# "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‐ Principles of Accounting I

# **4. TERM**:

Summer, 2025

# **5. INSTRUCTOR**:

 Norma Geesey, M.S.

# **6. CONTACT INFORMATION**:

Office phone: N/A

WBU Email: norma.geesey@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**:

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| **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 |

IMPORTANT TEXTBOOK AND RESOURCE MATERIAL NOTES:

**Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. Once you access the textbook in the classroom it will ask you if you would like to opt-out.  If you choose** **NOT to use** **this version you** **MUST opt-out** **or you will be charged and refunds are not available.**

**The price of the textbook will be billed to your student account. To check the price of the textbook please locate your required course material at** [The WBU Bookstore.](https://bookstore.wbu.edu./)

PLEASE CHECK WITH THE BOOKSTORE: This course MAY require 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. 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.

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

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 (2) 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

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| --- | --- |
| **Week 1** | * Read syllabus.
* Read Chps 1-4 in the textbook or online eBook in Cengage NOWv2.
* Complete the Required First Assignment.
* Respond to the Mandatory Discussion Board on the topic of Communication.
* Complete your introduction to the class.
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| **Week 2** | * Read/Review Chps 1 & 2.
* Participate in the Discussion Forum.
* Complete Homework for Chps 1 & 2 as assigned in Cengage
 |
| **Week 3** | * Read/Review Chps 3 & 4.
* Participate in the Discussion Forum.
* Complete Homework for Chps 3 & 4 as assigned in Cengage
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| **Week 4** | * Read Chps 5 & 6.
* Participate in the Discussion Forum.
* Compete Homework for Chps 5 & 6 as assigned in Cengage
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| **Week 5** | * Review Chps 1-6
* Exam 1 (Covers Chps 1-6. Posted and completed in Cengage.)
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| **Week 6** | * Read Chps 7 & 8
* Participate in the Discussion Forum.
* Complete Homework for Chps 7 & 8 as assigned in Cengage
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| **Week 7** | * Read Chps 9 & 10.
* Participate in the Discussion Forum.
* Complete Homework for Chps 9 & 10 as assigned in Cengage
 |
| **Week 8** | * Read Chp 11.
* Exam 2 (Covers Chps 7-11. Posted and completed in Cengage.)
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# 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, unless otherwise noted. Please communicate with me, or I will communicate with you, regarding any deviations. **Late assignments may be penalized.**

*Examinations:* There will be two 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.**