# Course Syllabus



# Managerial Accounting

Semester & Year: Spring 2024

Course ID & Section #: Bus 1B E6199

Instructor's name: Kristen Luke

Day/Time of required meetings: 01/16/2024-05/09/2024 TTH 11:40AM - 02:50PM, HM Room

**HU110** 

Number of proctored exams: None, all online in Canvas

Course units: 4

\*Send me a message in Canvas to connect!

#### **Instructor Contact Information**

Office location or \*Online: N/A

Office hours: Contact me, by appointment only

Please send me a message in Canvas to connect!

## **Required Texts**

Financial and Managerial Accounting

Edition: 9

Author: John Wild

# **Catalog Description**

A study of how managers use accounting information in decision-making, planning, directing operations and controlling. This course focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. The course includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**Course Student Learning Outcomes (from course outline of record)** 

- 1. Identify and illustrate the primary activities and information needs of managers and explain the role of the managerial accountant as a member of the management team; compare and contrast financial and managerial accounting; (Identify is lecture, illustrate is lab.)
- 2. Define and illustrate various cost terms, concepts, and behaviors, and evaluate their relevancy for different decision-making purposes; (Define is lecture, illustrate is lab.)
- 3. Distinguish between product and period costs and prepare and evaluate a Schedule of Cost of Goods Manufactured, Schedule of Cost of Goods Sold, and Income Statement; (Lecture)
- 4. Prepare traditional and contribution-margin income statements and define related terms; (Lab)
- 5. Explain cost-volume-profit analysis, degree of operating leverage, and safety margin and employ each as an analytical tool; (Explain is lecture, employ is lab.)
- 6. Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records and reports; (Define is lecture, illustrate is lab.)
- 7. Discuss the impact of technology on the business environment, its implications for product and service costs, and the development of activity-based costing and management; (Lecture.)
- 8. Explain the purposes of budgeting, prepare a master budget and its component schedules, and relate the budget to planning and control; (Explain is lecture, prepare is lab.)
- 9. Explain the development and use of standard costs and flexible budgets, prepare and interpret variance analysis reports and relate them to responsibility accounting and control; (Explain is lecture, prepare is lab.)
- 10. Explain the nature of and need for segment reporting and the relationship with cost, revenue, profit, and investment centers; prepare and analyze related segment reports; (Explain is lecture, prepare is lab.)
- 11. Compare and contrast absorption costing and variable costing, prepare income statements using both methods, and reconcile the resulting net incomes; (Compare and contrast is lecture, prepare and reconcile is lab.)
- 12. Define relevant costs and benefits and prepare analyses related to special decisions; (Define is lecture, prepare is lab.)
- 13. Explain the nature of capital expenditure decisions and apply and evaluate various methods used in making these decisions; including the time value of money and; (Lecture)
- 14. Identify the ethical implications inherent in managerial accounting and reporting and be able to apply strategies for addressing them. (Identify is lecture, applying strategies is lab.)

#### Prerequisites/co-requisites/ recommended preparation

## **Prerequisite**

**BUS1A - Financial Accounting** 

Bus 1B is the second in a sequence. Without an understanding of the concepts of financial accounting, students will not be able to learn managerial accounting.

Describe representative skills without which students will be highly unlikely to succeed:

1. Financial statement creation and formatting.

- 2. Recording impact of transactions on accounts and financial statements.
- 3. Explain the purpose and principles of internal control, inventory and depreciation accounting.
- 4. Analyzing cost flows, operating activities, financial ratios.
- 5. Explain inventory methods, computation and impact on financial statements.
- 6. Articulate ethical issues in accounting.

#### **Accessibility**

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or <a href="Disability Services and Programs for Students">Disability Services and Programs for Students</a> 

(<a href="http://www.redwoods.edu/dsps">http://www.redwoods.edu/dsps</a>) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

#### **Student Support**

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## Student feedback policy

I will access the class website regularly and respond to posted questions and messages generally within 24 hours of receipt. If for some reasons, I miss your message, send me another within 24 hours and I will definitely see it. Additionally, I read and provide feedback to each student's discussion forum posts by the end of the week in which they are due. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. I will give you detailed feedback on your term paper assignment by two weeks after it is submitted to me.

#### **Proctored Exams**

You will need to take an open-book, open notes, multiple choice final within the Canvas system (it will appear the same as your weekly quizzes) during finals week. The exam is not proctored.

