

ACCT 102 – Fundamentals of Accounting II  
SPRING 2019

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CONTACT

My contact information appears above. The phone number given is a cell phone number, so feel free to text me at that number as well. I will respond to emails sent on Monday through Thursday, prior to 7:00 p.m., within 24 hours. Emails received after 7:00 p.m. are considered received on the following day. Emails received on Friday, weekends or holidays may not be addressed until the following business day.

COURSE OBJECTIVES

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.

PREREQUISITE AND CO-REQUISITE

ACCT 101 with a grade of C or higher is a *mandatory* prerequisite for this course.

You are automatically enrolled in the Accounting Tutorial Labs. A complete list of the lab times and locations will be posted in the classroom and on my website.

TEXT

Wild, Shaw, Chiapetta, "Financial and Managerial Accounting: Information for Decisions," Seventh Edition, McGraw-Hill, ISBN #978-1-259-72670-5. Students will also need an access code for Connect, the online homework site. Each student is allowed only one Connect account per class. **You should purchase this text from the college bookstore because it comes bundled with the access codes that you will need to complete your homework. If you purchase the text elsewhere or purchase a used book, you will need to purchase the on-line access code separately from the publisher.** This is the same text and access code that was used for ACCT 101. When you access the Connect site from my website you will be guided to either enter the code received when you purchased the text or to a page where you can purchase the access code. Neither I nor the College have access codes to distribute. There is no way around purchasing or obtaining the code in one of the two aforementioned scenarios.

Other Supplies: You will need 4 ScanTron #882 forms for the exams. ***You need to bring a calculator, notebook with paper, and pen or pencil to class on a daily basis.***

GRADING

Homework (28 @ 4 points each)	112
Quizzes (12 @ 10 points each, lowest dropped)	110
Tests (4 @ 100 points each)	400
Essay Assignment	10
Group Computer Project	<u>30</u>
TOTAL POINTS	<b>662</b>

Letter grades will be assigned according to the following scale:

90% - 100% = A	70% - 79% = C
80% - 89% = B	60% - 69% = D

## HOMEWORK

You must complete the homework to do well in this class. Most of the homework will be completed using Connect, the online homework web site. The homework assignments reflect the most important chapter concepts and the information on which you are most likely to be tested. The attached schedule indicates the exercises and problems to be worked in class as part of the learning process and as illustration of the lecture and chapter contents; homework is listed separately. The homework assignments are to be completed independently and are due at the start of class on the day of the test which covers that chapter. **Homework assignments will NOT be accepted after the due date.**

I have prepared chapter outlines for each chapter which we will fill out together as part of the class discussion. The outlines will be posted on my website and you will need to print them out and bring the applicable outline with you to class for each class meeting during which we discuss that chapter. The outlines are an additional study guide and reflect the primary areas that will be represented on the exam. For that reason, it behooves you to follow the foregoing procedure.

*It is my experience that students who read the chapter, utilize the Learn Smart modules and attempt the exercises at home, before coming to class, do much better on exams. Reviewing the material prior to the classroom discussion is extremely beneficial to learning and understanding the material.*

**Attending lecture and outlines are supplemental to the text and not to be treated as a substitute for the text. You are responsible for the material in the text as covered in class.**

## QUIZZES

To help you assess your understanding of the chapter material, a quiz will be given for each chapter. The quizzes will be administered online and will consist of true/false and multiple choice questions and are due on the same day as the homework for that chapter (see attached schedule of activities for due dates). Each quiz is worth 10 points and must be submitted by the due date. You will have 60 minutes to complete the quiz and the quiz may be accessed ONLY ONCE per chapter. Once you access the quiz, the timer starts running and cannot be reset. One quiz will be dropped. **Quizzes will NOT be accepted after the due date.**

## LEARN SMART

Learn Smart Modules are on the Connect website. While they are not required, they are strongly recommended to be completed before the day the chapter is started in class. Learn Smart adapts and adjusts the content based on your individual strengths and weaknesses, ensuring your time spent studying is the most efficient and productive study time possible.

## WRITING ASSIGNMENT

The business world insists that business students possess adequate writing skills. During the semester you will be required to do a brief writing exercise. This assignment will be graded on content, proper vocabulary, grammar, punctuation, spelling, and following directions. The essay is due by the end of class on Monday, March 26, 2018, and will not be accepted late. The essay requirements will be posted on my website.

## COMPUTER/GROUP ASSIGNMENT

The business world also insists that business students be able to work together, as a group, with co-workers and possess familiarity with accounting computer programs. You will be assigned a group project to be completed using Excel. More specific directions and due dates will be announced as the semester progresses.

