

TEXAS COLLEGE
Division of Business and Social Sciences
Department of Business Administration...
Course Syllabus
GBUS 2303 Principles of Accounting I



Texas College is a Historically Black College founded in 1894, by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal Church (CME). Our mission continues to embody the principles of the Christian Methodist Episcopal Church. The College shall prepare students with competencies in critical and creative thinking related to the knowledge, skills, and abilities as defined in areas of study. Additionally, the College shall provide an environment to inspire intellectual, spiritual, ethical, moral, and social development, which empowers graduates to engage in life-long learning, leadership, and service.

Textbooks and or Electronic Site Required

FINANCIAL AND MANAGERIAL ACCOUNTING, 16E, Warren, and Taylor.
ISBN: 978-0-357-71404-1. Cengage Learning.

Required Readings/Resources:

Will be determined by the Instructor

Required Field Experiences Hours: N/A

Other Requirements:

- 1. Access to websites as referenced in class. Students attempting to gain access through cell phones, Mac books, or outdated equipment may experience difficulties with certain websites or videos. It is the student's responsibility to locate viable equipment.*
- 2. Access to JICS online classroom. It is the student's responsibility to become familiar with the online classroom and related components.*
- 3. Most documents in this course will be HTML or Word format. However, you will need the additional software (which can be downloaded free from the Internet): Adobe Reader, ZOOM, Windows Media Player, and Quicktime.*

Texas College Catalog Course Description:

This course offers a study of the fundamental principles of accounting as they apply to the modern business practices including concepts of Debit and Credit, General Journals and Ledgers, Sales, Purchases, Inventory, and other topics; Prerequisite: GBUS 2301- Introduction to Business

TEXAS COLLEGE OUTCOMES

1. Critical Thinking Skills
2. Communication Skills
3. Empirical and Quantitative Skills

4. Teamwork
5. Social Responsibility
6. Personal Responsibility

Furthermore, (Principles of Accounting I GBUS 2303) ensures the following institutional objectives:

1. Enhance communicative skills (oral and written)
2. Enhance critical thinking and technology skills
3. Enhance leadership abilities and spiritual awareness
4. Create opportunities for professional and post-graduate pathways

All learning objectives reflect the Texas College Core Values:

Academic Excellence: Developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.

Integrity: Instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.

Perseverance: Implanting diligence, enterprise, and pride in the application of skills, knowledge and abilities developed during the course of study at Texas College.

Social Responsibility: Promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

Tolerance: Emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

Community Service: Encouraging self-extension in service to others as the heart and soul of our educational enterprise.

Course Objectives:

When you have completed your study in this course you should be proficient in meeting the following objectives.

Course Objective	Assessment
1. Communicate financial data to to support business processes and practices, such as problem analysis and decision making (at the end of units 1,2, 3, 4, &6)	Pretest/Posttest
2. Apply a range of theoretical and practical techniques in accounting such as recoeding business transactions, make adjustments to correct errors . (at the end of units 1, 2, 3, 4, 5, and 6)	Midterm Report
3. Be able to prepare and	Comprehensive Final Exam

analyze the financial statements including the Income Statement, Statement of Owner's Equity, and the Balance Sheet). At the end of units, 3, 4, 5, & 6).	
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COURSE POLICIES AND PROCEDURES

Submission of Assignments

All assignments must be submitted on time in JICS. Please do not submit work through emails.. If extenuating circumstances prevent you from turning in an assignment, please contact me before the due date. Late work will be accepted without penalties only if emergencies are documented or Texas College has technology outages. Students are required to have access to internet that is JICS compatible

Class Attendance Policy

Online Students at Texas College must fully commit themselves to their program of study. One hundred percent (100%) punctual class performance is expected of all candidates in scheduled classes and activities. Students are expected to do their assignments and exams in accordance to established deadlines posted on the course portal. Students must enroll in the BioSig Validation process posted on the course portal.

Instructors keep attendance records and any absence for which a candidate does not provide written official excuse for missing assignments deadlines or not participating in discussion boards or faculty students' interactions.

Students may be officially excused from class for attendance at college approved functions, provided the sponsor executes a Student Affairs Leave Form. Such excuses shall be accepted by

the supervisor. Students may also be officially excused by the instructor of the course, Department Chair, or the Vice President for Academic Affairs for certain campus activities. Students must submit written documentation to Student Affairs to obtain official excuses for absences due to illness or other emergency situations.

