

KINGSBOROUGH COMMUNITY COLLEGE of the CITY UNIVERSITY of NEW YORK
Department of Business – **SAMPLE SYLLABUS**

ACC 11 Fundamentals of Accounting I (4 Credits, 4 Hrs/Wk)

Required for Accounting, BA, Retail Merchandising, and CIS Majors – No Prerequisites

BULLETIN DESCRIPTION:

The first half of a year's course introduces the accounting cycle, the fundamental concepts and techniques of accounting for business transactions: business records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting and closing entries, worksheets, and preparation of financial statements

TEXT: Accounting Principles:

Weygandt, Kimmel, Keiso, 10th Ed. Buy a new book with Wiley Plus or an access code with online text book.

Pencils, calculator, & accounting paper

STUDENT OUTCOMES:

1. Apply the fundamental concepts and techniques of accounting for business transactions.
2. List the steps in the accounting cycle for service and merchandising businesses.
3. Prepare and explain the components of financial statements.

INSTRUCTION METHODS:

1. Classroom lecture and discussion
2. Blackboard (BB) Web Site
<http://www.cuny.edu>
3. WILEY PLUS: Access from blackboard

METHODS OF EVALUATION: (points)

- | | |
|---|------------------|
| 1. Chapter Quizzes (No make-ups) | 65% |
| 2. Wiley Plus HW (see reverse) | 15% |
| 3. Final Exam | 20% |
| 4. Participation | Extra credit pts |

Additional Notes:

1. Grading A= 94, B=84, C=74, D=60, F=< 60
2. **Your GPA will be reduced 1-pt. for each absence over 5.**
3. Exceeding (8) absences may result in penalty grade (WU).
4. A **minimum** GPA of 60% is required to pass this course. See your tentative grade on Blackboard: See my grades
5. Each lateness = one-half (½) absence. Students arriving more than 15 minutes late are marked absent.
6. **Academic Dishonesty:** You are expected to do your own work. If you cheat or copy someone else's work (or lend your work to others) you will be graded with ZERO or

course failure. (See KCC policy at www.kingsborough.edu.)

7. **Electronics:** Your cell phone **MUST** be silent during class (and turned **OFF** during exams)! No texting! Any laptop/netbooks **MUST BE USED** solely for note-taking.
8. **Access-Ability Services:** (D205, 718-368-5175) provides appropriate accommodations and assistance to students with disabilities. Please contact them if needed.
9. **Civility** and respect for others is essential in an academic environment. Any acts of harassment and/or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerated.

INSTRUCTOR INFORMATION:

Office: M3XX

Phone: (718) 368-5XXX

Email: XXX@kbcc.cuny.edu

Office Hours: varies by instructor

COURSE TOPICS:

1. Uses of Accounting Info & the Financial Statements
 - a. The Accounting Equation
 - b. Users and Preparers of Financial Information
 - c. Income Statement, Statement of Owner's Equity, and Balance Sheet
2. Service Business:
 - a. Measuring Business transactions
 - b. Measuring Business Income
 - c. Worksheets and closing entries
3. Merchandising Business:
 - a. Perpetual/ Periodic Inventory
 - b. Inventory valuation systems
 - c. Computerized accounting
 - d. Special Journals & Subsidiary Ledgers
4. Current Assets & Liabilities:
 - a. Internal Control
 - b. Bank reconciliation
 - c. Accounts & Notes Receivable
 - d. Current Liabilities

COURSE TRANSFERABILITY:

4crs: Bklyn (ACCNT 1), NYC Tech (AC101), SI (ACC 114), York, (ACC101)
3Cr: Baruch (ACC2101), City, (ECO 36000), Hunter (ECO 271), John Jay (ECO 250), Lehman (ECO 171), Medgar Evers (ACCT 217), Queens (ACCT 101)

SELECTED BIBLIOGRAPHY:

1. The Accounting Game: Mullis & Orloff
2. Journal of Accountancy
3. CPA Journal

Where are the assignments:

1. Log into Blackboard
2. Click Assignments
3. Open chapter folder and click Any Wiley Plus assignment link.

Access code is **required and FREE** with a new text OR with an E-Book.

Go to WILEY PLUS "HOW TOS" on Blackboard

and watch the "introductory" presentation on using and accessing WILEY PLUS.

Late homework assignments are penalized 10%. Optional assignments are extra credit added to your homework grade at the end of the semester.

NOTE: KEEP UP TO DATE: Extra credit cannot be earned unless ALL required work is completed first!

WEEK	TOPICS	All assignments are completed on WILEY PLUS. Due dates and assignments are indicated on Wiley Plus 10% penalty for late assignments.
1	Chapter 1: Introduction	Logon to Blackboard: Click Assignments, Open Chapter 0 and complete (1) Syllabus quiz and (2) WP ASSIGNMENT ZERO Chapter 1 assignments
2 -3	Chapter 2: Recording Process	Chapter 2 assignments
3 - 4	Chapter 3: Adjusting Accounts	Chapter 3 assignments
5	Chapter 4: Completing Accounting Cycle	Chapter 4 assignments
6-7	Chapter 5: Merchandising Operations	Chapter 5 assignments
7-8	Chapter 6- Inventories	Chapter 6 assignments
10	Chapter 7: Accounting Systems	Chapter 7 assignments
10	Chapter 8: Cash	Chapter 8 assignments
11	Chapter 9 Current Assets	Chapter 9 assignments
12	Chapter 11 Current Liabilities	Chapter 11 assignments
12	REVIEW FOR COMPREHENSIVE DEPARTMENTAL FINAL EXAM:	

BLACKBOARD is an on-line course management system, which provides Internet access to course resources, your grades, and communication links. See student manual (also available in BB. tools folder) at <http://www.kingsborough.edu/BB/accesbb.html>

- **Start exploring** the Blackboard class web site click on the link in the Kingsborough website or go directly to the CUNY portal <http://www.cuny.edu>
- Post introductory message (discussions) and take SYLLABUS QUIZ (assignments chapter 0) on Blackboard. The quiz covers the syllabus; Blackboard and Business dept. web sites so carefully **read** this syllabus and **explore** the website FIRST.

HELP for Blackboard and Student mail call Help Desk at **718-368-6679** or visit

L-117 M-F 7:45 AM - 3:45 PM, No helpdesk hours 5:00pm-10:00pm on Mon-Fr. **Or M224** 2nd floor Mac

M-F 10:00 AM - 3:00 PM, or HelpDesk@Student.Kingsborough.edu

After 4:00 PM, contact CUNY- Portal Help Desk **212-541-0981**

I will be communicating with you using your **official** college email address. Either check your student account **regularly** OR forward mail to a frequently checked email address. You can do this by logging onto your student account and changing the mail forwarding options.