

Syllabus – ACTG 131 AA

Instructor: Linda Whitten
Office Location: Bldg 8 Room 8209A
Office Hours: 12:00-4:00 MW
Class Duration: 8:10-10:00 Mon & Wed

Phone: 650 738-4372
E-mail: whitten@smccd.edu
Website: <http://www.smccd.edu/accounts/whitten/index.html>

PREREQUISITE & RECOMMENDATIONS:

Prerequisite: ACTG 121 with a grade of C or better or equivalent.
Recommended: either BUS 120 or MATH 241 or equivalent, BCM 225 or equivalent

COURSE DESCRIPTION:

ACTG 131, Managerial Accounting, CRN#80011, 4 units, 8:10-10:00 Mon & Wed . Plus 1 lab hour per week by arrangement
Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting and other practices which facilitate decision making in an ethical business environment.
Transfer credit: UC: CSU.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

- Identify appropriate managerial accounting tools to use in managerial decision making.
- Analyze and use managerial accounting reports to make business decisions.
- Identify and assess ethical corporate behavior.

TEXTBOOK AND OTHER MATERIALS:

Required:

- The text package at the bookstore which includes the Garrison, Noreen and Brewer *Managerial Accounting 15th Ed* Chapters 1-13 + **connect plus** (connect access card + the e-book).
- Any American (no foreign) version of *Managerial Accounting 15th ed* by Garrison, Noreen and Brewer + purchase of an access card for **connect** (go to the connect site for your class to purchase)
- **Connect Plus** from McGraw-Hill. Includes access to connect and the e-book for one semester (go to the connect site for this class for purchase)
- Students must read the **Wall Street Journal** since relevant articles will be discussed in class. If you wish to subscribe go to WSJ.com/studentoffer You will receive both print and online versions for the same student price. WSJ will ask what school you attend "Skyline College" and then who is your professor and you select "Whitten" I often read mine on my iPad since they have a mobile app is also included.

ASSIGNMENTS:

This course will require at least 5 hours of preparation time per class. Time management is essential. You cannot afford to fall behind in assignments; catching up is extremely difficult. If you find that you cannot master the material in this amount of time, go to the accounting lab immediately for help on how to study more efficiently. Just doing your homework in the lab can be a time saver in that you may ask questions when you are stuck.

Although only selected exercises and problems have been assigned, you should work as many additional exercises and problems as you can. Solutions for extra problems are on the instructor's website. The password is **ACTG131**.

Homework counts for 10% of the course grade. Read each chapter and review the questions before proceeding to the exercises and problems. If you feel uncertain about how to do an assignment, you can look at the illustrations in the chapter and follow the format, check solutions to problems not assigned, ask for help in the accounting lab.

You are expected to have completed the assignment before class. Homework will be checked for credit daily. Late homework will not be accepted. If you cannot come to class, send your work with another student or you may email to instructor. Late homework is not accepted for credit. If you arrive late to class, see me after class to make sure that you get partial credit for the assignment.

Go to the accounting lab and sign up for a scheduled weekly lab session. David Hall is the lab tutor. A **separate syllabus** for lab assignments is on the last page of this document. Your lab points will count for 5% of your grade in ACTG 131. Failure to complete these assignments will harm your grade.

Success in this accounting course is dependent upon regular attendance, participation, and the completion of assigned homework. You may use the accounting lab for working on assignments or getting tutorial help whenever the lab is open in addition to your regularly assigned lab hour.

The accounting lab contains computers for your use. An accounting tutor is available in the lab for tutorial help in both problems and computer assignments. The Accounting lab is located in Room 8-209 and the phone number is 738-4247. Lab hours are:

Monday-Thursday	8:00 am to noon
Monday-Thursday	4:00 pm to 6:30 pm

- all beepers and phones must be mute during instruction
- no food allowed in the lab

GRADING POLICY:

No makeup's will be given on assignments or exams. You must take quizzes before the assigned deadline. After the deadline, you will be locked out of the quiz and the solution if you didn't attempt the quiz. Classroom assignments must be completed BEFORE class on the date of the assignment. Lab assignments will be due by Thursdays at 6 pm. Exam dates are listed on the classroom assignment sheet. If you cannot make the class period of the exam, you must make arrangements to take the exam BEFORE that date. *All cell phones must be turned off and placed in book bag on floor during testing. Failure to do this will result in a grade of zero on the exam.*

Academic integrity is expected of you at all times (*go to the Skyline College 2014-2015 Catalog page 49 for a full description*). Violation of academic integrity rules will result in academic discipline at Skyline College. The course grade will be based on a weighted numerical average and a final letter grade for the course will be assigned using the standard 90-100 A, 80-89 B, etc.

