

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**Department of Accounting**  
**Course Syllabus – Spring 2018**

**COURSE NUMBER:** ACCT 2301

**COURSE TITLE:** Principles of Financial Accounting

**PREREQUISITES:**

If you must take ACCT 3313 for your degree plan, then you must have a C or better in 2301 and 2302

**INSTRUCTOR:** Dr. Linda Carrington

**OFFICE:** SH 311H

**OFFICE HOURS:**

Monday 8:30 – 9:25; 11:00 – 12:00; 3:30 – 4:00

Wednesday 8:30 – 9:25; 11:00 – 12:00; 3:30 – 4:00

**Additional office hours available by appointment and by email.**

**CONTACT INFORMATION:**

Office Phone: 936-294-1292

Email: carrington@shsu.edu

**REQUIRED TEXT:**

*Horngrén's Financial and Managerial Accounting*, Miller-Nobles, Mattison & Matsumaura; 6<sup>th</sup> edition, Pearson, 2018. ISBN#: 9780134450810

This class will also use MyAccountingLab, an online course management program which accompanies your textbook. Instructions for accessing MyAccountingLab and the text are on the last page of this syllabus. *Follow the instructions exactly!*

**SUPPLEMENTAL MATERIALS:**

- Calculator – simple, four-function, **not text programmable, no cell phone calculators**
- Blackboard access (for syllabus, lecture notes, handouts, announcements, grades, etc.) – **must check daily**
- SHSU email access
- Scantrons for exams (Form 882-E)

**COURSE DESCRIPTION:** A study of 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:** It is the objective of this course that the student 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. Students' understanding of the course objectives and ability to meet these objectives will be measured by homework, quizzes, and exams.

**TOPICS:**

1. Introduction to Accounting and Business
2. Analyzing Transactions
3. The Adjusting Process
4. Completing the Accounting Cycle
5. Accounting for Merchandising Business
6. Inventories
7. Internal Control and Cash
8. Receivables
9. Fixed Assets and Intangible Assets
10. Current Liabilities and Payroll
11. Corporations: Organization, Stock Transactions, and Dividends

**COURSE EVALUATION PROCESS:**

Your grade will be composed of the following:

	<u>Points</u>
Exams (4)	400
Homework	100
Quiz grades	<u>100</u>
Total	600

Final course grades will be computed using a 10-point scale as follows: 90% -100% for an A, 80% - 89% for a B, 70% - 79% for a C, 60%- 69% for a D, and below 60% is an F. Course grades will be computed according to the above scale and **will not be negotiated**.

**ATTENDANCE POLICY:** Regular and punctual class attendance is expected. Attendance will be checked at the beginning of each class. Please make every effort to be on time to class and plan to remain in class until class is dismissed. Not only will you miss course material if you are late or leave early, such disruptions can be extremely distracting to both your fellow students and your instructor. Attendance is an indicator of the amount of interest and effort a student is willing to exert in learning. Most importantly, **this course contains subject matter that is extremely difficult to master without excellent attendance.**

## EXAMS

There will be three unit exams and a comprehensive final exam during the semester. Exam format may include any combination of true/false, multiple choice, matching, essay and problems. Any material covered in class, in the assigned text readings, assigned videos or in homework, quizzes, or special assignments is fair game for the exam. Thus, working all assignments and attending class regularly are excellent methods of preparation. Only calculators that are NOT text programmable will be permitted on exams and cell phones may not be used as calculators. Students must remain in the classroom once the exam has started. If you leave the room without the instructor's permission, your exam is over.

There are **no makeup exams**. However, because the final exam is comprehensive, if you have a higher score on the final than on a previous exam, the final will count twice. Everyone must take the final and use it in the computation of their grade. The final exam score can also replace one of the first three exam scores, if it is higher.

## HOMEWORK

Homework is worth 100 points total for the course. **Working this homework is the primary way to prepare for quizzes and for exams.** Accounting cannot be mastered without practice. You can only learn accounting by conscientiously studying each chapter carefully and by doing your homework. **The MOST important things you can do to ensure success in this class is to attend class every day and do your homework on a regular and TIMELY basis.**

All homework will be completed in MyAccountingLab (MAL). Instructions for accessing MAL are included on the last page of this syllabus. You will be given 2 attempts to work each homework problem.

**Do not wait until the last minute to do your homework!!!** First, there is a significant amount of homework and you need time to complete it. In addition, technical issues can arise at any time. If the publisher confirms a problem on their end, I will adjust for that. However, if the technical difficulty arises on your end, there can be no adjustments or extensions. So, to be safe, **never wait until the last minute to complete your homework.**

Each chapter has 2 or 3 homework assignments. Each assignment consists of several exercises. The assignments will be posted each Monday and Wednesday afternoon (after classes have met) and all are due by 8:00 a.m. the morning of the next class period. In other words, homework assigned on Monday will be due by 8:00 a.m. on Wednesday and homework assigned on Wednesday will be due by 8:00 a.m. on the following Monday. Homework will correspond for the most part with the material presented in class, although some may be related to readings in the chapter. Homework is always due and should always be worked BEFORE attempting the quiz for that chapter. Quizzes will be assigned and will be due after all homework for that chapter. You should always follow up with me if there is something you do not understand in the homework. This is important, even if the due date is passed, because a true understanding of the homework will prepare you for the quizzes.

