

Syllabus – ACTG 131 OLH

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| Instructor: | Linda Whitten | Phone: | 650 738-4372 |
| Office Location: | Bldg 8 Room 8209A | E-mail: | whitten@smccd.edu |
| Office Hours: | 2:00-4:30 MW | Website: | http://www.smccd.edu/accounts/whitten/index.html |
| Class Duration: | OL | | |

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# 43223, 4 units. The course will be executed on "Connect" an online format which includes narrated lectures, homework problems, lab problems, practice problems, self-quizzes, and exams. If you purchase the text package at Skyline's bookstore, the online content is included. If you purchase a text without the online material, I strongly recommend you purchase the online access.

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 14th Ed* Chapters 1-13 + **connect plus** (connect access card + the e-book).
- Any American (no foreign) version of *Managerial Accounting 14th 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 you can purchase a packet for \$15 in the bookstore or 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 8 hours of preparation time per week. Time management is essential. You cannot afford to fall behind in assignments; catching up is extremely difficult. I do place deadlines on online materials to help keep you on track. 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. If you would like to attend my traditional class it meets MW 8:10-10 in room 8211. You are always welcome.

Narrated lectures are on Connect in "library" and I will add additional ones or handouts on chapters where I think it might be useful. You can find the narrated lectures in "Student Library". 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**.

Although I am not grading your homework, it is very important that you do the assignments. Connect will allow you to see the results of your work with detailed solutions. Read each chapter and review the questions before proceeding to the homework. 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.

The Accounting Lab David Hall is the lab tutor.

Success in this accounting course is dependent upon regular 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.

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:

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| 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 exams. I will include Quizzes and LearnSmart modules on Connect to help you see how you are doing. Please note all of the Connect Deadlines for all submissions. Exam dates are listed on the classroom assignment sheet and will be attached to each exam on connect. If you cannot work the exam during that time period, you must make arrangements to take the exam BEFORE that date. *Please note that practice problems and homework are not included in the calculation of your grade. However, you will find working both to be useful in mastering the material.*

Academic integrity is expected of you at all times (*go to the Skyline College 2013-2014 Catalog page 45 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.

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| Exam 1 | 30% |
| Exam 2 | 30% |
| Exam 3 | 30% |
| Quizzes & LearnSmart & forums | 10% |

CLASS FORMAT:

This course is an online class. You are expected to read the assignments, use the instructor's website, Connect site for your class, and participate in group forums on webaccess. **Your grade will be based on**

forum participation, quizzes, learnsmart and Exams (*Practice problems and homework are NOT part of the grade*).

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

Last day to Drop February 2

Last Day to withdraw April 24

RESOURCES:

If you qualify for accommodations in this class, make sure the instructor gets a copy of your letter from Disabled Student Center. If you do not have one, contact them at 738-4280. If you need any other help such as counseling or financial aid, contact the Student Services One Stop Center in Bldg 2.

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.mcgraw-hill.com/class/l_whitten_spring_2014_olh_1

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

These are the suggested dates for assignments. I will open assignments earlier in connect to give you more flexibility in taking the course. SEE CONNECT DATES FOR ONLINE SUBMISSION DEADLINES. You must at least start the assignment before the deadline date otherwise you will be locked out of the assignment. The only dates which I will not allow late submittal are the three exams.

131 OLH Recommended Assignment Schedule:

1/13 Introduction in webaccess and Read Chapter 1

1/15 Read Chapter 2

1/20 **holiday**

1/22 Exercises 2.1, 2.2, 2.3, 2.5, 2.6, 2.8, 2.11; Problem 2.20

1/27 Read Chapter 3

1/29 Exercises 3.1, 3.2, 3.3, 3.5, 3.6, 3.7; Problems 3.22, 3.24

2/3 Read Chapter 4

2/5 Exercises 4.11, 4.12, 4.13, 4.14, 4.8; Problems 4A.5, 4A.11

2/10 Read Chapter 5
2/12 Exercises 5.9, 5.10, 5.11, 5.12; Problems 5.20, 5.21

2/19-2/23 Exam Chapters 1-5

2/24 Read Chapter 6
2/26 Exercises 6.3, 6.7, 6.9, 6.11, 6.14; Problems 6.16, 6.18

3/3 Read Chapter 7
3/5 Exercises 7.6, 7.7, 7.8, 7.9, 7.11, 7.17, 7.18

3/10 Read Chapter 8
3/12 Exercises 8.7, 8.10, 8.12, 8.13, 8.14 ; Problems 8.16, 8.17, 8.22

3/17 Read Chapter 9
3/19 Exercises 9.4, 9.13, 9.17, 9.18 ; Problem 9.22

3/24 Read Chapter 10
3/26 Review for Exam

3/27-3/31 Exam 2 Chapters 6-9

4/7 Read Chapter 10
4/9 Exercises 10.6, 10.8, 10.9, 10.10, 10.11

4/14 Read Chapter 11
4/16 Exercises 11.5, 11.6, 11.7, 11.8, 11.9, 11.10; Problems 11.14, 11.15, 11.19

4/21 Read Chapter 12
4/23 Exercises 12.6, 12.7, 12.10, 12.11, 12.14; Problems 12.18, 12.19, 12.21

4/28 Read Chapter 13

4/30 Exercises 13.7, 13.8, 13.9, 13.11, 13.14; Problems 13.16, 13.17, 13.21

5/5 Read Chapter 13 Appendix C

5/7 Exercises 13C.1, 13C.2, 13C.4, 13C.6

5/12 review for exam

5/14 review for exam

5/15-5/19 Exam Chapters 10-13 + Chapter 13 Appendix C

NO LAB ASSIGNMENTS ARE REQUIRED FOR ONLINE CLASSES