Exam 1	25%	Quizzes& LS	10%
Exam 2	25%	Homework	10%
Exam 3	25%	Lab Work	5%

CLASS FORMAT:

This course is a combination of lecture, demonstration, and group discussions. You are expected to participate in the group process and in class discussions. The instructor will introduce the chapter material and go over assigned homework and the class will break into informal groups for additional discussions and problem solving.

Please turn cell phones to silent in class.

Withdrawal Policy. If you wish to withdraw, please go to Websmart and observe the following deadlines:

Last day to Drop September 7	Last Day to withdraw	November 16
-------------------------------------	-----------------------------	--------------------

RESOURCES:

If you qualify for accommodations in this class, make sure the instructor gets a copy of your letter from DSPS. If you do not have one, contact DSPS at 738-4280. If you need any other help such as counseling or financial aid, contact the Student Services One Stop Center in Bldg 5.

Tutors are available in the Learning Center and in the Accounting Lab. Please take advantage of this opportunity for help.

CONNECT REGISTRATION INSTRUCTIONS:

Go to the following web address and click on the "register now" button:



<http://connect.mheducation.com/class/l-whitten--actg-131-aa-fall-2015>

if you have any trouble with registration, please contact customer support at <http://mpss.mhhe.com>

131 AA Assignment to be completed BEFORE class

8/17 Introduction

8/19 Read Chapter 1 and complete the Learnsmart assignment for the chapter

8/24 Read Chapter 2 and complete the Learnsmart assignment for the chapter

8/26 Problem 2.19

8/31 Read Chapter 3 and complete the Learnsmart assignment for the chapter

9/2 Problem 3.23

9/7 holiday, no class

9/9 Read Chapter 4 and complete the Learnsmart assignment for the chapter

9/14 Problem 4.15

9/16 Read Chapter 5 and complete the Learnsmart assignment for the chapter

9/21 Problems 5.20, 5.22

9/26 – 9/29 Exam Chapters 1-5

9/28 Read Chapter 6 and complete the Learnsmart assignment for the chapter

9/30 Problems 6.18, 6.21

10/5 Read Chapter 7 and complete the Learnsmart assignment for the chapter

10/7 Problem 7.16

10/12 Read Chapter 8 and complete the Learnsmart assignment for the chapter

10/14 Problems 8.17, 8.21

10/19 Read Chapter 9 and complete the Learnsmart assignment for the chapter

10/21 create project groups and project leader send email to instructor

10/26 Problem 9.21, 9.22

10/28 Read Chapter 10 and complete the Learnsmart assignment for the chapter

10/29 – 11/2 Exam 2 Chapters 6-9

11/2 Problems 10.11, 10.12

11/4 Read Chapter 11 and complete the Learnsmart assignment for the chapter

& Project PowerPoint draft email to instructor

11/9 holiday, no class

11/11 Problems 11.15, 11.21

11/16 Read Chapter 12 and complete the Learnsmart assignment for the chapter

11/18 Problems 12.19, 12.23, 12.25

11/23 Read Chapter 13 and complete the Learnsmart assignment for the chapter

& Project PowerPoint File Due

11/25 **NO CLASS FLEX DAY**

11/30 Problems 13.20, 13.23

12/2 Read Chapter 13 Appendix C

12/7 Exercises 13C.1, 13C.2, 13C.4

12/9 **Project presentations**

12/9 – 12/16 Exam Chapters 10-13 + Chapter 13 Appendix C

LAB ASSIGNMENTS

ACCOUNTING 131AA – FALL SEMESTER 2015

If you need to makeup a lab session or a holiday falls on your scheduled lab day, you must select another lab time to makeup your assignment for that week. Any exceptions for assignments must be arranged with the lab tutor.

All lab assignments must be completed by Thursday at 6 pm

Week of 8/24	1.11, 1.13	10 Points
Week of 8/31	2.24, 2.25	10 Points
Week of 9/7	3.27, 3.29	10 Points
Week of 9/14	4.20, 4A.10	10 Points
Week of 9/21	5.29, 5.33 Exam 1 Review on Connect	10 Points 10 points
Week of 9/28	6.27, 6.30	10 Points
Week of 10/5	7.17, 7.20	10 Points
Week of 10/12	8.29, 8.30	10 Points
Week of 10/19	9.25, 9.26	10 Points
Week of 10/26	Exam 2 Review on connect	10 Points
Week of 11/9	10.15, 10.17	10 Points
Week of 11/16	11.17, 11.20	10 Points
Week of 11/23	12.29, 12.30	10 Points
Week of 11/30	13.30, 13.31	10 Points
Week of 12/7	13C.5 Exam 3 Review on connect	10 Points 10 Points