

**VIRTUAL CAMPUS
SCHOOL OF BUSINESS**

SYLLABUS

- 1. Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.
- 2. Course Prefix, Number, Section, and Title:** ACCT 2305 VC 01, Principles of Accounting I
- 3. Term:** Virtual Campus, Fall 2017 (August 21, 2017 – November 4, 2017)
- 4. Name of Instructor:** Valerie Tharp, MSA
- 5. Wayland Email Address:** valerie.tharp@wayland.wbu.edu
- 6. Office Hours, Building, and Location:** Virtual, by Appointment
- 7. Class Meeting Time and Location:** BlackBoard and CengageNOWv2 Online
- 8. Catalog Description:** Fundamental principles of accounting applied to individual proprietorship; journals, ledgers, working papers, adjusting and closing entries, financial statements, deferrals, accruals, plant and intangible assets, and accounting systems.
Credit not awarded toward degree for both ACCT 2305 and ACCT 3307.
- 9. Prerequisites:** Corequisite: MATH 1304 or consent of School.
- 10. Required Textbook(s) and/or Resource Material:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
Mandatory: <u>Accounting with CengageNOWv2 Access Code (used for both Acct 2305 & 2306)</u>	Warren, Reeve, & Duchac	27th	2018	Cengage Learning ** Bundle**	9781-33758-7464	4/24/17

IMPORTANT NOTE: This course requires that you have an access code (bundled with the text book from the WBU Bookstore) to access certain parts of the course and to use CengageNOWv2 (an online homework, tutorial and testing application). The WBU bookstore has all the information you need to buy the access code bundled with the loose-leaf text (ISBN 9781-33758-7464). Please direct all purchase inquiries to the book store.

It is possible that your code will not work if you do not purchase it via the WBU Bookstore. Please be aware that most access codes purchased from third party sellers fail and students fall far behind as a result of trying to resolve the issue.

This code will be good for 12 months and can be used for both Acct 2305 and 2306 (if taken within that 12-month period). This bundle will have a ton of study materials and templates for completing work within CengageNOWv2, therefore the study guide and working papers will not be needed. If you have any problems with this purchase, if you are deployed military and/or are located many miles from a WBU Bookstore, or the bookstore is out of stock, please contact me via email immediately so that I can provide you with a resolution.

You will also need a "Course/Section key" to gain access to this instructor-led online course (after you have purchased the CengageNOWv2 Instant Access code bundled with the textbook). **CengageNOWv2 Course/Section key will be provided by the instructor in BlackBoard. DO NOT try to register in CengageNOWv2 until the semester begins AND you have the "go ahead" from the professor!**

11. Optional Materials: You should have access to a calculator to complete the assignments and to take the exam.

12. * Course Outcome Competencies:

- Describe the nature of business, the role of accounting therein and importance thereof.
- List the rules of debit and credit.
- Analyze and summarize financial statements.
- Explain what is meant by the fiscal year and the natural business year.
- Prepare financial statements from a worksheet:
 - ❖ Balance Sheet
 - ❖ Income Statement
 - ❖ Statement of Owner's Equity
 - ❖ Statement of Cash Flows
- Define an accounting system and describe its implementation.
- Journalize and post transactions in an accounting system.
- Prepare a chart of accounts for a business.
- Summarize basic procedures for achieving internal control.
- Prepare a bank reconciliation.
- Contrast the accrual and cash basis methods of accounting.
- Understand the classifications for receivables and how to journalize any and all transactions related thereto.
- Compute the cost of inventory using various costing methods.
- Discuss ethical consequences of decisions in accounting and business.
- Compute the cost of tangible and intangible assets.
- Understand various depreciation/amortization methods and their impact on the financial statement.
- Define current liabilities and understand the recording of current liabilities.

13. Attendance Requirements: In addition to all homework being attempted and submitted on CengageNOWv2's web site, the instructor will initiate the discussion board activity. Students are encouraged to exchange ideas through this discussion board. Participation in the discussion board will comprise a significant portion of your class participation grade and takes the place of live discussion in a classroom setting. You are required to log on no later than four days after the term begins and make at least one quality post. A minimum of three posts per week are needed in order to earn full credit for class discussion participation each week. These three post should include at least one original post answering/addressing that week's discussion topic and at least two replies to other students' posts (more than a simple "I agree"). Posts SHOULD contain textbook or other citing/reference locations to enhance the learning and research of all participating in the course.

14. Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations." (This statement is required on all university syllabi.)

