

ACCT 102 – Fundamentals of Accounting II
Managerial Accounting Syllabus – Spring, 2012
Class Number 22490- Debra L. Schmidt, CPA

Course Description: This course introduces the student to cost and managerial accounting for manufacturing companies. Managerial Accounting information includes both historical and estimated data used by management in conducting daily operations, planning future operations, and developing overall business strategies. This course includes such topics as cost concepts and terminology, cost accumulation under traditional and newer manufacturing environments, cost allocation, cost-volume-profit analysis, budgeting, standards and standard costing, variances analysis, performance evaluation, differential analyses, decision making and capital investment analysis, overhead methods and other managerial concepts. We will also cover financial statement ratios and analyses.

Prerequisite: ACCT 101 with a grade of C or higher. Anyone who does not meet the prerequisite should see the instructor immediately.

Class time – Your class has a lecture and lab component to it. You are expected to be in attendance for the duration of the entire class. If you choose not to participate in the lab component, you will not receive full participation points, and you most likely will not perform as well on graded assignments. Accounting can be a tough subject, and you need to avail yourself to as much practice as you can get.

Text: Financial and Managerial Accounting, Wild, Shaw, Chiappetta, “Financial and Managerial Accounting: Information for Decisions,” Fourth Edition, McGraw-Hill. ISBN #0077570863. Most students used this same textbook in ACCT 101 last semester. **If you purchased the book at the Cerritos College bookstore, the book came with a Connect Access code which is good for one year.** If you purchase a used book or a book that did not come with an access code, or you have misplaced the code from last semester, you will need to purchase an access code for McGraw Hill Connect. You can do this on the homework link that is on my website. This code is required to complete homework assignments online. Please note that because you will complete all homework assignments on the web, there is no need to purchase working papers. In addition, on line study guides and quizzes are available to you on the **Connect** site, so there is no need to purchase any additional items from the publisher.

Other Supplies: You will need at least 4 Scan Tron form #882’s for the exams. You need to bring a calculator, notebook with paper, and pen or pencil to class on a daily basis. You need to bring a flash drive (also called thumb drive or USB drive) with you to class on a daily basis as we will utilize the computer lab quite often. I will provide you with quite a few handouts over the course of the semester. You will need to take notes and we will work out many exercises and problems from the text. You may desire to bring a red pencil and/or highlighter pen to class to highlight errors. I strongly suggest you purchase a 3-ring binder to keep all work together in an organized fashion.

Departmental Student Learning Outcomes: Some specific learning outcomes for this class which are consistent with all other ACCT 102 courses on campus are as follows:

- 1. Define and illustrate various cost terms and concepts. Distinguish between product costs and period costs.
- 2. Prepare traditional and contribution margin income statements; define related terms; explain cost-volume-profit analysis, degree of operating leverage, and safety margin, and employ each as an analytical tool.
- 3. Illustrate the flow of costs from start to finish for a typical cost accounting system.
- 4. Prepare a component of a master budget.
- 5. Explain the nature of capital expenditure decisions and apply and evaluate various methods used in making these decisions.

Class Preparation and Homework Assignments: The attached tentative schedule of assignments shows the date and description of all classwork and homework assignments. This schedule may change depending upon the progress of the class should some chapters tend to be more difficult or simpler than anticipated. Please note that the classwork assignments consist of specific exercises and problems from the A series. It is my experience that students who read the chapter and attempt the exercises at home before coming to class, do much better on exams. These exercises will be discussed and reviewed as part of the lecture. Homework assignments are similar to those exercises and problems worked in class but are from the A series. You will be required to complete substantially all of your homework using the Connect site. Also, you are encouraged, but not required, to complete the discussion questions at the end of each chapter. “A” students are expected to do more homework than the minimum amount assigned.

