

ACCT 102 – Fundamentals of Accounting II
Managerial Accounting Syllabus – Fall 2020 (Tu Th 8:30 a.m.)
Prof. Debra L. Johnson, CPA

During this pandemic this class is offered in an online format. You can attend live Zoom lectures on **Tues/Thurs from 8:30 am – or you can watch recorded lectures at your convenience. It's your choice.**

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, financial documents using cost accumulation systems, cost allocation, overhead allocation, cost-volume-profit analysis, budgeting, standards and standard costing, absorption versus direct costing, variances analyses, performance evaluation, differential analyses, decision making/responsibility accounting, and capital investment analysis, and other managerial concepts. We will also cover financial statement ratios and analyses. **This is a UNIVERSITY LEVEL TRANSFER COURSE – and will require a substantial commitment of time, effort, and focus. INVEST THE TIME!!!**

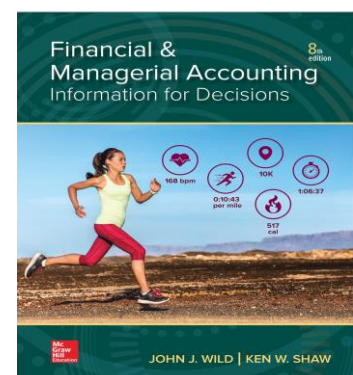
A Side Note: In addition to calling myself an instructor, I also continue to call myself a student! I am currently enrolled in graduate level courses as well as in continuing education courses required to maintain my CPA license. I can relate to the challenges that students face because I am one! Please know that I am here to help you along your academic journey. I look forward to teaching you more about the field of Accounting and am eager to share my passion for the discipline!



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 every class for the entire period**. If you are participating during live zoom hours, you should plan on staying for entire duration. If you will be completing the class by watching the taped live lectures, you should view them in their entirety several times a week. If you take short cuts (and don't watch/participate in all aspects of the course), 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, "Financial and Managerial Accounting: Information for Decisions," Eighth Edition, McGraw-Hill. ISBN 9781264027958. Hard Copy Available in campus bookstore. Discounted E-Book with Connect Access



available within Canvas. This is the same textbook and same access code used last semester (SPR 2020) in ACCT 101. Most students should already have the text book and access code. In any case, a current/active Access Code is required. **This Connect code is required to complete all homework assignments, all quizzes, and all the Learn Smart assignments and is a REQUIRED component of the course.** If you purchase the book somewhere else or you purchase a used book, please be advised that you will need to purchase the code on a stand-alone basis. **DO NOT BUY A USED BOOK as the Access Code WILL NOT WORK! YOU CANNOT COMPLETE YOUR HOMEWORK AND QUIZ ASSIGNMENTS WITHOUT THE CONNECT ACCESS CODE.** This semester the publisher has made available a discounted e-book with Connect access that can be purchased within Canvas. Details are in introductory module in Canvas.

Previously enrolled in ACCT 102? If you were enrolled in ACCT 102 previously and purchased a book/access code in a previous semester –and FAILED or DROPPED the class -- check out the expiration date of your Connect code when you first log into the class. **If your code expires prior to the end of the semester, please email me ON THE FIRST DAY OF CLASS.** You will need to provide me with the user name, instructor and the semester in which the ACCT 102 class was taken/failed or dropped as well as the Connect Access expiration date. I will contact the publisher on your behalf during the first week of class to see if I can get an extension.

Other Supplies: You need to bring a calculator, notebook with paper, and pen or pencil to class on a daily basis. 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. We will be utilizing the Microsoft Office 365 package (that has Word, Excel, PowerPoint and other programs as part of the platform.) ALL CERRITOS COLLEGE STUDENTS have free access to this software. You need a Cerritos College email address to access the FREE software. There are instructions in the introductory module of Canvas which show how to obtain the Cerritos College address, as well as instructions for obtaining the software. Take care of this PRIOR TO THE FIRST DAY OF CLASS.

