory	<b>22</b> Ch 6 Merchandising Continued, possibly begin chapter 7. <b>P 6-28A,29A, 30A</b>	<b>23</b> Ch 7 Accounting Info systems Ch 8 Internal Control and Cash <b>E8-16, 8-17, P 8-28A</b> review	<b>24</b> <b>Exam 3</b> Chapter 6-8	<b>25</b> <b>NO CLASS</b>
<b>28</b> Ch 9 Receivables <b>E9-18, P 9-26A, 9-28A, P 9-39B</b>	<b>29</b> Chapter 9 Receivables cont	<b>30</b> Ch 10 Plant Assets and Intangibles <b>P10-28A, P 10-31A, P10-32A</b>	<b>31</b> Ch 10 Fixed Assets & Intangibles	<b>AUG 1</b> <b>NO CLASS</b>
<b>4</b> Ch 11 Current Liabilities & Payroll <b>E11-17, E11-23, P 11-25, P11-27A</b>	<b>5</b> Ch 11 Liabilities	<b>6</b> Catch up day and review for final exam	<b>7</b> <b>FINAL EXAM</b> Concentration on Chap 9- 11 but cumulative	<b>8</b>

**NOTE: On Line Quizzes will be assigned on a surprise basis. Watch Blackboard!**

## ***SECOND SUMMER SESSION 2008***

- April 2008** [Advance Registration](#) begins - refer to [Schedule of Classes](#) for details.
- July 7** MONDAY. Residence halls open for occupancy, 11 a.m.- 5 p.m. [Registration](#) for undergraduate and graduate students - refer to [Schedule of Classes](#) for details.
- July 8** TUESDAY. First class day. [Late Registration](#). Process class schedule changes. Refer to the [Schedule of Classes](#) for details and deadlines. Evening Classes Begin.
- July 9** WEDNESDAY. Last day to [register](#) and to process schedule changes.
- July 11** FRIDAY. Fourth Class Day. Last day to drop without a "Q" and receive 100% refund by 5:00 p.m. Classes Meet.
- July 17** THURSDAY. Half-session courses end. Last day to drop a half session course for the Second Summer Session with a "Q" by 5:00 p.m. Last day to resign for half-session courses receiving the mark of "W" by 5:00 p.m.
- July 18** FRIDAY. Classes meet.
- July 25** FRIDAY. Deadline for submission of theses and dissertations to the appropriate academic dean's office. Classes Do Not Meet.
- August 1** FRIDAY. Classes Do Not Meet.
- August 6** WEDNESDAY. Last Class Day. Last day to resign receiving a mark of "W" by 5:00 p.m. Last day to drop a course without the grade of "F", before taking any scheduled exams or the last business day, whichever comes first (must be processed by 5:00 p.m.).
- August 7** THURSDAY. Final examinations. Residence halls close at 12:00 Noon.
- August 9** SATURDAY. TENTATIVE. Commencement, Bernard G. Johnson Coliseum
- April 2008** [Advance Registration](#) begins - refer to [Schedule of Classes](#) for details.
- July 7** MONDAY. Residence halls open for occupancy, 11 a.m.- 5 p.m. [Registration](#) for undergraduate and graduate students - refer to [Schedule of Classes](#) for details.
- July 8** TUESDAY. First class day. [Late Registration](#). Process class schedule changes. Refer to the [Schedule of Classes](#) for details and deadlines. Evening Classes Begin.
- July 9** WEDNESDAY. Last day to [register](#) and to process schedule changes.