Importance of Homework: You **MUST** do your homework to do well in this class. ALL homework assignments must be completed using the Connect site and are due by midnight on the due dates posted on the attached schedule of assignments. There are no exceptions. Each chapter of homework is worth ten points. The site will give you instant feedback and immediate hints if you encounter difficulties with your homework. You will be required to complete substantially all of your homework using the Connect package. This site is an interactive, internet-based product designed to help students complete end of chapter exercises and problems. It is available 24/7 via the internet. You may access and attempt the homework questions as many times as you like prior to the due date. Although not required, **I strongly encourage you to take the ungraded on-line quizzes provided by the publisher’s website as part of your homework study efforts.** Most students who take this advice score much higher on exam questions. I will allow everyone to drop one low homework score. The homework assigned is a minimum amount to get by in the class. “A” students will do more than the amount required to help prepare them for quizzes and exams.

The website URL to access Homework Manager is: http://connect.mcgraw-hill.com/class/d_schmidt_acct_102_-_fundamentals_of_acct_ii_managerial_t_th_830_-_11 and can be accessed from my website as well.

Graded Quizzes: In order to help you remain current in your studies, on-line quizzes are required at the end of each chapter. They can be accessed from the same URL as the homework site. They are mostly multiple choice with some true false and occasional fill in the blanks, along with computational type problems. These quizzes should be used to assess your progress and understanding of chapter materials. The due dates are posted on the attached schedule of

assignments. Each quiz is worth 10 points and must be submitted by the due date. They are timed at 60 minutes and you may **only access the quiz one time** per chapter in one sitting. (Once you start it, you must finish it.) You may drop your lowest quiz score.

Recommendation regarding homework – Optional Homework Lab: Completing the classwork and homework is pivotal to your understanding and comprehension of course material. This semester, we are offering a homework lab that is staffed by instructors to assist you on a one-on-one basis or as part of a group depending on your needs. The lab is offered at a minimal cost to you based on a .5 unit class. You attend the lab when you need assistance. The class is ACCT 2T. The class number is 22455. You must attend at least one time during the semester to receive a “pass.” Once you enroll in one section, you can attend any of the assigned sections. Available class times will be distributed during the first week of class, and will also be posted on my website.

Computerized Work – Optional Tutorial Lab: As mentioned previously, ALL homework assignments must be completed electronically using the Homework Manager site. You MUST have access to a computer to complete your homework assignments. In addition, some other computerized assignments will be assigned in class. If you do not have access to a computer, or you would like to obtain assistance while working on computerized assignments, you are strongly encouraged to sign up for ACCT 1T. The class number is 22454. During the semester, there will be some assigned computerized projects. I will provide limited class time to complete these assignments. Therefore, it is EXTREMELY important that you sign up for ACCT 1T, Accounting Computerized Lab Tutorial, so that you are able to complete any work during assigned ACCT 1T lab hours. There is a nominal lab fee based on .5 unit class. The class is offered on a pass, no pass basis. You should sign up for it during the first week of class. You must attend at least one time during the semester to receive a “pass.” Once you enroll in one section, you can attend any of the assigned sections. Available class times will be distributed during the first week of class, and will also be posted on my website. In addition to these lab times, computers are also available in the library for your use. (These computers have internet access so that you can access the homework site and contain the Microsoft Office Suite. The computers in the library do NOT have accounting specific software -like QuickBooks- on them.)

Writing Assignments: The business world insists that business students possess adequate writing skills. During the semester you will be required to do two assigned brief writing exercises. In addition, you will be required to write up information on two Wall Street Journal (WSJ) articles. These assignments will be graded primarily for content. However, proper vocabulary, grammar, punctuation, and spelling will be considered when points are assigned. Group Work: During the semester, we will occasionally work on class assignments in groups. Your contribution to the group’s work will be rewarded. Lack of contributions to the group will also be considered in the grading process.

Examinations: Exams may consist of chapter-oriented problems, true/false questions, matching, multiple-choice questions, definitions & terminology, and essay questions. No notes or study aids of any kind are allowed on exams. You must take the exam on the scheduled date. There are no make up exams, however, I will allow everyone to drop your lowest test score, excluding the final. If you miss an exam for any reason, you will receive a grade of zero on that test. You may then drop that score as your low score.

Grading: Students will be evaluated through a combination of exams, including a comprehensive final exam, homework assignments, writing assignments, and group assignments and participation.