Students who willfully and consistently miss assignments deadlines face serious consequences. Subsequently, the Instructor shall report the absence to the Department Chairs. The Chair or designee will counsel with the students and in concert with the instructor, may require the student to complete complementary course assignments. If a student does not respond well to the counselor with the assignments, the instructor may impose a grade penalty on the student. Unexcused absences may lead to a failing grade for the course.

Academic Honesty

Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty—which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud—is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions including loss of credit, suspension, and dismissal to a student who has been judged guilty of scholastic dishonesty.

The Texas College Catalog describes academic dishonesty in the following manner:
...an act or attempted act of giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examinations. It also includes any form of cheating, plagiarism, falsification of records and/or collusion.

Plagiarism Policy:

Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has committed scholastic dishonesty. For further information regarding plagiarism, see the *Texas College Handbook* posted on the college homepage (pp. 33).

Instructional Method

The Business Administration Program observes online, and ***remote synchronous instruction*** defined as a two-way, real-time/live, virtual instruction between instructors and students when students are not on campus.

In this method, the required amount of instructional time related to courses will be scheduled each day, and communication is generated when attendance is recorded daily at a locally selected time utilizing Bio Signature Software. Synchronous instruction is provided through a computer or other electronic device or over the phone. The instructional method will address the course and degree program requirements. If a student who is originally scheduled to receive instruction through the on-campus or synchronous instructional method is not present at the designated official attendance time, the student will not be considered present for the day by engaging through the remote synchronous method.

In the remote synchronous instructional method, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's course engagement measure. Students who do not complete the daily measure of engagement will be counted absent for that day, and that absence cannot be changed to remote synchronous present if the student completes the engagement measure on a later date.

Attendance is measured as synchronous interaction for scheduled courses. Attendance depends on the **active participation of students**. Students are expected to attend online

sessions just as they would in a face-to-face classroom, by avoiding non-course related activities. We encourage appropriate lighting, which promotes better engagement when the video feature of Zoom is in use.

For all online classes all course material and requirements are posted on the course portal. The course portal consists of several units including updated syllabus, Main Page, Course Information, Coursework, Gradebook, Collaboration, and Attendance. Every student in the online line classes must enroll in the BioSig Validation. Every class assignment has a BioSig validation that must be completed by the student. Students will not have access to the assignment until they complete the BioSig validation. Students and faculty frequently communicate through Forum Discussion and Chat.

Program in Which the Course is Required:- Business Administration

COVID -19 Vaccination :

Texas College, as a private, faith-based institution, strongly suggests that, effective for the Fall, 2021 term, all students, faculty and staff provide evidence that they have been fully vaccinated. Individuals who have religious beliefs, medical reasons, and/or philosophies (or are generally indifferent to taking the vaccination) will be required to provide and/or sign a statement to that effect, which they believe prohibits them from being fully vaccinated. This information is available at <https://www.texascollege.edu/covid-19 information/> as well as <https://www.texascollege.edu/fall-2021>.

Prerequisites: GBUS 2301. Introduction to Business

Restricted Course: (no)

Student Activities:

Participation

colaboration

Exams and Homework Assignments

Method of Student Evaluation:

Assignments	Points	Percentage
Exam 1	100	15
Exam 2 (Mid Term)	100	15
Final Exam	300	30
Chapter Assignments	150	10
Library/Publications	150	10
Attendance/ (Forum Discussion)	100	10
Quiz	100	10
Total	1000	100

Grading Rubric

900 and above	A	Transformative (and submitted on time)
800-899	B	Proficient
700-799	C	Developing
600-6999	D	Beginning
Below 600	F	Not Submitted

Rubrics for grading written assignments for GBUS 3312

WRITTEN ASSIGNMENTS

	Excellent (5)	Satisfactory (4-3)	Not Satisfactory (2-1)
Content	Clear topic and many interesting details	Somewhat clear topic and some mildly interesting details	Topic not clear and few details
Organization	Details and sequences are clearly evident	Details and sequence are evident but not clear	Details and sequence are not evidence (jumbled/confused)
Fluency	Written in natural language	Some natural and patterned language	Unnatural language patterns
Mechanics	Very few errors (90%) spelling grammar and usage capitalization punctuation	Majority conventions correct (80%) spelling grammar and usage capitalization punctuation	Frequent errors (70% correct) spelling grammar and usage capitalization

Course Assignments: (Due Dates Posted on JICS.

OEP Assignment 1 (10 bonus pts):

In two paragraphs, explain why we study accounting.