Registering on the Publisher’s “Connect” Site: **Registration to the Connect site will be done through Canvas.** The McGraw Hill Connect website link is located within the CANVAS platform. You can reach the Canvas platform either through the home page of Cerritos College or at this URL: <https://cerritos.instructure.com/> Once inside Canvas use your student ID and password (your birthdate unless you changed it), to log into the ACCT 102 Canvas Course. **Once inside the course, click on the “Assignments link” to access the course content.** The first time you access the course, you will be asked for your email. I would suggest you use the same email address that you used in your other accounting courses. There is a short video link in the introductory module that will demonstrate how to register on the Connect Site (through Canvas.) Video Link: <http://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8>

Access to the Canvas site is MANDATORY and required to stay in the class. **You MUST REGISTER on the Connect site within the first week of class.** If you took ACCT 101 last year, then once you sign in, you should gain access to the course. If it’s been a while since you took ACCT 101, you may need to purchase the e-book with Connect Access. If you do not have the book by the end of the first week, then sign up for the temporary “Courtesy Access Code” which will

allow you two weeks of free access to the site. Only ONE CONNECT ACCOUNT per student in this class is allowed. **Do not create more than one account.** If you create more than one account, only assignments from the initial account will be graded.

Class Preparation & Video Preparation YOU MUST COME PREPARED TO

CLASS. You are expected to read the chapter in the book BEFORE the material is discussed in class. In order to encourage you to prepare for class, you are required to open and review a “**Video Presentation**” prior to midnight of the day **BEFORE** the topic is to be discussed in class. These are short video clips that explain the relevant concepts in the chapter. There are interactive questions in many of the video clips. If you shortcut this step, you will also short circuit the learning process. These video preparation modules are worth 3 points for each chapter and if used properly will help you comprehend the material **BEFORE** it is discussed in class. I will drop your one lowest score. Due dates are listed on the schedule of assignments.

Discussion Posts: Discussion posts are intended to bring community to the classroom. Discussion posts are due each every few weeks. Due dates are on the schedule of activities. You must reply to the discussion post (prior to reading any other student’s response) **by Thursday of the assigned week.** In addition, you should also **reply to at least two student posts by Sunday at midnight.** Use proper netiquette and proper grammar when replying to posts. Discussion posts are worth 5 points each. Your posts and replies should be WELL DEVELOPED and THOUGHT OUT. This means they should be more than a few sentences. Simply agreeing with a classmate does not suffice, and as such, will not awarded full points. These discussion posts will also help to verify your attendance and participation in class.

Homework: YOU MUST DO YOUR HOMEWORK IN THIS CLASS TO DO WELL. ALL homework assignments must be completed using the **Connect** site (located within Canvas) 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. **Homework assignments are similar to those exercises and problems worked in class. You will be required to complete substantially all your homework using the Connect package (located within Canvas).** 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.** You will receive instant feedback as exercises and problems are attempted. I will drop your one lowest 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. **YOU CANNOT COMPLETE YOUR ASSIGNMENTS WITHOUT THE CONNECT ACCESS CODE.**

Suggestions for Completing the Homework: (After reading the text, watching the Video Preparation, and practicing in class):

- Access the Connect site (within Canvas) and choose appropriate chapter.
- Print out the blank Connect homework questions, and then **SAVE YOUR WORK** prior to leaving the Connect site (as the numbers will change if you do not save.)
- **Complete each assignment BY HAND or “from scratch” on a piece of paper or build an excel sheet.** Label every line and show all computations.

- Enter your HAND PREPARED or “from scratch” SOLUTIONS into Connect to check the accuracy of your answers.
- Use the “Check My Work” feature as often as needed.
- When finished, SUBMIT YOUR WORK, prior to the due date.
- **Keep a notebook of your homework for studying purposes.**

(Warning: If you simply enter the site and use the drop-down boxes to complete the homework with minimal effort, YOU WILL NOT BE PREPARED for the exams.)