Points will be awarded as follows:

300	Four Exams @ 100 points each; with low score dropped
110	Homework Assignments; 12 chapters @ 10 points per chapter; low one dropped
110	On-Line Quizzes – 12 chapters @ 10 points per chapter; low one dropped
100	Comprehensive Final Exam (Cannot be dropped)
10	Writing Assignments: two @ 5 points each
10	Wall Street Journal Write Ups – two @ 5 points each
10	Group Project – Master Budgets
10	Group Project – Financial Statement Analysis
5	Participation
665	Total Available Points

Final Course Grades will be computed according to the following percentages:

Grade	Percentage	Points Needed
A	90 – 100%	599 - 665
B	80 – 89%	532 - 598
C	70 – 79%	465 - 531
D	60 – 69%	399 - 464
F	Below 60%	Below 399

Communication: I often send out e-mails. Please update your e-mail address on My Cerritos and make sure you check the box that says that e-mail is your preferred method of communication. Also, make sure you use a current e-mail address within the Homework Manager site. If you do not do this, you will miss valuable class communications.

Policy Statement: Excessive absences, unsatisfactory progress, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from class. Unless we are working on a group project, work is to be done ALONE and INDEPENDENTLY. Most of the assignments are individual efforts – not group efforts unless explicitly stated as such. You may not share files or work. Submissions must be 100% completed by the enrolled student. I do not tolerate cheating in any manner. The college and I take academic honesty issues very seriously. I expect ethical behavior and integrity inside and outside of the classroom. Students who commit academic dishonesty will be dealt with according to the college's Academic Honesty policy found in the class schedule.

Classroom Interruptions/Cell Phones: Out of respect for your instructor and fellow classmates, all cell phones, pagers, and any other communication devices must be TURNED OFF before entering the classroom. It is not appropriate to leave class to answer a phone call. (If there is an emergency or extenuating circumstance, please come and see me before class to discuss.) It is not appropriate to text others during class. Cell phones (including the calculator feature) may NOT be out and may NOT be used for exams. Failure to follow this request may result in suspension from class.

Attendance: One of the most important things you can do this semester is to attend class. You are expected to attend class regularly and to arrive on time and to stay for the entire class session, including the allotted lab hours. Students who arrive late disrupt others trying to concentrate and may miss valuable information necessary for successful completion of the assignments. When the hours of absence exceed one more than twice the number of class hours per week, the student is considered to be excessively absent and is subject to exclusion from class (see the Schedule of Classes for the official attendance policy). Attendance will be taken at every class meeting and is considered to be extremely important for successful completion of the course. If you do miss class, it is your responsibility to find out the information you missed. If for some reason you stop attending class, it is your responsibility to officially withdraw. If you do not officially withdraw, you may receive an undesirable grade. The last day to withdraw is April 20, 2012.

Accommodation for students with disabilities: Students with disabilities are encouraged to contact the instructor during office hours to discuss their disability related accommodations. Use of Disabled Student Programs and Services (DSPS) services including testing accommodations, requires prior authorization by DSPS and compliance with approved procedures.

Web Site: I maintain a website that is located at www.cerritos.edu/dschmidt. There are numerous handouts and study aids designed to assist you in your efforts. I have provided a link to your Publisher's website. This site offers additional tutorial assistance and practice quizzes that you can take for each chapter. If you miss a class, I suggest you visit the website to obtain any handouts that you may have missed. There is also a link to communicate with me via e-mail.

My Cerritos accounts: Computer user accounts are issued to all students. Use your 7-digit student ID number as your user ID. (If you have a 6-digit ID number, place a zero in front of it.) Your password is your birthdate. You can go in and change your password. You will need this account to log in and complete computerized assignments in the computer lab. Please make sure your email address is current in the My Cerritos Database. I often send out emails to my classes through this system.

Office Information: I want you to succeed!! I am available for extra help during my office hours, before or after class, or on an appointment basis. My office is in the Business Education building.

Office: BE-F Office Hours: M Tu W Th 7:45 –8:30 a.m. and by appointment.

Phone: 562-860-2451 ext. 2712

E-Mail: Dschmidt@Cerritos.edu

Website: www.cerritos.edu/dschmidt

My preferred method of communication is either in person during office hours or by e-mail. Please do not leave me voice messages unless you have no other means of communication.