

Syllabus – ACTG 131 OL

Instructor: Linda Whitten
Office Location: Bldg 8 Room 8209A
Office Hours: 2:00-4:30 MW
Class Duration: OL

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, CAOT 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 access card + the e-book.
- Any American (no foreign) version of *Managerial Accounting 14th ed* by Garrison, Noreen and Brewer + highly recommend purchase of an access card (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 site for this class for purchase)
- Students must read the Wall Street Journal since relevant articles will be discussed on the discussion board

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 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 is required. 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 10% of your grade in ACTG 131**. Failure to complete these assignments will greatly harm your grade. You may either work your lab assignments in "connect" OR turn your lab assignments in the lab to David Hall, 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 in addition to your regularly assigned lab hour. If you elect not to do your lab assignments in connect, then Lab assignments will be due by Thursdays at 6 pm. Dates and times for online lab work will be attached to each assignment.

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 exams. I will include Quizzes on Connect to help you see how you are doing. You must take quizzes before the assigned deadline since they are not available after that date. If you are desperate and are behind and cannot complete a quiz by the deadline a way to trick the system is to go into the Quiz and randomly select an answer before the deadline. After the Quiz deadline, then you will be able to see the solution. Of course your score would be zero but since it isn't part of your grade it really doesn't matter.

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.

Academic integrity is expected of you at all times (*go to the Skyline College 2011-2012 Catalog page 43 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	30%	Lab Work	10%
Exam 2	30%		
Exam 3	30%	Total grade	100%

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 discussions on the bulletin board.

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

Last day to Drop February 10	Last Day to withdraw	April 26
-------------------------------------	-----------------------------	-----------------

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.mcgraw-hill.com/class/l_whitten_spring_2012_ol

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

131 AA Assignment to be completed the week of:

1/17 Introduction and Read Chapter 1

1/23 Read Chapter 2
Exercises 2.1, 2.2, 2.3, 2.5, 2.6, 2.8, 2.11; Problem 2.20

1/30 Read Chapter 3
Exercises 3.1, 3.2, 3.3, 3.5, 3.6, 3.7; Problems 3.22, 3.24

2/6 Read Chapter 4

2/13 Exercises 4.11, 4.12, 4.13, 4.14, 4.8; Problems 4A.5, 4A.11

2/20 Read Chapter 5
Exercises 5.9, 5.10, 5.11, 5.12; Problems 5.20, 5.21

2/27 Exam Chapters 1-5

3/5 Read Chapter 6

Exercises 6.3, 6.7, 6.9, 6.11, 6.14; Problems 6.16, 6.18

3/12 Read Chapter 7

Exercises 7.6, 7.7, 7.8, 7.9, 7.11, 7.17, 7.18

3/19 Read Chapter 8

Exercises 8.7, 8.10, 8.12, 8.13, 8.14 ; Problems 8.16, 8.17, 8.22

3/26 Read Chapter 9

Exercises 9.4, 9.13, 9.17, 9.18 ; Problem 9.22

4/9 Exam 2 Chapters 6-9

4/16 Read Chapter 10

Exercises 10.6, 10.8, 10.9, 10.10, 10.11

4/23 Read Chapter 11

Exercises 11.5, 11.6, 11.7, 11.8, 11.9, 11.10; Problems 11.14, 11.15, 11.19

4/30 Read Chapter 12

Exercises 12.6, 12.7, 12.10, 12.11, 12.14; Problems 12.18, 12.19, 12.21

5/7 Read Chapter 13

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

5/14 Read Chapter 13 Appendix C

5/21 **Exam Chapters 10-13 + Chapter 13 Appendix C**

LAB ASSIGNMENTS

ACCOUNTING 131AA & OL – SPRING SEMESTER 2012

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 IF YOU ARE SUBMITTING LAB ASSIGNMENTS TO THE ACCOUNTING LAB.

If you work your lab assignments on connect: SEE CONNECT DATES FOR ONLINE SUBMISSION.

Week of 1/30	2.14, 2.16	10 Points
Week of 2/6	3.23, 3.28	10 Points
Week of 2/13	4.18, 4A.10	10 Points
Week of 2/20	5.25, 5.26	10 Points
Due 2/28	Practice Examination I	10 Points
Week of 3/12	6.19, 6.23	10 Points
Week of 3/19	7.19, 7.20	10 Points
Week of 3/26	8.19, 8.21	10 Points
Due 4/10	Practice Examination II	10 Points
Week of 4/16	9.24, 9.25	10 Points
Week of 4/23	10.14, 10.15	10 Points
Week of 4/30	11.17, 11.20	10 Points
Week of 5/7	12.23, 12.25	10 Points
	13.27, 13.30	10 Points
Week of 5/14	13C.5	10 Points
	Practice Examination III	10 Points