Homework is considered to be a learning tool. Therefore, you can submit your homework as many times as you want up until the due date. (I would encourage you to continue submitting answers until you receive a score of 100%.) If you encounter problems completing the homework, you can obtain instructor assistance or student tutorial assistance at one of the labs. I will drop your lowest homework. **NO LATE HOMEWORK IS ACCEPTED.**

Unproctored Quizzes: In order to help you remain current in your studies, on-line quizzes are required at the end of each chapter. They are a combination of multiple choice, true false, and minor problem solving with some fill in the blanks. 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 may be accessed ONLY ONCE per chapter. Once you access them, the timer starts running. You cannot access them again. There are no make up quizzes. I will drop your lowest quiz score. **YOU CANNOT COMPLETE YOUR WITHOUT THE CONNECT ACCESS CODE. NO LATE QUIZZES ARE ACCEPTED.**

Learn Smart Assignments – LearnSmart is an adaptive learning program that uses your performance to determine how you learn. It knows when you need practice, when it's time for you to learn something new and when you're likely to forget material. LearnSmart can even identify your level of confidence you have on a topic. These assignments are required for each chapter and worth 3 points each. They can be done either before the chapter (as you read through the e-book) or after the chapter. They are due BEFORE the exam as shown on the Schedule of Activities. Do not wait until the night before the test to start them. They are to be used “as we go” and are very helpful for learning the material. I will drop your lowest Learn Smart. **NO LATE LEARN SMART ASSIGNMENTS ARE ACCEPTED.**

Study Suggestions for ACCT 102 – YOU MUST ARRIVED PREPARED:

- **READ** the chapter **PRIOR** to class. (Either read the hardcover book or use Learn Smart to read the eBook) Use a highlighter pen as you read.
- Consider **preparing an outline** leaving space between topics that you can augment after the lecture.
- If you are a visual learner, **Review the PowerPoint** PRIOR to class to reinforce concepts.
- **View the REQUIRED Video Preparation module** prior to class and prior to due date.
- **Come to class EVERY DAY** – take detailed notes and practice. Arrive ON TIME and PREPARED to work.

- Set aside blocks of time throughout the week. Go home and **attempt homework** as instructed BY HAND over the course of the week. Enter the solutions into Connect. Bring any questions to the next class – use tutorial and lab services if needed.
- **Use Learn Smart to assess readiness.** (Some students do this at the start of the chapter.)
- Take practice assessments in Learn Smart.
- **PRACTICE/PRACTICE/PRACTICE!**
- Take graded quiz.

Go to next chapter. Repeat!

Class Lab Time: We will often set aside practice time toward the end of most class meetings. Sometimes we will work in groups. **This “lab time” is a required portion of your class.** (If you are taking the class online and watching the recorded videos, make sure you work out the same assignments.) You should focus on keeping current with your studies so that you can make the most of the lab time

Embedded tutor At this time, I have requested an embedded tutor be part of our class. Unfortunately, due to a backlog in HR, this had not yet been finalized. If/When available, I will share our tutor’s contact info. He/She has taken the class, is VERY RESPONSIBLE, loves to HELP STUDENTS, and I look forward to him/her being a WONDERFUL RESOURCE to all of us.

Accounting Labs - Instructor-led Accounting tutorial labs are offered via live Zoom sessions. The days and times will be provided during the first week of class and are also posted on my website. No appointment is needed. **USE THESE RESOURCES!**

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 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. You will need to either attach a copy of the article you read or provide the URL reference in your submissions.

Group Work: During the semester (while this pandemic is in place), we will occasionally work on class assignments in groups. If you are taking the class totally online (and viewing recorded lectures) you have the option of either pairing up with other classmates or doing the work on your own

Remotely Proctored Examinations: **PREPARATION IS KEY!!!** To fulfill proctoring requirements for transfer institutions, exams will be proctored using Proctorio software. All you need is a computer with a web cam, access to the Chrome browser and a strong internet connection. (Most computers already have webcams installed on them.) If you don’t have one, hopefully you can borrow one to take the exams. Limited resources are available through Cerritos College. Reach out for ASSISTANCE EARLY IN THE SEMESTER to obtain further contact info if needed.
<https://proctorio.com/system-requirements>

Once you enter a proctored exam, Proctorio will give you a one-step “click” to enable a Chrome extension that is necessary for the program to work. This program is highly secure and has been

used by many, many colleges and universities. If you have taken previous online courses, then you have probably used it before.

