

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

COURSE NUMBER: ACCT 2301 (sections 2, 3 and 4)

COURSE TITLE: Principles of Financial Accounting

CLASS LOCATION: 307 Smith-Hutson Building

PREREQUISITES: 18 hours of college credit

INSTRUCTOR: Dr. O. Harvin, PhD., MBA, CPA

OFFICE: 305 C Smith-Hutson Building

OFFICE HOURS:

Monday 9:00 A.M. – 11:00
Tuesday 8:00 A.M. – 12:00
Wednesday 8:00 A.M. – 11:00; 3:30 – 4:30
and by appointment with instructor

CONTACT INFORMATION: Telephone: 936-294-4755
E-Mail: ojh002@shsu.edu (please use this e-mail, not blackboard)

REQUIRED TEXT and Related Materials:

1. The required textbook for this course is Horngren's Financial & Managerial Accounting, 6th Edition, Authors: Miller-Nobles, Mattison & Matsumura, by Pearson Publishing
2. Required Online Homework - MyAccountingLab (with Pearson eText)

****NOTE: We will be using the textbook in class daily. You will need to bring the current chapter(s) to class with you. If you have the e-textbook only, you will STILL NEED to print copies and bring the textbook and END of CHAPTER EXERCISES to CLASS EACH DAY.***

SUPPLEMENTAL MATERIALS: Form 882-E scantrons for exams.
Nonprogrammable calculator ***required*** for exams.

*Class lecture notes, some **online lectures**, and other materials will be posted to Blackboard throughout the semester. You should print these items out and bring them to class with you. Occasionally, I will hand out items that are not posted to Blackboard. If you are absent during such class meetings, it will be your responsibility to acquire the items in a timely manner.

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 (www.shsu.edu). Click on the link for this course. What is available: Syllabus, Assignments, **Class Materials** (to be printed out for each class), some ONLINE LECTURES, Test Grades, and periodically announcements pertaining to class. I will also use Blackboard to e-mail information to the class.
2. **Pearson's MyAccounting LAB – All homework will be completed and submitted for grading online.** To begin registering for and using the online homework, follow the step by step instructions that are located on Blackboard, under the "Course Information" Tab.

3. Pearson Technical Support

You will need to use the Pearson Tech Support and not me for issues with the software. I cannot assist you with technology-related issues. For any assistance with the online homework, please log into your Pearson account, within the course, and click the icon (a question mark) at the top right hand side of the page. Follow the prompts to get assistance.

4. **Communication:** You will need to check your SHSU e-mail as I will be using e-mail to communicate with you at times throughout the semester. If you do not routinely check that e-mail account, you should do what is necessary to have that account forwarded to the e-mail account that you do use.

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. Introduction to 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. Fixed (Plant) Assets, Natural Resources and Intangibles
10. Current Liabilities and Payroll - *Chapter 11*
11. Stockholders' Equity – *Chapter 13*

COURSE EVALUATION PROCESS:

The course grade will depend on a student's performance on exams, quizzes, homework, classwork, and projects.

Semester exams (3 exams worth 190 points each)	570 points	-	57%
Comprehensive Final exam worth 190 points	190 points	-	19%
Quizzes/in-class and online	80 points	-	8%
Homework	100 points	-	10%
Attendance/Participation	60 points	-	6 %
Total Points	1000 points	-	100%

COURSE GRADING SCALE:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

Grades are NOT negotiated or assigned based on students' personal circumstances (i.e. "Needing to have a certain grade for financial aid, graduation" or any other personal issue). You will receive the grade that you earn, based on your total points in the course. At the end of the semester, **do not make special requests regarding grade distributions.**

QUIZZES/IN-CLASS AND ONLINE: Throughout the semester, there will be some in class quizzes and online quizzes

EXTRA-CREDIT: There is no extra credit for this course. In order to be successful, students should focus on earning the highest grades on the "regular-credit" assignments and exams.

EXAMS: No make-ups will be given on unit exams with the exception of those required by university policy and pre-arranged with me. You must take the final exam. The final exam will be included in the computation of every student's course grade. The final exam will be comprehensive and will cover chapter 11 material. No caps, hats, or hooded sweatshirts are to be worn in class. Cell phone use during exams is prohibited (see policy on pg. 6). At the end of the semester, your lowest unit exam may be replaced with your 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.

CLASSROOM CONDUCT:

Students will maintain an environment conducive so that all students can achieve the objectives of this course. Everyone will treat all others with the utmost respect and courtesy. You are adults and will be treated as such. Be respectful of you classmates and refrain from engaging in activities which would be a disturbance to me or to your classmates. This includes, but is not

limited to: loud talking during class, texting or use of cellphones during class, arriving to class late or leaving early (unless previously discussed with the professor), etc. Also, no food or drinks should be brought into the classroom (bottled water is the only exception – this is **COBA** policy).

ATTENDANCE POLICY:

Attendance will be taken at various class meetings. Poor attendance will likely lead to poor grades in this course, thus **you should make a strong effort to attend EVERY class meeting**. During class, we will work many problems/exercises, and it is my expectation that all students will participate. I may consider excellent attendance in borderline grade situations.

UNIVERSITY POLICIES

You may find online a more detailed description of the following policies at:

<http://www.shsu.edu/syllabus/> .

Drop Date: Last Day to Drop with a "Q" grade for Fall Courses is Friday, November 10, 2017.

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. University policy 861001 provides the procedures to be followed by the student and professor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each professor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The professor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be *completed*.

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 disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program, or activity. Disabled 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.

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 dishonesty 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 exceptions.**

USE OF CELLPHONES 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/~vaf_www/aps/documents/100728.pdf.

Tentative course schedule – ****Read each chapter before the class lecture on that chapter****

<u>Date</u>	<u>Chapter - Topic of the Day</u>
August 23	Introduction – Chapter 1
28	No Class Due to Hurricane Harvey
30	No Class Due to Hurricane Harvey
September 4	<i>Labor Day Holiday – No Class</i>
6	1 - Introduction to Accounting and the Business.
11	2- Recording Business Transactions
13	2- Recording Business Transactions
18	3- The Adjusting Process
20	3- The Adjusting Process
25	4- Completing the Accounting Cycle
27	4- Completing the Accounting Cycle
October 2	<i>Exam 1 (chapters 1,2,3,4)</i>
4	5- Merchandising Operations
9	5- Merchandising Operations
11	6- Merchandise Inventory
16	6 – Merchandise Inventory AND 7 - Sarbanes-Oxley, Internal Control, and Cash
18	7 - Sarbanes-Oxley, Internal Control, and Cash
23	<i>Exam 2 (chapters 5,6,7)</i>
25	8 – Receivables
30	8 – Receivables
November 1	9 - Fixed (Plant) Assets, Natural Resources and Intangibles
6	9 - Fixed (Plant) Assets, Natural Resources and Intangibles
8	11 - Current Liabilities and Payroll
13	11 - Current Liabilities and Payroll
15	Catch-up and Review
20	<i>Exam 3 (Chapters 8,9,10)</i>
22 -24	<i>Thanksgiving Holiday – No Class</i>
27	13 – Stockholder's Equity
29	13 - Stockholder's Equity
December 4 - 7 Final Exams	<u>Comprehensive Final Exams (Chapters 1-11):</u> Section 2– Wednesday Dec. 6 ^h – 12:00 p.m. – 02:00 p.m. Section 3 – Monday Dec. 6 ^h – 1:00 p.m. – 03:00 p.m. Section 4– Monday Dec. 6 ^h – 3:30 p.m. – 05:30 p.m.

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