#### **Policies for this Class**

#### **Communication Guidelines**

Personal questions should be communicated with Messages (Help) in Canvas. Please do not send me an email, rather, as previously stated please send me a message in Canvas to discuss personal matters. It is much easier and quicker for me to you respond to you through Canvas as I check Canvas more frequently. I will also post a discussion forum for you to discuss aspects of the course with your fellow students. However, I may not check that

very frequently as it is for student discussion primarily. Again, any questions you have, please message me in Canvas. If the message affects some or many students, say for example you notice an issue with the quiz, I will make sure to post an announcement for the entire class to read.

Netiquette: Please be respectful to your classmates. Be kind and professional in all of your postings and responses to the discussion forum. Adhere to the same standards of behavior online that you follow in a face to face class room. Inappropriate comments within the discussion forums could result in losing credit for participation during that week's discussion forum as well as being dropped from the course.

#### Regular and effective contact

I will access the class website regularly and respond to posted questions and messages generally within 48 hours of receipt. If for some reasons, I miss your message, send me another within 24 hours and I will definitely see it. Additionally, I read and provide feedback to each student's discussion forum posts by the end of the week after they are due. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. I will give you detailed feedback on your term paper assignments by two weeks after they are submitted. Further, I have provided videos which I recorded myself of some important information for each weeks' readings. Lastly, I am available for office hours over the phone and through weekly scheduled Zoom office hours, by appointment.

I do not accept late work.

## **Evaluation & Grading Policy**

### **Evaluation process**

Course Assignments: Every Sunday, the week's assignments will be listed in **Announcements** and posted in the Modules section of Canvas. You will complete them under the specific weekly module. The weekly assignments will typically require you to read textbook chapters, review online power point slides, complete homework, and complete chapter guizzes. We will also complete a midterm and final exam.

Quizzes: (15% of your final grade) These will be multiple choice in their format and contain 15-20 multiple choice questions. You have unlimited attempts and I will take the highest score. Unless otherwise noted, there will be McGraw Connect quizzes due every Sunday night at 11:45pm. I will drop your lowest two quiz scores as extra credit assistance.

Participation: (15% of your final grade) I will take attendance in this class. If you are late to class, I will mark you as tardy and this will reduce your participation grade. You are expected to be in class two days a week to receive full credit for your participation in the course.

Homework: (25% of your final grade.) We will have homework assignments in McGraw Hill Connect. So, make sure you purchase the text with the McGraw Connect package. It is available in the bookstore. We will make time to work on the homework in class, so if you can, bring a device to use with you. You have unlimited attempts on each homework assignment but they are graded assignments. I will take the highest score.

Midterm and Final Exam: (45% of your final grade.) You will need to take an open-book, open notes, multiple choice midterm and final within the Canvas system (it will appear the same as your weekly quizzes). It is cumulative of all material covered in the course. It is currently NOT proctored. You can even work with a classmate.

#### **Grading policy**

Grading Criteria: "A=93% and above, A=90-92%, B=88-89%, B=83-87, B=80-82%, C+=78-79%, C=70-77%, D=69-60%, F=59% and below

#### Admissions deadlines & enrollment policies

SPRING SEMESTER 2024	
Flex days	Jan 11 & 12
Classes begin	Jan 13
District-wide closure (Martin Luther King, Jr.'s Bir	thday) . Jan 15
Census Day	Jan 29
Census Roster Due Date	Feb 6
Flex goals for Associate Faculty Due	Feb 10
District-wide closure (Lincoln's Birthday)	Feb 16
District-wide closure (President's Day)	Feb 19
No classes (Spring Break)	Mar 11 – 16
Flex forms due for Full Time Faculty	April 26
Flex activities due for Associate Faculty	May 3
Final exams	May 4 – 10
Classes end	May 10
Commencement	May 11 & 12
Grades Due	May 17
District-wide closure (Memorial Day)	May 27

Approved by the Board of Trustees on January 3rd, 2023

## **Academic dishonesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500 (https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog (https://www.redwoods.edu/catalog) and on the College of the Redwoods website (https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies).

## Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or

designee. The Student Code of Conduct (<u>AP 5500</u> <u>→ (https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)</u>) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the <u>College Catalog</u> (<a href="https://www.redwoods.edu/catalog"> (https://www.redwoods.edu/catalog</a>) and on the <u>College of the Redwoods website</u> → (<a href="https://www.redwoods.edu/">(https://www.redwoods.edu/</a>).