## QUIZZES

**There will be one quiz per chapter.** Quizzes are worth a total of 100 points in the course, which is equal to one exam grade. Most quizzes will be **taken in MyAccountingLab**, just like the homework. The difference is that quizzes are **timed and must be completed in one sitting** once you start. Some quizzes may be given during class. There will be no makeup quizzes or extensions for any reason. However, the lowest quiz grade for each student will be dropped. **Do not attempt these quizzes until you have first completed the homework for the corresponding chapter.**

## BLACKBOARD

We will utilize Blackboard in this class. Blackboard can be accessed from the SHSU home page. It will be used to access MyAccountingLab and the e-text, and to post class handouts, grades, and class announcements, etc. You are expected to check Blackboard daily for announcements, etc. There will be handouts posted on Blackboard for each chapter that **you are responsible for printing off and bringing with you to class every day.** This is very important. If you do not bring the notes to class, you will be lost.

## CLASSROOM BEHAVIOR

Students are expected to exhibit professional, respectful behavior at all times in this class. This includes arriving to class on time, being prepared for class, not leaving until class is dismissed, turning off cell phones and showing respect to all members of the class and the instructor.

**Students exhibiting disruptive behavior in class may be removed from the course.**

Disruptive behavior includes behavior that distracts or disturbs either the instructor or other students. This may include active behavior such as disrespectful speech or actions or more passive behavior such as reading a newspaper during class or engaging in other activities not related to this class, as well as consistently arriving late and/or leaving class early.

## CELL PHONES

Use of cell phones during class is strictly prohibited. Cell phones should be turned off and be kept out of sight. The use of a cell phone during class can also be a major distraction to your professor and to your fellow students (see note above regarding class disruptions). Please note that there is an Academic Policy in effect on campus, APS 100728, which indicates that the visible presence of a cell phone or other such device during a test will result in a zero for that test. Thank you for your cooperation on this issue.

## ACADEMIC DISHONESTY

Academic dishonesty of any form will absolutely not be tolerated in this class. **Consequences start with automatic failure in the course.**

## **COURSE SCHEDULE**

On the last page of this syllabus is a tentative schedule. It is correct to the best of my knowledge at the beginning of the semester. However, please note that **all assignments and dates (including exam dates) are subject to change if necessary.** Do not schedule other activities during our regularly scheduled class time. Changes to the schedule will be announced in class and on Blackboard.

## **DISABLED STUDENT POLICY**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reasons 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. Students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the director of Counseling Center or by calling ext. 1720. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. No accommodation can be made until you register with the Counseling Center.

## **RELIGIOUS HOLY DAYS POLICY**

University policy 861001: 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). This request must be made in the first fifteen calendar days of the semester or the first seven days of a summer session in which the absence(s) will occur. 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.

ACCT 2301  
Spring 2018  
**Tentative Schedule**

Day	Date	Chapter	Notes
Wednesday	January, 17	Introduction & Ch 1	
Monday	January, 22	Chapter 1	
Wednesday	January 24	Chapter 1	
Monday	January, 29	Chapter 1/2	
Wednesday	January, 31	Chapter 2	
Monday	February, 5	Chapter 2	
Wednesday	February, 7	Chapter 3	
Monday	February, 12	Chapter 3	
Wednesday	February, 14	Chapter 4	
Monday	February, 19	Chapter 4	
Wednesday	February, 21	Chapter 4	
Monday	February, 26	<b>Exam 1 (Chapters 1-4)</b>	
Wednesday	February, 28	Chapter 5	
Monday	March, 5	Chapter 5	
Wednesday	March, 7	Chapter 6	
Monday	March, 12	<b>Spring Break</b>	
Wednesday	March, 14	<b>Spring Break</b>	
Monday	March, 19	Chapter 6	
Wednesday	March, 21	Chapter 7	
Monday	March, 26	Chapter 7	
Wednesday	March, 28	<b>Exam 2 (Chapters 5,6 &amp; 7)</b>	
Monday	April, 2	Chapter 8	
Wednesday	April, 4	Chapter 8	
Monday	April, 9	Chapter 9	
Wednesday	April, 11	Chapter 9	
Monday	April, 16	Chapter 11	
Wednesday	April, 18	Chapter 11	
Monday	April, 23	<b>Exam 3 (Chapters 8, 9, &amp; 11)</b>	
Wednesday	April, 25	Chapter 13	
Monday	April, 30	Chapter 13	
Wednesday	May, 2	Flex Day	Last Class Day
Monday	May, 7	<b>Final Exam – Cumulative</b>	1:00–3:00 (12:30 class)
Monday	May, 7	<b>Final Exam - Cumulative</b>	3:30–5:30 (2:00 class)
Wednesday	May, 9	<b>Final Exam – Cumulative</b>	9:30-11:30 (9:30 class)

## Instructions for Access to MyAccountingLab and e-Text

### First, enter your Blackboard course

1. Sign in to Blackboard and enter your Blackboard course.
2. Do one of the following:
  - Select any Pearson link in the Content area.
  - Select Tools in the left navigation and Pearson's MyLab & Mastering on the Tools page. Next, select any course link in the top area of the Pearson's MyLab & Mastering Tools page.

### Next, get access to your Pearson course content

1. Enter your Pearson account username and password to Link Accounts. You have an account if you have ever used a MyLab or Mastering product. If you don't have a Pearson account, select Create and follow the instructions.
2. Select an access option:
  - Enter the access code that came with your textbook or that you purchased separately from the bookstore.
  - If available for your course:
    - Buy access using a credit card or PayPal.
    - Get temporary access.
3. From the You're Done page, select Go to My Courses.

Note: We recommend you always enter your MyLab Accounting course through Blackboard.

### Get your computer ready

For the best experience, check the system requirements for your product at

<https://www.pearsonmylabandmastering.com/system-requirements/>

### Need help?

For help with MyLab Accounting for Blackboard, go to

<https://help.pearsoncmg.com/mylabmastering/bbi/student/en/index.html>

