

**SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of Accounting
Course Syllabus
Fall 2017**

COURSE NUMBER:	Accounting 2301 ACCT 2301 Section 01 CRN 81113
COURSE TITLE:	Principles of Financial Accounting
PREREQUISITES:	18 semester hours of college credit
INSTRUCTOR:	Philip W. Morris, Ph.D., CPA, CFE Professor and Department Chair of Accounting
OFFICE:	Smith-Hutson Business Building Room 302
OFFICE PHONE:	936-294-1259
E-MAIL:	Morris@shsu.edu
OFFICE HOURS:	Most normal workhours on most weekdays. Also by appointment.
REQUIRED TEXTS:	<u>Horngren's Financial & Managerial Accounting</u> , 6 th edition; Miller-Nobles, Mattison, and Matsumura; Pearson Publishing, 2018. Also, access to Pearson's <u>MyAccountingLab</u> is required. Note: The eBook version of this textbook and the access to MyAccountingLab is provided at no additional charge. You <u>do not</u> need to purchase the textbook. Access the eBook and MyAccountingLab through our BlackBoard course page. The Pearson Student Access Code for this course is: HSCOAE-AHEAD-WATCH-HAUGH-PRATO-SIRES An optional loose-leaf version of the book is available for purchase through MyAccountingLab.

**SUPPLEMENTAL
MATERIALS:**

Form 882 scantrons for exams.
A four-function calculator for exams.

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 OBJECTIVES:

In *Accounting 2301*, Principles of Financial 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. 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. Internal Control and Cash
8. Receivables
9. Plant Assets, Natural Resources and Intangibles
10. Current Liabilities and Payroll (Chapter 11)
11. Stockholders' Equity (Chapter 13)

COURSE EVALUATION PROCESS:

The professor, based on the scale below, will assign the student's semester grade. The course grade will depend on a student's performance on exams, quizzes, homework, and in-class assignments. Class participation and pre-class preparation will assist the student in learning the material. The point distribution for determining grades is as follows:

Exams (three regular exams at 100 points each)	300 points
Homework, quizzes, and in-class assignments	100
Final Exam (Comprehensive)	<u>100</u>
Total points	<u>500</u>

Grade Breakdown:

450 – 500	A
400 – 449	B
350 – 399	C
300 – 349	D
< 300	F

It is the student's responsibility to calculate their own grade based on points posted on the Blackboard system. Unless an updated syllabus is provided to you by your professor, the total points in the course will never change from the number stated above and the scale below it will always apply.

EXAMINATIONS:

1. **Leaving the exam** – You may not return to the exam room once you have left. Bring a tissue or handkerchief if you believe you will need to blow your nose. **Go to the restroom before the exam begins!**
2. **Hats and Caps** – No caps, hats, or hooded sweatshirts are to be worn on exam day. Also, no sunglasses.
3. **Identification** – Picture ID's should be brought to each exam to verify identity. **If you fail to bring your ID to the exam, your exam will not be graded.** Method and frequency of ID checks will be administered at the discretion of the instructor.
4. **Calculators** – Only four (4) function calculators will be allowed for taking exams. Simple memory, square root, and percentage keys are the only additional keys that will be permitted. Each student is to bring their own calculator to the exam. There will be no "sharing" of calculators during the exam. **Sharing of calculators will be considered Cheating!**
5. **Cellular Phones** – Cell Phones will not be used as calculators during the exam. Cell phones will be turned off and stored (not sitting on the table) during the exam and will not be checked by the student until he/she has left the examination room. Any cell phone that rings, buzzes, or otherwise "goes-off" during an examination will result in (at a minimum) a **ten-point penalty** for the person in possession of the offending phone.
6. **Scantrons** – The student is responsible for bring a scantron to each examination. The instructor will not furnish a scantron. Students who come to the exam without the

appropriate scantron will still be allowed to take the exam but will be assessed a **ten-point penalty** on the exam grade.

7. Exam Attendance – The general policy is that make-up exams will **not** be given. The student should notify the instructor *in writing* **prior** to missing an exam. Except in rare and unusual circumstances, the instructor will **not** grant permission to miss an exam *after* the exam has been given.
8. Final Exam – The final exam is required of all students. The student's lowest unit exam may be replaced with the score on the final exam, if the final exam score is higher than any unit exam. For students that miss an exam, the final exam will be used to replace the zero.

