# "WBUlogo"

WBUOnline Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

ACCT 2305‐ (VC02), Principles of Accounting I

# **4. TERM**:

Spring, 2020

# **5. INSTRUCTOR**:

 Dr. Charlotte Augustine, CPA

# **6. CONTACT INFORMATION**:

Office phone: N/A

WBU Email: charlotte.augustine@wayland.wbu.edu

Cell phone: Please see Instructor Information in Blackboard. **However, my Cell phone is my preferred method of contact.**

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Virtual

# **8. COURSE MEETING TIME & LOCATION**:

Virtual Campus, BlackBoard and CengageNOWv2 Online

# **9. 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.

## **10. PREREQUISITE:**

Corequisite: MATH 1304 or consent of School.

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Accounting (loose leaf)with Cengage NOW V2 | Warren, Reeve, & Duchac | 27th | 2018 | Cengage Learning\*\* Bundle\*\* | 9781-33758-7426 | 10/4/17 |

# **12. COURSE OUTCOMES AND COMPETENCIES**:

* Describe the nature of business, the role of accounting therein and importance thereof.
* Prepare financial statements consisting of the Balance Sheet, Income Statement, Statement of Owner’s Equity and Statement of Cash Flows.
* Understand the importance of an accounting system and procedures for achieving internal controls.
* Discuss ethical consequences of decisions in accounting and business.
* Understand the Accounting Equation and the Components.

**13. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **14. STATEMENT ON PLAGIARISM & 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.

# **15. 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.

# **16. COURSE REQUIREMENTS and GRADING CRITERIA**:

Exams (3) 50%

 Homework (done through CengageNOWv2) 40%

Discussion Forums/Participation 10%

######  Total 100%

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%

**17. Grade Appeal Statement:** “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 Vice President of Academic Affairs/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.”

# 18. TENTATIVE SCHEDULE

Will be presented in CengageNOWv2

# 19. ADDITIONAL INFORMATION

***REQUIRED ABOVE ALL ELSE: Please stay in contact with me throughout the term!***

***All correspondence with the professor must include student’s name, course title and section.***

*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 and download and upload files. This course requires homework and discussions on a weekly basis. The course is not designed as a self paced course.

Announcements will be posted on the site FREQUENTLY and *you* ***are responsible for reading and adhering to all information in the announcements.***

The professor will initiate a discussion board and students are encouraged to exchange ideas through the discussion board. Remember, all work submitted must be your own. ***Participation in the discussion board will be the basis for your class participation grade*** and takes the place of live discussion in a classroom setting. The purpose is to exchange ideas among students. All questions regarding the course, homework or reading assignments or other related course questions are to be posted in the discussion board so that all students have an opportunity to read them and comment. The course is **not** designed as a one-on-one course with the professor and, as in a classroom; sometimes many students have the same question. ***Posting a question to the discussion board will help all of us get through the course easier.*** Please note that the discussion board is for discussion of the current section and you are expected to participate. **Participation does not mean going back to prior discussions and posting comments. It will be too late to do that after we have moved on from a section.** Participation requires that your post ***add something of value to the discussion*** and should be more than a mere “I agree” or “good post”.

*Assignments:* Assigned chapters are to be read and assignments completed ideally by 11:59 PM Central Time, Sunday. The course is designed to run from Monday morning to midnight the following Sunday. Please communicate with me, or I will communicate with you, regarding any deviations. **Late assignments may be penalized.**

*Examinations:* There will be three exams. Dates and other exam related information will be posted in CengageNOWv2 as the course progresses.

**COURSE CONDUCT:**

1. No make-up exams except for documented emergencies!
2. Late assignments may be penalized.
3. Any exams or assignments that appear to be the same as that of any other student will result in a grade of zero for both students. Independent work on assignments is critical if the student is to understand the concepts and applications presented in this course.

***Keep in mind that the syllabus—and total number of grade points—is subject to change and that it is the student’s responsibility to note changes that are announced.***

**Deadlines:** Odd things happen in cyberspace (e.g., emails get lost, servers disconnect temporarily, logins are impossible). Please don't wait until the last moment to get things done. Allow time to meet deadlines. You are responsible for getting the work to me on time. You must contact me in advance to arrange for an extension.

**There is no makeup of missed Discussion Board work.**