



New York City College of Technology Department of Business

Course Title: Principles of Accounting I
Course Number: ACC 1101 OL07
Semester: Fall 2022

Instructor: Nina Hoch
Phone #: 646-236-8080
Virtual Office Hours: Friday 11AM – 1PM

Virtual Office: Email nhoch@citytech.cuny.edu or Blackboard Discussion Board
I will respond within 24 hours as I'll be checking in online daily, Monday - Friday
Our virtual classroom will take place on the Discussion Board in Blackboard

Reading Material

Accounting, Author: Warren, Reeve & Duchac, Publisher: Cengage, Edition: 28th, Price: \$66 USD, Notes:
"Cengage Unlimited: Accounting"

ISBN: 9781337272094

- The materials required for this course are included in [Cengage Unlimited](#), a subscription service providing access to ALL Cengage ebooks and digital learning products—over 22,000—for \$66 per term (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited at <http://www.cengagebrain.com/course/4847889>

Course Description

The course includes the following topics: Measuring and Recording Business Transactions, Business Income and Adjusting Entries, Completion of the Accounting Cycle, Accounting for Merchandising Operations, Inventories, Internal Control and Cash, Receivables, Plant Assets and Intangibles and Accounting Information Systems.

Online Course Description

This course will be fully online through Blackboard on the Discussion Board. Students are expected to read the assigned chapters and articles in order to be able to significantly contribute to online classroom discussions. Blackboard should be checked regularly for announcements and new assignments.

Accessing Blackboard

- Copy and paste the following link into your browser to get to the Blackboard login page:
- <https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/>
- In order to log into Blackboard, you need to know your CUNY Portal username and password.
- For a beginner's guide to BlackBoard as well as BlackBoard workshops please visit:
<https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/student/>

Technology Requirements

- You will need access to a computer and be able to use an internet browser such as Internet Explorer.
- You will need an e-mail account and be comfortable using it.
- You should have a working knowledge of a word processing program and be familiar with a spreadsheet program such as excel.

Course Objectives and Learning Outcomes:

An important objective of the course is the intelligent interpretation and use of financial statements in managing and analyzing business operations. To further this objective, students will gain a firm understanding and working knowledge of:

- Basic accounting terminology and the process by which transactions are analyzed and transformed into financial statements
- The structure and content of the income statement and the current asset side of the balance sheet.

Special emphasis is placed on the measurements of assets and their associated effects on a company's earnings. Future accounting majors will obtain a foundation that will allow them to move on to advanced courses.

A secondary objective is making ethical decisions in financial reporting.

This course will enable students to analyze and record business transactions and to present financial information by preparing and analyzing financial statements.

Learning Outcomes	Assessment Methods
Understand the building blocks of accounting, the main activities and users of accounting. Learn the accounting equation and describe the four financial statements.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis. Group term project.
Understand how to record transactions in accounts using debits and credits. Learn the recording process from journals to posting to ledgers and preparing a trial balance.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.
Understand the accrual process and how to prepare adjusting entries for deferrals and accruals. Prepare a post-adjustment trial balance.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.
Understand the closing process and how to prepare closing entries as well as a post-closing trial balance. Learn how to prepare correcting entries. Understand how to read and analyze a classified balance sheet.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.
Understand merchandising operations and inventory systems as well as how to apply the accounting cycle to merchandisers. Understand the differences between a multi-step and single-step income statement.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.

Learning Outcomes	Assessment Methods
Understand how to classify and determine inventory and how to apply different inventory cost flow methods. Assess the impacts of inventory errors on the financial statements. Analyze inventory.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.
Understand the purpose of accounting information systems. Understand subsidiary ledgers and special journals.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.
Understand fraud and internal controls and apply internal controls to cash. Learn to prepare a bank reconciliation. Understand the reporting of cash.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis. Group term project.
Learn how to recognize and value account receivables/notes receivables and how record their disposition. Learn how to present and analyze receivables.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis. Group term project.
Understand how to account for plant assets, natural resources, and intangible assets and the use of various cost recovery methods.	Homework and exam problems including brief exercises and multiple choice questions as well as group work in class. Relevant article reading and analysis.

Learning Objectives - General Education

An objective of all involved with this course is to continually improve it. Continuous improvement, the fundamental tenet of Total Quality Management is based on the concepts of quality, empowerment, process and zero defects. Quality means that we (instructor and students) strive to exceed each other's expectations and those who use the output of our class. Empowerment means that we (instructor and students) must take responsibility for making the course the best that it can be. Process means that we (instructor and students) must focus on how we can make each class, assignment, examination, and activity better than the last. Finally, zero defects means that we (instructor and students) will complete every class, assignment, examination, and activity to the best of our ability.

General Education Learning Outcomes / Assessment Methods

Learning Outcomes	Assessment Methods
KNOWLEDGE: Develop knowledge of fundamental accounting concepts needed to understand the role and application of financial accounting.	Exercises, multiple choice questions, on homework assignments and on exams that test an understanding of key concepts. Weekly article reading assignments.
SKILLS: Develop and apply the tools needed for communication, critical analysis, inquiry, and productive work.	Extensive, in-class problem solving exercises and regular homework assignments that emphasize the development of these skills. Written communication skills are developed through weekly written assignments as well as a written project with application of APA guidelines. Use of technologies, including email, Wiley Plus, Microsoft Word and Excel.