#### **Inclusive Language in the Classroom**

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## **Setting Your Preferred Name in Canvas**

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact <u>Admissions</u> <u>& Records</u> (https://www.redwoods.edu/admissions/Forms) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the **Student Information Update form** 

(https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%2520Information%2520Update.pdf)\_.

#### **Canvas Information**

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <a href="https://redwoods.instructure.com">https://redwoods.instructure.com</a>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu (mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <a href="https://webapps.redwoods.edu/tutorial/">https://webapps.redwoods.edu/tutorial/</a>) <a href="https://webapps.redwoods.edu/tutorial/">(https://webapps.redwoods.edu/tutorial/</a>)

Canvas online orientation workshop: <u>Canvas Student Orientation Course (instructure.com)</u> (https://redwoods.instructure.com/courses/6781)

#### **Community College Student Health and Wellness**

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges

Health & Wellness website (https://www.cccstudentmentalhealth.org/health-wellness-for-students/).

<u>Wellness Central (https://ccconlineed.instructure.com/courses/1895?cf\_id=2248)</u> is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email <a href="mailto:counseling@redwoods.edu">counseling@redwoods.edu</a> (mailto:counseling@redwoods.edu).

## **Emergency procedures / Everbridge**

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <a href="https://webadvisor.redwoods.edu">https://webadvisor.redwoods.edu</a> (https://webadvisor.redwoods.edu) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or <a href="mailto:security@redwoods.edu">security@redwoods.edu</a> (mailto:security@redwoods.edu) if you have any questions. For more information see the <a href="mailto:security@redwoods.edu">Redwoods Public Safety Page</a> (<a href="https://www.redwoods.edu/publicsafety">https://www.redwoods.edu/publicsafety</a>).

In an emergency that requires an evacuation of the building anywhere in the District:

- · Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

### **Del Norte Campus Emergency Procedures**

Please review the <u>Crescent City campus emergency map</u> ⇒

(https://www.redwoods.edu/Portals/70/pdfs/DN%2520CampusSafetyMap\_010819-2.pdf) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the Redwoods Public Safety Page (https://www.redwoods.edu/publicsafety).

# **Eureka Campus Emergency Procedures**

Please review the <u>campus emergency map</u>

(https://internal.redwoods.edu/Portals/180/Maps%2520and%2520Phone%2520Lists/EurekaMaps\_Emergency\_F19.pdf? ver=2020-02-18-112433-920&timestamp=1628553718609) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the Redwoods Public Safety Page (https://www.redwoods.edu/publicsafety) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

- 1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
- 2. Dial 911, to notify local agency support such as law enforcement or fire services.
- 3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
- 4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school

community is notified.

- 5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
- 6. If safe to do so, notify key administrators, departments, and personnel.
- 7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

### Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

- 1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
- 1. Dial 911, to notify local agency support such as law enforcement or fire services.
- 2. If safe to do so, notify key administrators, departments, and personnel.
- 3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
- 4. Contact 530-625-4821 to notify of situation.
- 5. Contact Hoopa Tribal Education Administration office 530-625-4413
- 6. Notify Public Safety 707-476-4111.
- 1. In the event of an emergency, the responsible district employee on scene will:
- 1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
- 2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
- 3. Close all window curtains.
- 4. Get all inside to safe location Kitchen area is best internal location.
- 5. If a police officer or higher official arrives, they will assume command.
- 6. Wait until notice of all is clear before unlocking doors.
- 7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- 8. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

#### **Student Support Services**

The following online resources are available to support your success as a student:

- <u>CR-Online</u> (http://www.redwoods.edu/online) (Comprehensive information for online students)

<u>Counseling</u> (http://www.redwoods.edu/counseling/) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- Academic Support Center → (http://www.redwoods.edu/asc) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- <u>Library Services</u> 
   ⊕ (<a href="https://www.redwoods.edu/library">https://www.redwoods.edu/library</a>) to promote information literacy and provide organized information resources.