Once you enter the exam, you will be asked to verify your identity. You will show either your student ID or a government issued ID with photo. **DO NOT SKIP THIS STEP.** You must verify that you are the Cerritos College student taking the exam. Then you will be asked to lift the computer's webcam to scan your surroundings. The software uses "intelligent scans" during your test. Again, more about that in a separate email to follow. All exams are **CLOSED NOTES** and **CLOSED BOOKS**. You must show your testing area during the room scan.

To ease the anxiety a bit, and to build up your confidence with the new technology, I will create a "practice quiz" worth some insignificant points so that you can enable the software, and get the feel for how the set up is prior to taking the "real" exams.

Use the restroom prior to exams. **Once you start an exam, you MAY NOT LEAVE THE ROOM.** Cell phones need to be **TURNT OFF** and stored away during class time. There are **NO NOTES** allowed and **NO OTHER DEVICES** (except a calculator) may be used during an exam. You are **NOT ALLOWED** to access any websites (except the test) during the cam. You should try your best to take in a quiet location. I do understand that under the current circumstances this isn't always possible. Just do your best. The Proctorio software records voice, screen, and internet traffic during exam. **ONLY FLAGGED EXAMS** are ever reviewed. If you follow the same protocol for exams taken in class and in front of an instructor, then you don't have to worry about your test being flagged.

Exams may consist of chapter-oriented problems, true/false questions, matching, multiple-choice questions, definitions & terminology, work out from scratch problems 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, unless there are severe/unusual **documented** circumstances.

Course Grading: Students will be evaluated through a combination of exams, homework assignments, quizzes, Learn Smarts, video assignments, and writing assignments, and group assignments and participation.

Points will be awarded as follows:

400	Four Proctored Exams @ 100 points each
110	Homework Assignments; 12 chapters @ 10 points per chapter; low one dropped
110	Unproctored On-Line Quizzes – 12 chapters @ 10 points per chapter; low one dropped
33	Video Presentations 12 chapters @ 3 points per chapter; low one dropped
33	Learn Smart/Smart Book 12 chapters @ 3 points per chapter; low one dropped
10	Wall Street Journal Write Ups – two @ 5 points each
10	Project – Financial Statement Analysis
10	Project – Master Budgets
10	Project – Capital Investments
3	Low stakes "quiz" to test Proctorio
25	Discussion Posts: 5 posts @ 5 points each
5	Participation

759 Total Available Points

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

Grade	Percentage	Points Needed
A	90 – 100%	683 - 759
B	80 – 89%	607 - 682
C	70 – 79%	531 - 606
D	60 – 69%	455 - 530
F	Below 60%	454 or lower

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. Analyze financial statements using vertical and horizontal analysis and the liquidity, solvency and profitability ratios. (Ch. 13)
2. Identify product vs. period costs in a manufacturing business and prepare statements of Cost of Goods Manufactured and Cost of Goods Sold. (Ch. 14)
3. Describe and journalize the flow of materials, labor and overhead costs in a job order costing system. (Ch. 15)
4. Describe and journalize the flow of materials, labor and overhead costs in a process costing system. (Ch. 16)
5. Allocate overhead costs to production using the plant-wide, departmental and Activity Based Costing (ABC) methods. (Ch. 17)
6. Use Cost-Volume-Profit calculations to evaluate performance and various ‘what if’ scenarios for a business using financial statement data. (Ch. 18)
7. Prepare and analyze an income statement using both absorption costing and variable costing approaches in a manufacturing business. (Ch. 19)
8. Prepare the operational components of a master budget and the resulting budgeted income statement, cash budget and projected balance sheet. (Ch. 20)
9. Prepare a flexible budget and analyze direct material and direct labor variances. (Ch. 21)
10. Distinguish between direct and indirect expenses and the bases for allocating costs to departments within an organization. (Ch. 22)
11. Identify relevant costs and apply them to short-term managerial decisions. (Ch. 23)
12. Analyze capital investment projects using the payback, accounting rate-of-return and net present value methods. (Ch. 24)