OEP Assignment 2 (10 bonus pts):

Suppose you are working as inventory manager. Your supervisor approached you and asked you to take 5 boxes of supplies to his personal car. He told you to record the cost of those boxes as defect supplies and also he told you that he will give you \$300. Would you do what your supervisor told you to do?

Submitting Assignments: Students are expected to submit assignments on the due date. If you submit an assignment late, you will receive no points for the assignment. No excuses will be accepted, including difficulties with technology.

Method of Course Evaluation: : Students will be evaluated on several issues during the semester including attendance, collaboration, xams, and chapter assignments.

Special Needs Learning

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of the Vice President for Academic Affairs at (903) 593-8311 x. 2704 for accommodations as early as possible in the term.

Diversity Statement:

Texas College is committed to creating a community that affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of their human potential. We recognize that there are differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area. All persons are encouraged to respect the individual differences of others.

Course Assignments and Calendar

In the event of extenuating circumstances, the schedule and requirements for this course may be modified.

Week	Topic and Readings	Activities and due dates	Contact Hours	Objectives
1	Unit 1. Syllabus Review, Ch. 1: Introduction to Accounting and Business. Students will be introduced to the nature of business and the role of accounting and ethics in business; describe generally accepted accounting principles, including the underlying assumptions and principles; state the accounting equation and define each element of the equation; describe and illustrate how business transactions can be recorded in terms of the resulting change in the elements of the accounting equation; describe the financial statements of a corporation and explain how they interrelate.	Pretest, Syllabus Quiz, Chapter 1 assignment due (posted under Coursework), PowerPoint Presentation review Ch. 1.	Total hours: 9	SLO 1, TC 1,2
2	Unit 1. Ch 2. Analyzing Transactions: Students will be introduced to the characteristics of an account and a chart of accounts; journalizing transactions using the double-entry accounting system; journalizing and posting of transactions to accounts; preparing trial balance and explain how it can be used to discover errors; condition.	PowerPoint Presentation Review Ch. 2 Chapter 2 Assignment due (Posted under Coursework).	Total hours: 9	SLO 1,2, TC 2,3
3	Unit 2. Ch. 3 The Adjusting Process. Students will be introduced to the nature of the adjusting process, journalizing adjusting entries for accruals, journalizing adjusting entries for deferrals, journalizing adjusting	PowerPoint presentation review Ch.3; Chapter 3 Assignment (Posted under Coursework) due,	Total hours: 9	SLO 1, 2 TC 2, 3

	entries for depreciation, and preparing an adjusted trial balance.			
4	Unit 2: Ch. 4 The Accounting Cycle. Students will be introduced to preparing financial statements from adjusted account balances, journalizing closing entries, describing the accounting cycle.	PowerPoint presentation review Ch. 4, Exam 1 (online exam)	Total hours: 9	SLO 1, TC 2,3
5	Unit 3, Ch. 5 Accounting for Retail Businesses. Students will distinguish between the activities and financial statements of service and retail businesses; describe and illustrate the accounting for merchandise transactions; describe and illustrate the adjusting process for a retail business;	PowerPoint presentation Ch. 5 review. Chapter 5 assignment due (posted under Coursework)	Total hours: 9	SLO 3 TC 1,2
6	Unit 3. Ch. 6. Inventories Students will be able to describe three inventory cost flow assumptions and how they impact the income statement and balance sheet; determine the cost of inventory under the periodic inventory system, using the FIFO, LIFO, and weighted average cost methods; compare and contrast the use of the three inventory costing methods; and describe and illustrate the reporting of inventory in the financial statements.	PowerPoint presentation Ch. 6. Review. Chapter 6 Assignment (posted under Coursework) due. Mid- Term Exam (online exam)	Total hours: 9	SLO 1, 2 TC 1,2
7	Unit 4. Ch 7. Internal Control and Cash. Students will describe and illustrate the objectives and elements of internal control; the application of internal controls to cash; describe the nature of a bank account and its use in controlling cash and illustrate the use of a bank reconciliation in controlling cash.	PowerPoint presentation Ch. 7 review. Chapter 7 Assignment (Posted under Coursework) due.	Total hours: 9	SLO 3, TC 1,2,3
8	Unit 4. Ch. 8. Receivables. Students will be able to describe the common classes of receivables, the accounting for uncollectible receivables, the direct write-off method of accounting for uncollectible receivables, and the allowance method of accounting for uncollectible receivables. Students will also be able to compare the direct write-off and allowance methods of accounting for uncollectible accounts. Students will also be able to describe the	PowerPoint presentation Ch. 8 review. Chapter 8 assignment (listed under Coursework) due.	Total hours: 9	SLO 3, TC 1,2, 3.

