

Syllabus – ACTG 131 AA

Instructor:	Linda Whitten	Phone:	650 738-4372
Office Location:	Bldg 8 Room 8209A	E-mail:	whitten@smccd.edu
Office Hours:	2:00-4:00 MW and 5:30-6:30 Wed	Website:	http://www.smccd.edu/accounts/whitten/index.html
Class Duration:	8:10-10:00 Mon & Wed		

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# 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. (CAN BUS 4; ACTG 121 + ACTG 131 = CAN BUS SEQ A).*

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:

Any version of *Managerial Accounting 12th edition* by Garrison, Noreen and Brewer that includes:
Chapters 1-4 + Chapters 6-15.
Student Lecture Aid
Students must read the Wall Street Journal

Recommended:

Study guide to accompany *Managerial Accounting 12th edition* by Garrison, Noreen and Brewer

ASSIGNMENTS:

This course will require at least 5 hours of preparation time per class. You cannot afford to fall behind in assignments; catching up is extremely difficult.

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.

Homework counts for 10% of the course grade. Read each chapter and review the questions before proceeding to the short 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.

Go to the accounting lab and sign up for a scheduled weekly lab session. The lab tutor will give you a **separate syllabus** for lab assignments. Your lab points will count for 10% of your grade in ACTG 131. Failure to complete these assignments will greatly 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 and ten-key adding machines 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:

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

Monday-Thursday	8 am to 8:00 pm
Friday	8 am to 4:00 pm
<i>The lab is closed from 12-1 for lunch</i>	

GRADING POLICY:

No makeup's will be given on quizzes or exams. You may make arrangements to take exams and quizzes before the assigned date if you will not be able to attend the scheduled sessions. *All cell phones must be turned off and placed in book bag on floor. Failure to do this will result in a grade of zero on the exam.*

Academic integrity is expected of you at all times (see the Skyline College 2007-2008 Catalog page 36 for a full description). Violation of academic integrity rules will result in academic discipline at Skyline College and zero points on the instrument. 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	20%	Quizzes	20%
Exam 2	20%	Homework	10%
Exam 3	20%	Lab Work	10%

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	February 17
Last Day to withdraw	April 27

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.