Communication: I often post announcements within Canvas and also 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. If you do not do this, you may miss valuable class communications. **MAKE SURE YOU INCLUDE YOUR NAME, CLASS, STUDENT ID, AND NATURE OF QUESTION** in the Subject line on fall emails. Example: “Debbie Johnson, ACCT 102, #123456, Help needed with Chapter 2 question1.” If your email is missing this info, it may not be answered. I teach **SIX CLASSES** and have hundreds of students. Be specific in your communication and use proper grammar and observe rules of netiquette.

Policy Statement: Excessive absences/lack of participation, unsatisfactory progress, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from class. 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 schedule.

(Virtual) Classroom Interruptions: Out of respect for your instructor and fellow classmates, all cell phones, pagers, and any other communication devices should be silenced or turned off before entering the (virtual) classroom. Cell phones may NOT BE OUT OR USED during tests; not even the calculator function and must be placed in backpacks or out of reach. It is not appropriate to leave the class to answer phones (except in the case of an emergency) and it is not acceptable to text during class time. Failure to follow these requests may result in suspension.

Attendance: One of the most important things you can do this semester is to attend classes/watch recorded lectures. You are expected to attend class / watch recorded videos regularly. If you attend live zoom sessions, please arrive on time. You are required to participate and complete assignments. The school has a drop policy that I adhere to. When the hours of absence exceed those allowed by the institution, then the student is considered excessively absent and is subject to exclusion from class (see the Schedule of Classes for the official attendance policy). If for some reason you stop attending or participating in 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 November 20, 2020.***

Disability Accommodations: I have made every effort to make this course accessible to all students. If you encounter a problem accessing anything in this course or you require an academic adjustment based on the impact of a disability, please discuss this with me and contact Student Accessibility Services (SAS) at 562.860.2451 ext. 2335 to discuss their disability related accommodations. Please submit the appropriate paperwork from SAS. Any testing accommodations, requires prior authorization by SAS (previously known as DSPS) and compliance with approved procedures.

Canvas accounts: ALL OF YOUR COURSEWORK is located in the Canvas platform. All enrolled students have access to the Canvas platform for this class. You can obtain access through the Cerritos Home Page or at this URL: <https://cerritos.instructure.com/>. 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 at MyCerritos. You will need this account to log in and complete assignments. **Once inside Canvas, you can access all the various assignments in Connect using the "Assignments" link.**

Web Site: I maintain a website that is located at <http://www.cerritos.edu/dljohnson>. There are numerous handouts and study aids designed to assist you in your efforts. I have provided a link to it in your Publisher's website. This site offers additional tutorial assistance and practice quizzes (ungraded) that you can take for each chapter. You can visit my website to obtain most handouts that you may have missed. There is also a link to communicate with me via e-mail.

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 physical office is in the Business

Education building. During this pandemic, all office hours will be held virtually as the campus remains closed.

Zoom Office location: <https://cccconfer.zoom.us/j/4116481094>

(For future semesters **Physical Office:** BE – 104i)

Office Hours: Mon/Tues/Wed/Thurs 7:45 am – 8:30 am and also by appointment.

Phone: 562 860-2451 ext. 2712 (The best way to reach me is in person or through e-mail. **Please do not leave voicemail messages** unless you do not have access to e-mail.)

E-mail: djohnson@cerritos.edu This is the best way to contact me. You can email directly or use the Canvas site. Always include your name and class in the subject line. I teach six classes – and I need to know what class you are in at first glance on an email. I check my e-mail throughout the day and on weekends, except for Sundays. I try to answer all e-mails promptly.

Final Note: I am excited to have you in my class and look forward to embarking on this new academic journey as part of a team to help you reach your academic goals. I hope to display servant leadership characteristics along this journey. I love what I do. I look forward to being in the classroom. **Again, WELCOME to the class!**



The Schedule of Assignments is an integral part of this syllabus.