	accounting for notes receivable and describe the reporting of receivables on the balance sheet.			
9	Chapter 8 continues. Students will also be able to compare the direct write-off and allowance methods of accounting for uncollectible accounts. Students will also be able to describe the accounting for notes receivable and describe the reporting of receivables on the balance sheet. .		Total hours: 9	SLO 1, 2 TC 1,2, 3
10	Unit 4. Ch. 9 Long-Term Assets: Fixed and Intangible Students will define, classify, and account for the cost of fixed assets; compute depreciation using the straight-line method, units-of-activity method, and double-declining-balance method Students will also be able to describe the accounting for natural resources, including the journal entry for depletion;	PowerPoint presentations Ch. 9 review. Chapter 9 Assignment due (posted under Coursework).	Total hours: 9	SLO 2,3 TC 1,2,3
11	Chapter 9 continues... Students will be able to describe the accounting for intangible assets, such as patents, copyrights, and goodwill. Students will also describe how depreciation expense is reported on an income statement and prepare a balance sheet that includes fixed assets and intangible assets..		Total hours: 9	SLO 2, 3 TC 1,2,3
12	Chapter 10: Liabilities: Current, Installment Notes, and Contingencies Students will be able to describe and illustrate current liabilities, including those related to accounts payable, accruals, notes payable, and the current portion of long-term debt. Students will also be able to describe and illustrate the accounting for payroll liabilities; describe and illustrate the accounting for employee fringe benefits, including vacation pay and pensions	PowerPoint presentation Ch. 10 review. (Chapter 10 assignment due)	Total hours: 9	SLO 2, 3 TC 1,2,3
13	Chapter 10 continues.. Students will describe and illustrate the accounting for installment notes, describe and illustrate the accounting for contingent liabilities, including product warranties.	PowerPoint presentation Ch. 10 review continues.	Total hours: 9	SLO 1,2, 3 TC 1,2, 3

	Students will also be able to describe the reporting of liabilities on the balance sheet.			
14	Review, discussion, preparations for posttest and final Comprehensive exam.		Total hours: 9	SLO 1, 2, 3 TC 1,2, 3
15	<u>Final Exam week</u> Forum discussion and course material review	Final Exam- online exam	Total hours: 9	SLO 1,2, 3 TC 1,2,3,4
	Total reading hours :45; 3 credit hours course.	Total participation hours 90; 3 credit hours course.	Total Student Contact Hours; 135 (3 credit hours course).	

Technological Requirements:

This course is infused with technology in order to:

Participate in Courses Synchronously

To provide access for course information

Use the Internet and electronic databases to conduct searches for research projects

Writing Across the Curriculum:

Strong communication skills are critical for professionals. In an effort to maintain a commitment to developing effective writing skills for all students, all writing assignments will be evaluated for overall communicative competence. The following will be considered when grading written assignments:

Word-processed (12 font), double-spaced, one inch left, right, top and bottom margins

Content

Clarity and Organization

Source(s)

Depth of thought/Originality

Technology and Delivery

Grammar and mechanics

Each student is expected to complete the assignments as specified. There will be No exceptions.

Assessment:

Students performance and learning will be assessed via attendanc, chapter assignments, cases, collaboration, and exams. Each chapter will have assignments, cases, and collaboration on JICS. There will also be exams and a comprehensive problem.

References:

Ruell Warren, 2019, **Accounting for Beginners: A Simple and Updated Guide to Learning Basic Accounting Concepts and Principles Quickly and Easily, Including Financial Statements and Adjusting Entries for Small Businesses** Paperback – November 30, 2019 Independently published, **ISBN-10** : 1713479397

Wild, and Shaw, 2021, **Fundamental Accounting Principles**, 25th Edition
ISBN10: 1260247988

Josh Bauerle, 2018, **Accounting Quick Start Guide: The Simplified Beginner's Guide to Financial & Managerial Accounting for Students, Business Owners and Finance Professionals** (Quick Start Guides™ - Business), **ISBN-10** : 1945051795, **Publisher:** Clyde Bank Media LLC

Boyd Kenneth, 2018, **Accounting All-in-One for Dummies with Online Practice**, 2nd Edition, **Publisher** : For Dummies, **ISBN-10:** 1119453895, McGraw Hill.