

School	The University of New Mexico Valencia Campus
Course	MGMT 102 – Fundamentals of Accounting II & MGMT 102L (Lab)
Semester	Summer 2019
Class Time	IN-PERSON: Mondays and Tuesdays 8:00AM-12:45PM & 1:15PM-2:50PM ONLINE: Wednesdays and Thursdays 8:00AM-12:45PM & 1:15PM-2:50PM
Room	Business and Technology Building (B121) & Business and Technology Building (B121)
Instructor	Dr. Stephen Edward Takach Ph.D. (Strategic Management), MBA (International Management), BBA (Finance)
Office	Business and Technology Building (B152) (Instructor will likely be in this office or in classroom)
Email	set@unm.edu (Please only send email from your _____@unm.edu email account)
Office Phone	505.925.8730 (Please contact through email as office phone is rarely checked)
Office Hours	Mondays and Tuesdays 7:00AM-4:00PM (please see office hours on B152 office door)
Textbook	College Accounting, 21st ed., James A. Heintz (ISBN-13: 9781285055411)
Course Purpose	An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements (i.e., to introduce business students to the accounting cycle, journals, and financial statements).
Course Objectives	<p>Students will learn about accounting during class time, and will be exposed to additional problem solving necessary to master accounting basics in the accompanying lab.</p> <p><u>Based on successfully completing MGMT 101 students should be able to:</u></p> <ol style="list-style-type: none"> 1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following: a. Cash transactions b. Receivables and Net Realizable Value c. Operational Assets and Depreciation d. Inventory e. Current Liabilities f. Long-term Liabilities 2. Define, identify and demonstrate the impact of adjusting entries on financial statements 3. Explain and demonstrate the differences between cash and accrual basis accounting 4. Define and identify generally accepted accounting principles <p><u>Based on successfully completing MGMT 102 students should be able to:</u></p> <ol style="list-style-type: none"> 1. Analyze equity ownership transactions and their effect on the financial statements 2. Identify the cash flow statement activities and explain the purpose of the cash flow statement 3. Perform ratio analysis to evaluate financial statements
Grading and Assignments	<p>Course grade will reflect student's exam performance and the completion of in-class exercises, and out of class assignments.</p> <p style="text-align: center;">Exams: 45% In-Class Exercises: 30% Out of Class Assignments: 25% A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</p> <p>There will be three (3) in-class exams: [(Test 1 @ 15%) + (Test 2 @ 15%) + (Test 3 @ 15%) = 45%]</p> <p>There will be thirty (30) in-class exercises. These exercises will be completed in-class, during class time, and will be turned into the instructor at the end of the class session. These in-class exercises cannot be made-up. (30 in-class exercises @ 1.0% per in-class exercise = 30%)</p> <p>There will be twenty-five (25) out of class assignments. These assignments will require out of class notes on the topics contained within the chapter, will be completed individually by the student, will be turned into the instructor on the date indicated on the syllabus, will be <i>legibly hand written</i>, and will be limited to one single page front and back. Late work on these assignments will not be accepted. Emailed versions of these assignments will not be accepted. Students need to turn these assignments at the beginning of the class session and must remain in the classroom until dismissal to receive <i>full credit</i>. (25 out of class assignments @ 1.0% per out of class assignment = 25%)</p>
Make-Up Exams	Make up exams will not be offered to students. Please ensure your attendance on the following exam days: //(Tuesday, 06/04/2019) // (Monday, 06/10/2019) // (Tuesday, 06/11/201) //
Attendance Policy	Students are required to attend class regularly. You must attend the class sessions, complete your in-class exercises, turn in your out of class assignments, and learn the material required for the exams. Please note there is no way to make up a missed class session . Students missing more than five (5) class sessions will be dropped from the course.

UNM-Valencia Vision	"Excellence in teaching, learning, and service to our community"		
UNM Computer Lab Responsibility Statement	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html . Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges		
UNM Academic Dishonesty and/or Plagiarism Policy	Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engage in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.		
UNM Title IX Statement	In an effort to meet obligations under Title IX: UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg. 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html		
Business Admin Program Goals	Learning Goals for AA in Business Administration Program: The business administration program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to continue their studies with an end to completing a bachelor's degree in business administration.		
Day	Date	Topic Covered	Assignment Due
Week #1			
Monday	3-June	Course Introduction: Overview of MGMT 101 (Chapters 1-11)	Attendance Required
		Chapter 13 (Accounting for Merchandise Inventory)	Chapter 13 Notes
		Chapter 13 (Accounting for Merchandise Inventory)	Chapter 13 Notes
		Chapter 14 (Adjustments & the Work Sheet)	Chapter 14 Notes
		Chapter 14 (Adjustments & the Work Sheet)	Chapter 14 Notes
		Chapter 15 (Financial Statements & Year-End Accounting)	Chapter 15 Notes
		Chapter 15 (Financial Statements & Year-End Accounting)	Chapter 15 Notes
Tuesday	4-June	Test 1 Review	Test 1 Notes
		Test 1 (Chapters 13,14,15, and Lecture)	Test 1
		Test 1 Debriefing	Attendance Required
		Chapter 16 (Accounting for Accounts Receivable)	Chapter 16 Notes
		Chapter 16 (Accounting for Accounts Receivable)	Chapter 16 Notes
		Chapter 17 (Accounting for Notes & Interest)	Chapter 17 Notes
		Chapter 17 (Accounting for Notes & Interest)	Chapter 17 Notes
		Chapter 18 (Accounting for Long-Term Assets)	Chapter 18 Notes
Chapter 18 (Accounting for Long-Term Assets)	Chapter 18 Notes		
Wednesday	5-June	ONLINE	ICE Assignments (Blackboard Learn)
Thursday	6-June	ONLINE	ICE Assignments (Blackboard Learn)
Week #2			
Monday	10-June	Test 2 Review	Test 2 Notes
		Test 2 (Chapters 16,17,18, and Lecture)	Test 2
		Test 2 Debriefing	Attendance Required
		Chapter 19 (Accounting for Partnerships)	Chapter 19 Notes
		Chapter 19 (Accounting for Partnerships)	Chapter 19 Notes
		Chapter 20 (Corporations: Organization & Capital Stock)	Chapter 20 Notes
		Chapter 20 (Corporations: Organization & Capital Stock)	Chapter 20 Notes
		Chapter 21 (Corporations: Taxes, Earnings, Distributions)	Chapter 21 Notes
		Chapter 21 (Corporations: Taxes, Earnings, Distributions)	Chapter 21 Notes
		Chapter 22 (Corporations: Bonds)	Chapter 22 Notes
		Chapter 22 (Corporations: Bonds)	Chapter 22 Notes
		Chapter 23 (Statement of Cash Flows)	Chapter 23 Notes
		Chapter 23 (Statement of Cash Flows)	Chapter 23 Notes
Tuesday	11-June	Test 3 Review	Test 3 Notes
		Test 3 (Chapters 19,20,21,22,23, and Lecture)	Test 3
		Test 3 Debriefing	Attendance Required
Wednesday	12-June	ONLINE	ICE Assignments (Blackboard Learn)
Thursday	13-June	ONLINE	ICE Assignments (Blackboard Learn)