## TESTS

There are four tests throughout the semester. Tests may consist of chapter-oriented problems, true/false questions, matching, multiple choice questions, definitions, and terminology. No notes or study aids of any kind are allowed during exams. **You must take the exam on the scheduled date.** There are no make-up exams. If you miss an exam, you will have an opportunity at the end of the semester to make up the points by taking a comprehensive exam. You will be allowed two (2) hours to complete the tests; if you arrive late you will not be given additional time. Once the test has begun, you may not leave the classroom until your test has been turned in.

For the tests you may not use any electronic devices, such as translators. You will be allowed to use a calculator, however, you may not use your cell phone as a calculator and you may not share calculators. Cell phones must be stored *out of sight* during the tests. Anyone who looks at or accesses their cell phone or any other electronic device, for any reason, during a test will receive a zero on that test. A 10%-point penalty will be assessed for writing on the test sheet. The graded tests will be returned within two class meetings after the test is given. Neither the tests nor the answer sheets may be taken out of the classroom. Anyone who takes a test or answer sheet out of the classroom will receive a score of zero for that test. Your Scantron must be in new condition; if your Scantron from does not feed through the Scantron grading machine, it will not be graded. Any tests or assignments submitted without the student's name will receive a score of zero.

**Being absent is not an excuse and will not allow you to turn in assignments late or make up tests.**

## ATTENDANCE

You are expected to attend class regularly and to arrive to class on time. Students who arrive late disrupt class and miss valuable information necessary for successful completion of assignments and tests. Attendance will be taken at the beginning of each class and is considered to be extremely important for successful completion of this course. If you arrive after your name has been called for attendance, you will be marked absent. It is considered extremely rude and disruptive to leave the room during class. If you leave the room, for any reason, before class is dismissed you may be marked absent.

It is also important to attend class as a great deal of valuable information is discussed in class. Students who are absent for more than 10% of the total class hours may be dropped from the class (see page 25 of the Cerritos College Catalog and Announcement of Courses for the Academic Year 2018 - 2019 for the official attendance policy). If you do miss class, it is your responsibility to find out the information missed. It is strongly suggested that you get the name, phone number and e-mail address of at least one other person in class in the event that you miss a class meeting.

If circumstances prohibit you from completing the class, it is your responsibility to officially drop the class. As stated on page 25 of the aforementioned Catalog, under the heading "Withdrawals", **"The ultimate responsibility of withdraw falls to the student."**

## E-MAILS

Your emails should use proper business communications etiquette. Utilize the subject line by including your full name and class #. Begin with a proper greeting (Hello, Dear Professor), then a brief description of the issue, what you have done to try and resolve the issue, and then politely state your request. Conclude with a proper closing (Best regards, Thank you, Respectfully), and your full name. Emails received Monday–Thursday will be replied to within 24 hours; emails received Friday, on the weekend or holidays may not be replied to until the next school day. Emails received after 7:00 pm are considered received the next day. Due to the significant number of students in my classes and the many spontaneous references and examples given during class, I am unable to respond to email or voice messages by students inquiring as to what was covered during a missed class. Email is not a substitute for attendance. I am also unable to respond to e-mails regarding information that has already been discussed in class or information that is readily available elsewhere.

### CLASSROOM INTERRUPTIONS

As a courtesy to your instructor and your fellow classmates, all cell phones, pagers and any other communication devices must be TURNED OFF before entering the classroom. If your 'device' makes noise during class, you will be called upon to tell a joke to the class. All jokes must be appropriate for the classroom and telling a joke that is not considered appropriate will result in immediate suspension from the class. No recording devices of any kind, including photos, are allowed to be used in the classroom. All hats must be removed upon entering the classroom. Food is NOT allowed in the classroom.

### DISABLED STUDENT PROGRAMS AND SERVICES

Disabled student programs and services are available through the Disabled Student Programs and Services (DSPS) office, which is located in the Liberal Arts building. Students who need assistance or special accommodations for tests and/or assignments must be registered with DSPS. All special accommodations are to be facilitated **through DSPS, directly**, and not the instructor.

### CHILD CARE

Child care services are available at the Child Development Center located on campus adjacent to parking Lot 10, which is next to the Campus Police Building.

### POLICY STATEMENT

Excessive absences, undesirable citizenship or falsification of work may serve as a basis for a failing grade and/or dismissal from the class. I do not tolerate cheating in any manner, which is considered, but not limited to, copying or letting someone copy from homework assignments, class assignments, projects, or tests. I expect ethical behavior and integrity inside the classroom. Students who copy or let someone copy or commit academic dishonesty are subject to a score of zero for that assignment and will be dealt with according to the college's Academic Honesty policy found on page 135 of the spring 2018 schedule of classes.

### CONNECT HOMEWORK WEBSITE

Nearly all of the homework and quizzes will be completed online using *Connect*, the publisher's homework website. You will need an access code to register for the Connect website. It is the responsibility of the student to register in the correct Connect site for the class in which registered. Assignment scores will not be accepted if completed in a Connect class other than that in which the student is registered. It is the student's responsibility to correct registration errors or issues with Connect technical support. Not having a Connect access code will not allow assignments to be turned in after the due date.