Learning Outcomes	Assessment Methods
INTEGRATION: Use the knowledge and skills/ tools acquired in the course and work productively within and across disciplines.	Weekly article reading and writing assignments. Application of knowledge/skills acquired will be demonstrated in a group project and presentation.
VALUES, ETHICS, AND RELATIONSHIPS: Understand and apply values, ethics, and diverse perspectives in personal, civic, and cultural/global domains.	Essay on homework assignments, in-class discussions and group work. Group term project.

Grading Policy

Biweekly exams	25%
Homework	25%
Term Project	10%
Class/Online Participation	20%
Final examination	<u>20%</u>
Total	100%

Grading Rubric

Grades will be based on the rubric below:

A	A-	B+	B	B-	C+	C	D	F
93-100	90-92.9	87-89.9	83-86.9	80-82.9	77-79.9	70-76.9	60-69.9	59.9 and below

Assignments

All homework assignments will be posted on Blackboard, in the Content tab, which is organized by chapter folders. Students will need to purchase the access code along with the text book in order to set up an account with Cengage and view / complete assignments. All assignments must be submitted by the specified due dates.

Term Project

The Term Project is a multi-part assignment that entails both individual and group work. Full instructions can be found on Blackboard. The project is an opportunity for you to apply the knowledge acquired in the class.

Attendance and Participation

Attending online class is critical to master the topics covered and succeed in this course. Each lesson builds on the previous one therefore regular attendance and participation in virtual discussions and activities is important.

Online attendance will be evidenced by timely submissions of discussion topic responses on BlackBoard, active participation in the discussion board and timely submissions of assignments. You are required to participate in 15 discussion topics. Each post can earn you up to 3 points, for a total of 45 points overall. Participation will be worth 20% of your final grade. Attending the virtual classes is critical to master the topics covered and succeed in this course.

To receive credit for participation in a discussion, students must submit responses timely, comment on the responses of at least 3 other students, and thoughtfully respond to my follow – up comments. Discussion questions will be posted each Monday morning. Students must submit their responses before the following Sunday night.

Discussion Post Grading Rubric

- *3-point discussion posts:* A student can obtain full credit for a discussion post if it is submitted timely and exhibits original and critical thinking. The post must relate to the topic being discussed and add value to the discussion, fully answering the initial discussion question. **Student must reply to at least 2 comments made by other students and maintain a dynamic discussion as it develops.** Post is submitted without grammar and spelling errors.
- *2-point discussion posts:* Reduced credit will be given to posts that do not meet all criteria established for a 3 point discussion. Two credits will be given to a student who posts timely responses with grammatical and spelling errors. The responses relate to the topic being discussed and are original but do not exhibit critical thinking and therefore do not inspire continued discussion. Student replies to less than 3 comments made by other students and does not participate in an active discussion.
- *1-point discussion posts:* One credit will be given to students who post timely responses with grammatical and spelling errors. The response somewhat relates to the topic being discussed but reflects more of a summary rather than a thought invoking response and does not fully address the discussion question. The response does not inspire continued discussion. Student does not reply to the comments of other students and therefore does not participate in an active discussion.

No credit will be given to posts that are submitted after the due date.

No credit will be given to posts that are not original – please refer to the policy on Academic Integrity.

NETIQUETTE

Another important facet of our online component in this course is “manner or etiquette of communication”. This is known as Netiquette, and the main rule of netiquette is, “Think before you post”, cited from <http://www.dictionary.com>. Some of the critical rules are:

- Avoid offending classmates with insensitive remarks.
- Keep your “voice down” – avoid using all capital letters, as online, that is the equivalent of yelling...really loud yelling. We are engaging in discussions, not battles.
- Be clear and straightforward with your language, making an extra effort to be sensitive and courteous.
- Never hastily post something when you’re not in the best of moods; it could be quite offensive to the reader.

- Stay positive and keep your interactions with your classmates – your learning community – friendly, sincere, and polite.
- Be sensitive and aware of ethnic and cultural differences – avoid postings that may be misunderstood, considered inflammatory, and cause feelings of alienation and exclusion. • Follow the rules for correctly posting replies on the Discussion Board, on the Wiki page, etc.
- A final word: Our virtual classroom, the Discussion Board, is only for “accountable talk” explicitly related to course content, questions on content, assignment postings, if so indicated; it is not for personal issues. Any personal issues must be addressed via email for privacy purposes.

Course Calendar

Week	Chapter	Topic
1	1	Introduction to Accounting and Business
2-3	2	Analyzing Transactions
	1-2	Exam 1
4	3	The Adjusting Process
5-6	4	Completing the Accounting Cycle
	3-4	Exam 2
7	5	Accounting Systems
8-9	6	Accounting for Merchandising Businesses
	5-6	Exam 3
10-11	7	Inventories
12	10	Long-Term Assets: Fixed and Intangible
	7-8	Exam 4
13	8	Internal Control and Cash
14	9	Receivables
15	1-10	Final Exam (cumulative)

Note: All assigned chapter readings must be completed prior to the following class session. Quizzes and class activities require knowledge of the chapter contents.

Academic Integrity

The New York City College of Technology holds its students to a high level of academic integrity. Students must complete assignments and examinations with honesty and integrity. Academic dishonesty will result in an automatic failing grade for the course or even suspension from the College.

Please refer to the New York City College of Technology Academic Integrity Policy Manual:
http://www.citytech.cuny.edu/aboutus/docs/policies/AI_PolicyManual.pdf