HOMEWORK, QUIZZES, AND IN-CLASS ASSIGNMENTS:

During the semester, there will be a number of homework, quizzes, and in-class assignments. These activities will constitute a total of 100 points (equal to an exam) for the semester. Some of these activities (mainly homework) will be completed and submitted for grading online using Blackboard and MyAccountingLab. Other activities will be completed in-class or at home using a traditional pencil and paper format. Note: the point totals for the assignments may total more than 100 points, but I will scale the total points to 100 points at the end of the semester.

UNIVERSITY POLICIES:

You may find online a more detailed description of the following policies at <http://www.shsu.edu/syllabus>.

ACADEMIC HONESTY:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/dean-of-students/index.html>

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. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." 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.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

DISABLED STUDENTS 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 register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

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.

USE OF CELLPHONES AND OTHER TECHNOLOGY IS NOT PERMITTED:

Before all class periods: Silence or turn off your cell phones during class and do not use them to text during class time. No exceptions.

During a test period: Any use of a telephone or any device that performs these functions is prohibited. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty. See the University cell phone policy at:

<http://www.shsu.edu/dotAsset/6d35c9c9-e3e9-4695-a1a1-11951b88bc63.pdf>

ATTENDANCE POLICY:

Class attendance is an expectation in this course. Regular attendance will indicate the amount of interest and effort a student is willing to exert in learning. Poor attendance will likely lead to poor grades in this course, thus **you should make a strong effort to attend EVERY class**

meeting. Attendance will be taken at various class meetings. See the University class attendance policy at: <http://www.shsu.edu/dotAsset/b719129b-9593-424f-9d5a-920e2eda6890.pdf>

CLASSROOM CIVILITY:

Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from using cellular phones, eating or drinking in class, making offensive remarks, reading newspapers, sleeping or engaging in any other form of distraction. Basically, any behavior that disrupts your classmates learning, or your instructor's ability to teach the class will not be tolerated. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class.

FOOD AND DRINK:

No food or drink will be allowed into the classroom. Bottled water is allowed. Students who possess prohibited items will be asked to dispose of those items OUTSIDE of the classroom. Habitual offenders of this policy will be barred from returning to the classroom.

DROPPING THE CLASS:

Friday, September 8, 2017 is the last day to drop without receiving a "Q" grade. Friday, November 10, 2017 is the last day to drop a class with a "Q" grade. After November 10, 2017 you will receive a grade based on your performance unless you completely withdraw (resign) from the university (drop your entire schedule). The last day to resign is Friday, December 1, 2017 at 5:00 p.m.

FINAL EXAM:

The University's Final Exam schedule dictates the time of the Final Exam. In accordance with that schedule, this class' Final Exam is scheduled for Wednesday, December 6, 2017 from 9:30 a.m. -- 11:30 a.m.

COURSE SCHEDULE:

The course schedule on the following page is tentative and subject to change. Announcements concerning any changes will be made in class. The student is responsible for attending class to find out about any changes made in the schedule.

Accounting 2301 (Morris) -- Course Schedule Fall 2017

DATE	CHAPTER	TOPICS / COMMENTS
Aug 23	1	Accounting and the Business Environment
Aug 28	1	Accounting and the Business Environment
Aug 30	2	Recording Business Transactions
Sep 4	Holiday	Labor Day
Sep 6	2	Recording Business Transactions
Sep 11	3	The Adjusting Process
Sep 13	3	The Adjusting Process
Sep 18	4	Completing the Accounting Cycle
Sep 20	4	Completing the Accounting Cycle
Sep 25	1-4	Review Chapters 1-4
Sep 27	Exam # 1	Chapters 1-4
Oct 2	5	Merchandising Operations
Oct 4	5	Merchandising Operations
Oct 9	6	Merchandising Inventory
Oct 11	6	Merchandising Inventory
Oct 16	7	Internal Control and Cash
Oct 18	7	Internal Control and Cash
Oct 23	Exam # 2	Chapters 5-7
Oct 25	8	Receivables
Oct 30	8	Receivables
Nov 1	9	Plant assets, Natural Resources, and Intangibles
Nov 6	9	Plant assets, Natural Resources, and Intangibles
Nov 8	11	Current Liabilities and Payroll
Nov 13	11	Current Liabilities and Payroll
Nov 15	8,9, and 11	Review Chapters 8, 9, and 11
Nov 20	Exam # 3	Chapters 8, 9, and 11
Nov 22	Holiday	Thanksgiving!
Nov 27	13	Stockholder's Equity
Nov 29	13	Stockholder's Equity
Dec 6	Final Exam	Chapters 1-9, 11, and 13

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