**YOU MUST USE THE LINK ON MY WEBSITE TO ACCESS THE HOMEWORK SITE.**

## STUDENT LEARNING OUTCOMES

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. Prepare financial statements using vertical and horizontal analysis and the liquidity, solvency and profitability ratios. (Ch 13)
2. Identify product and period costs in a manufacturing business and prepare a statements of Cost of Goods Manufactured and Cost of Goods Sold. (Ch 14)
3. Describe and record 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 products using a plant-wide, departmental or Activity Based Costing (ABC) approach. (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)

Week	Day	Date		Description of Assignments/Class Coverage	Homework Problems
1	Mon Wed	Jan 14 16	Ch.13	Intro to Class: Intro to Topics covered in Acct 102 Ex. 13-3, 13-6 thru 13-11	
2	Mon Wed	21 23	----- Ch.13	<b>HOLIDAY - NO CLASS</b> P13-2B, P13-4B	P13-2A, P13-4A
3	Mon Wed	28 30	Ch 14 Ch 14	Ex. 14-2, 14-4, 14-6, P14-1B Ex. 14-8, 14-9, 14-10, 14-11, 14-12, 14-14, P14-3B	P14-1A P14-3A
4	Mon Wed	Feb 4 6	Ch 15 Ch 15	Ex. 15-7 thru 15-11, 15-13 thru 15-15, 15-17 P15-1B, P15-4B	P15-4A
5	Mon Wed	11 13	Ch 15 <b>Ch 13-15</b>	P15-3B <b>Exam #1, Chap 13, 14, and 15</b>	P15-3A <b>Homework &amp; Quizzes Due</b>
6	Mon Wed	18 20	----- Ch 16	<b>HOLIDAY -NO CLASS</b> Ex. 16-3, 16-21 thru 16-25, 16-8, 16-9, 16-17	P16-1A , P16-3A, P16-4A
7	Mon Wed	25 27	Ch 16 LAB	P16-1B, P16-3B, P16-4B PROJECT	
8	Mon Wed	Mar 4 6	Ch 17 Ch 17	Ex. 17-16, 17-4, 17-5, 17-7, 17-8, 17-9 P17-3B, P17-5B	P17-3A, P17-5A
9	Mon Wed	11 13	Ch 18 Ch 18	Ex. 18-1, 18-9, 18-11, 18-13, P18-1B Ex. 18-14, 18-15, 18-22, 18-23	P18-1A
	Mon Wed	18 21	----- -----	<b>SPRING BREAK</b> <b>SPRING BREAK</b>	
10	Mon Wed	25 27	Ch 18 <b>Ch 16-18</b>	P18-4B, P18-7B <b>Exam #2 - 16 , 17 and 18</b>	P18-4A, P18-7A <b>Homework &amp; Quizzes Due</b>
11	Mon Wed	Apr 1 3	Ch 19 Ch 19	Ex. 19-3, 19-1, 19-2, 19-9 Ex. 19-11, 19-8, 19-13, P19-2B	<b>Essay Due</b> P19-2A
12	Mon Wed	8 10	Ch 19 Ch 20	P19-1B Ex. 20-3, 20-4, 20-5, 20-8, 20-9, 20-15, P20-1B	P19-1A P20-1A
13	Mon Wed	15 17	Ch 20 Ch 21	Ex 20-17, 20-22, 20-21, 20-18, P20-2B Ex. 21-2, 21-1, 21-4, 21-16, 21-8, 21-9, 21-10, 21-13	P20-2A
14	Mon Wed	22 24	Ch 21 <b>Ch 19-21</b>	P21-4B, P21-1B <b>Exam #3 - 19, 20, and 21</b>	P21-1A, P21-4A <b>Homework &amp; Quizzes Due</b>
15	Mon Wed	May 29 1	Ch 22 Ch 22	Ex. 22-5, 22-7, 22-6, 22-9, 22-10 P22-2B, P22-4B	P22-2A, P22-4A (manual)
16	Mon Wed	6 8	Ch 23 Ch 23	Ex. 23-2, 23-4, 23-8, 23-7, 23-10, 23-9, 23-11, P23-2B P23-3B, P23-4B, P23-5B	P23-2A P23-3A, P23-4A, P23-5A
17	Mon Wed	13 15	Ch 24 Ch 24	Ex. 24-1, 24-3, 24-7, 24-6, 24-10 P24-2B, P24-5B	P24-2A, P24-5A
18	TBA			<b>Exam #4 - Chapters 22, 23, and 24 - Finals Schedule</b>	<b>Homework &amp; Quizzes Due</b>