

Accounting Students Writing-to-Learn in a Technology-Driven Community



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Agenda

- The Project Structure
- Role of Professional Development
- Assignments and Workshop
- Sample Student Work

Our Project: Writing-to-Learn Using ePortfolio in Principles of Accounting

- The Project

- Objectives - For students to:

- Explore and strengthen written communication skills in the context of business and accounting
 - Write-to-learn accounting theories and practices
 - Examine different types of business correspondences
 - Teach and learn about writing and business writing from each other

- Our Plan

- Fall I 2013 Semester
 - Two first-year *BTA 111: Principles of Accounting I* courses
 - 36 students in each course
 - Using ePortfolio - Hub for building connections

Our Project: Writing-to-Learn Using ePortfolio in Principles of Accounting - Continued

- The Role of Professional Development

- *Writing in the Disciplines (WID) Seminar*

- Basic Seminar Principles

- Writing is the concern of the entire faculty

- Writing plays an instrumental role in the development of critical and analytical skills.

- *Connected Learning: ePortfolio and Integrative Pedagogy Seminar*

- Seminar Goals

- Considering new and proven approaches to fostering integrative learning, reflection, student interaction, and connection through ePortfolio

Assignments and Writing Workshop

- ePortfolio Writing Activities - Emails, Memorandums and Business Letters
 - About Me
 - Adjusting a Balance Sheet
 - Analyzing Shipping Terms and Reconciling Inventory
 - Exploring Ethics and Business Ethics
 - Semester Reflection
- Business Writing Workshop
 - Co-led by English and Business Professors
 - Topics Covered
 - Writing Business Letter, Memorandum, and Email
 - Audience, intent, salutations, closings, etc.
 - Resources for business writing (i.e., OWL at Purdue, LaGuardia Writing Center, etc.)

Sample Student Work - Pre

25

DEAR A. STUDENT

I am sorry to hear that you could not make it to class, you missed a good one. Hope you are not sick I hear something is going around. As far as the material we covered. Financial statements are used by companies to record the financial activities of the company. The financial statements will include some of the following Revenue, Expenses, the cash flow, and other account activities. A company will prepare these financial statements according to their fiscal year. A fiscal year will not start JAN 1ST or end DEC. 31ST. The statements will be done on a yearly basis, monthly, or quarterly depending on the company. The Income Statement will include the company's Revenues and Expenses. The Owners Equity Statement is affected by Revenues, Expenses, Owners Drawing, and CAPITAL. The Final Sheet is the Balance Sheet, companies will use this to check that the debits and credits even out over the course of a company's statement period. I believe these statements together can

be used to check to make sure the correct entries are made. I wish I could help more. If I think of anything else I will email you back. Oh and I like my coffee with nothing in it please. Thank you

TAKE CARE.

Sample Student Work - Post

#25

TO: ACCOUNTANT @ SMART.COM
 FROM: A STUDENT @ LIVE.COM
 DATE SEPTEMBER 16, 2013
 SUBJECT: FINANCIAL STATEMENT REPLY

Dear A. Student

I am writing you in response to your email on the matters of preparing financial statements. A company prepares its financial statements at the end of each period. The income statements are used to find the company's net income or net loss. The company finds this by adding up all the revenues and expenses separately than subtracting the total of the two. Next the company will bring the net income or net loss to the owners equity statement. There the company will take its beginning capital, plus investments, minus drawing, plus or minus net income or loss. All these items put together will give you the company ending capital. After that you will go to the balance sheet, break it up as follows: Assets equal liabilities plus owners equity and each you will put in the appropriate information for each. On the back I attached examples of each.

TAKE CARE

ACCOUNTANT

See Attachment →
 (They are in PDF files)

① CO. NAME
 INCOME STATEMENT
 DATE

| | | |
|----------|--|----|
| Revenues | | \$ |
| " " | | \$ |
| " " | | \$ |

Expenses

| | | |
|-----|--|----|
| " " | | \$ |
| " " | | \$ |

TOTAL = \uparrow NET INCOME / \uparrow NET LOSS

② CO. NAME
 OWNERS EQUITY STATEMENT
 DATE

| | |
|---------------------------|----|
| Beginning CAPITAL | \$ |
| + INVESTMENTS | \$ |
| - DRAWING | \$ |
| +/- NET INCOME / NET LOSS | \$ |

TOTAL = \uparrow ENDING CAPITAL

③ Name of Co.
 BALANCE SHEET
 DATE

| ASSETS | = | LIABILITIES | + OWNERS EQUITY |
|---------|---|-------------|-----------------|
| CASH | | A/P | CAPITAL |
| A/R | | N/P | |
| TOTAL = | | TOTAL = | TOTAL = |

Writing-to-Learn ePortfolio Student Posts

Principles of Accounting I: ePortfolio Writing Project - Fall I 2013 - ePortfolio.

MEMORANDUM

October 8, 2013

TO: BRUNO MINT
FROM: JENNY REDROVAN
SUBJECT: ERRORS IN BALANCE SHEET

This memo is to help your understanding in why the balance sheet is not in balance. In order to do any kind of bookkeeping and prepare financial statements, one must have an understanding on classifying the accounts. Mistaking accounts for something they are not effects other accounts and in general the whole accounting cycle.

WHAT IS WRONG

- The Balance Sheet consists of an equation; Assets = Liabilities + Owner's Equity. In your balance sheet you failed to remember that owner's equity also belongs in the financial statement
- Accounts Payable belongs in the liabilities column
- Accounts Receivable belongs in the assets column
- Owner's Capital and Owner's Drawing are subtracted to create Owner's Equity, which belongs in its own column

HOW TO CORRECT IT

- Move Accounts Payable to Liabilities
- Move Accounts Receivable to Assets
- Create Owner's Equity Column
- Subtract Owner's Drawing from Owner's Capital and place it in Owner's Equity column

At the end of editing, the balance sheet should sum up to this:

| | | |
|----------------------|--------|---------------------------------|
| Total Assets | 43,500 | |
| Total Liabilities | 16,500 | 43,000 = 16,500 + 27,000 |
| Total Owner's Equity | 27,000 | |

Below is the correct Balance Sheet

| Africa Tours Agency | | | | | |
|-------------------------|--------|-------------------|--------|----------------|--------|
| Balance Sheet | | | | | |
| As of December 31, 2014 | | | | | |
| Assets | = | Liabilities | + | Owner Equity | |
| Equipment | 20,500 | A/P | 7,000 | Africa Capital | 27,000 |
| Cash | 14,000 | N/P | 9,500 | | |
| Supplies | 2,000 | | | | |
| A/R | 7,000 | | | | |
| Total Assets | 43,500 | Total Liabilities | 16,500 | Total O.E | 27,000 |

ANTONINA PYAK

Hi, Jenny. I just read your memo. Memorandum is an official letter and must be understandable, concise and neutral. I will suggest you to take off the second and third sentences from the beginning, and also paraphrase "you failed to remember..." because it is not appropriate language in the memo; it shows that you are judging this person. Our language must be neutral- nothing that we make people feel bad and no judgment. Except this, your memo explains what is wrong in Balance Sheet and how to correct it very well: step by step and understandable. Well done. Antonina.

Thank You!

- Any questions or comments?
- Contact information:
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