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) → (http://www.redwoods.edu/eops) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4year universities, career assessments, and peer mentoring. Students can apply for the program in <u>Eureka</u> ⇒
  (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>) or in <a href="https://www.redwoods.edu/trio/eureka">Del Norte</a> ⇒ (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>) or in <a href="https://www.redwoods.edu/trio/eureka">Del Norte</a> ⇒ (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>) or in <a href="https://www.redwoods.edu/trio/eureka">Del Norte</a> ⇒ (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>) or in <a href="https://www.redwoods.edu/trio/eureka">Del Norte</a> ⇒ (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>) or in <a href="https://www.redwoods.edu/trio/eureka">Del Norte</a> ⇒ (<a href="https://www.redwoods.edu/trio/eureka">https://www.redwoods.edu/trio/eureka</a>)</a>
- The <u>Veteran's Resource Center</u> 
   — (<a href="https://www.redwoods.edu/student-services/Home/Vets">https://www.redwoods.edu/student-services/Home/Vets</a>) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

# Course Summary:

Date	Details Due	€
	Chapter 1 homework (https://redwoods.instructure.com/courses/17528/assignments/403604)  due by 11:59pm	า
Sun Jan 21, 2024	Chapter 1-3 quiz  (https://redwoods.instructure.com/courses/17528/assignments/403628)  (https://redwoods.instructure.com/courses/17528/assignments/403628)	_ 1
	Chapter 2 homework  (https://redwoods.instructure.com/courses/17528/assignments/403625)  due by 11:59pm	า
Sun Feb 4, 2024	Chapter 13 homework (https://redwoods.instructure.com/courses/17528/assignments/397854)  due by 11:59pm	1

Date	Details	Due
	Chapter 13 quiz (https://redwoods.instructure.com/courses/17528/assignments/399808)	by 11:59pm
O.v. Fb 44, 0004	Chapter 14 homework (https://redwoods.instructure.com/courses/17528/assignments/397856)	by 11:59pm
Sun Feb 11, 2024	Chapter 14 quiz (https://redwoods.instructure.com/courses/17528/assignments/399809)	by 11:59pm
Sun Feb 18, 2024	Chapter 15 homework (https://redwoods.instructure.com/courses/17528/assignments/397857)	by 11:59pm
	Chapter 15 quiz (https://redwoods.instructure.com/courses/17528/assignments/399810)	by 11:59pm
Sun Feb 25, 2024	Chapter 16 homework  (https://redwoods.instructure.com/courses/17528/assignments/398179)	by 11:59pm
	Chapter 16 quiz (https://redwoods.instructure.com/courses/17528/assignments/399811)	by 11:59pm
Sun Mar 3, 2024	Chapter 17 homework (https://redwoods.instructure.com/courses/17528/assignments/398180)	by 11:59pm
	Chapter 17 quiz  (https://redwoods.instructure.com/courses/17528/assignments/399812)	by 11:59pm
Sun Mar 10, 2024	Chapter 18 homework  (https://redwoods.instructure.com/courses/17528/assignments/398181)	by 11:59pm
	Chapter 18 quiz (https://redwoods.instructure.com/courses/17528/assignments/399813)	by 11:59pm
Sun Mar 24, 2024	Chapter 19 homework (https://redwoods.instructure.com/courses/17528/assignments/398182)	by 11:59pm
	Chapter 19 quiz  (https://redwoods.instructure.com/courses/17528/assignments/399814)	by 11:59pm
Sun Mar 31, 2024	Chapter 20 homework (https://redwoods.instructure.com/courses/17528/assignments/399801)	by 11:59pm
	Chapter 20 quiz (https://redwoods.instructure.com/courses/17528/assignments/399815)	by 11:59pm

Date	Details Due
Cur Ara 7, 2024	Chapter 21 homework (https://redwoods.instructure.com/courses/17528/assignments/399802)
Sun Apr 7, 2024	Chapter 21 quiz (https://redwoods.instructure.com/courses/17528/assignments/399816)
Sun Apr 14, 2024	Chapter 22 homework (https://redwoods.instructure.com/courses/17528/assignments/399803)
	Chapter 22 quiz (https://redwoods.instructure.com/courses/17528/assignments/399818)
Sun Apr 21, 2024	Chapter 23 homework (https://redwoods.instructure.com/courses/17528/assignments/399804)
	Chapter 23 quiz (https://redwoods.instructure.com/courses/17528/assignments/399822)
Sun Apr 28, 2024	Chapter 24 homework (https://redwoods.instructure.com/courses/17528/assignments/399806)
	Chapter 24 quiz (https://redwoods.instructure.com/courses/17528/assignments/399829)
	Roll Call Attendance (https://redwoods.instructure.com/courses/17528/assignments/403728)