15. * Course Requirements and Grading Criteria:

- **Format:** This is an online course and you are expected to have access to the Internet and possess adequate computer competencies to email assignments as attachments, as well as, download and upload files. This course requires homework and discussions on a weekly basis. Announcements will be posted on the site from time to time and you are responsible for reading and adhering to all information in the announcements.
- **Discussion Board:** The instructor will initiate the discussion board activity. Students are encouraged to exchange

ideas through this discussion board. Participation in the discussion board will comprise a large part of your class participation grade and takes the place of live discussion in a classroom setting. You are required to logon no later than four days after the term begins and make at least one quality post. In addition, a minimum of three posts per week are needed in order to earn full credit for class participation each week.

Discussion Board participation requires that you post something of value to the discussion and should be more than a mere “I agree” or “good answer”. YOU SHOULD ALWAYS post page number(s) and/or other reference locators to back-up your comments &/or assist your peers in researching your posts. The “attendance and participation” grade will be based upon activity in three areas: achieving the minimum quantity of quality posts made during the week, posting page number(s) and/or other reference locators within your posts, and participation in CengageNOWv2.

- **Assignments:** A schedule of assignments will be posted to the “Assignment” area of the course in CengageNOWv2 and BlackBoard. Assigned chapters are to be read and assignments completed by 11:55pm, CST, Sunday night (which will be considered the “end” of each academic week). The course is designed to run from Monday morning to 11:55pm the following Sunday so that students will have the weekend to complete any assignments.
- **Examinations:** There will be a mid-term exam and a final exam. These two exams will count as 75% of your final grade.
- **Semester Project:** There will be a semester project that will be done in the same CengageNOWv2 program as homework. This project will count for 10% of your semester grade. This project is the “Comprehensive Problem 1” found at the end of Chapter 4 in your textbook. The project is due at the end of the term. Please consult CengageNOWv2 online for further instruction.

- **Grading:**

Exams (2 attempted and submitted in CengageNOWv2)	75%
Homework (attempted and submitted in CengageNOWv2)	10%
Semester Project (attempted and submitted in CengageNOWv2)	10%
Participation (BlackBoard and CengageNOWv2)	<u>5%</u>
	<u>100%</u>

Note: Course grades will be based on Wayland Baptist University policy:

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

I (Incomplete) and W (Withdrawal) grades will be utilized according to University policy.

All correspondence with the professor must occur within your WBU email account and include your full name, course title and section.

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation. **Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

16. Tentative Schedule (Calendar, Topics, and Assignments):

Week 1	<ul style="list-style-type: none"> • Read the entire Syllabus. Read Ch 1 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). Remember that you can "subscribe" to the Discussion Board threads for notification of activity instead of having to continually check-in online. • Watch Cengage Registration Video and register in CengageNOWv2. • "Intro to Cengage" assignment (done in CengageNOWv2) • Ch 1 Exercises - as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 2	<ul style="list-style-type: none"> • Read Ch 2 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 2 Exercises - as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 3	<ul style="list-style-type: none"> • Read Ch 3 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 3 Exercises - as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 4	<ul style="list-style-type: none"> • Read Ch 4 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 4 Exercises - as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
	<p>Begin Semester Project This semester project will be done using the same approach as homework. The project information is located in "Comprehensive Problem 1" at the end of Chapter 4 in your textbook and online in CengageNOWv2. Please consult CengageNOWv2 for further instruction. Due Date: Last day of the term, 11:55pm CST.</p>
Week 5	<ul style="list-style-type: none"> • Read Ch 5 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 5 Exercises- as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 6	<ul style="list-style-type: none"> • MidTerm posted and ready in CengageNOWv2 (covers chapters 1-5) • Read Ch 6 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 6 Exercises- as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 7	<ul style="list-style-type: none"> • Read Ch 7 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 7 Exercises- as assigned in Cengage v(These are completed and submitted online in CengageNOWv2.)
Week 8	<ul style="list-style-type: none"> • MidTerm Exam Due by 11:55pm CST the last day of the 8th week • Read Ch 8 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 8 Exercises- as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)

Week 9	<ul style="list-style-type: none"> • Final Exam posted and ready in CengageNOWv2 (covers chapters 6-10) • Read Ch 9 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 9 Exercises- as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 10	<ul style="list-style-type: none"> • Read Ch 10 in the textbook or the online eBook in CengageNOWv2. • Participate in the Discussion Board (tab found in left margin of BlackBoard course). • Ch 10 Exercises- as assigned in Cengage (These are completed and submitted online in CengageNOWv2.)
Week 11	Final Exam Due by 11:55pm CST the last day of the term

**Required by Southern Association of Colleges and Schools*