

Syllabus – ACTG 131 OM

Instructor: Linda Whitten
Office Location: Bldg 8 Room 8209A
Office Hours: 12:00-4:00 MW

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Webaccess: <https://smccd.mrooms.net/course/view.php?id=16280>

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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#41827, 4 units, online . Plus 1 lab hour per week by arrangement (your lab assignment will be participation in webaccess forums). 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 chapter. 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 may work as many additional exercises and problems as you can. Solutions for extra problems are on the instructor's website. The password is **ACTG131**.

Read each chapter and review the questions before proceeding to learnsmart and homework 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.

Accounting Lab. Although your weekly lab assignment will be fulfilled by participation in webaccess online forums, You may use the accounting lab for working on assignments or getting tutorial help whenever the lab is open. David Hall is the lab tutor. Your lab/forum participation will count for 5% of your grade in ACTG 131. Failure to participate in forums will harm your grade.

Success in this accounting course is dependent upon regular forum participation, and the completion of assigned homework, learnsmart, and interactive assignments. 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 6:30 pm
<i>Note: from noon to 4:30 is informal tutoring and not guaranteed to be open</i>	

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

GRADING POLICY:

No makeup's will be given on exams. Exam dates are listed on connect, webaccess and your assignment schedule. If you will not be available to complete the exam during the open period, you must make arrangements to take the exam BEFORE that date. *All other assignments including quizzes may be completed after the deadline; however, I strongly urge you to complete assignments early or on time so that you don't fall behind. Catching up is often hard to accomplish.*

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	30%	Quizzes	5%
Exam 2	30%	Forums	5%
Exam 3	30%	Final Grade	100%

Please note that learnsmart, homework and interactive assignments are NOT graded but are important for success in the class.

CLASS FORMAT:

This course is Fully online. Your class participation will be limited to forums on webaccess.

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

Last day to Drop February 4	Last Day to withdraw	April 30
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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-om-spring-2015>

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

131 OM Suggested Schedule for assignments

1/26 Read Chapter 1 and complete the Learnsmart assignment for the chapter

1/28 Exercises 1.1, 1.6, 1.7, 1.8, 1.10

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

2/4 Exercises 2.1, 2.2, 2.3, 2.4, 2.6, 2.7; Problem 2.19

2/9 Read Chapter 3 and complete the Learnsmart assignment for the chapter

2/11 Exercises 3.1, 3.2, 3.3, 3.5, 3.6, 3.7; Problem 3.23

2/18 Read Chapter 4 and complete the Learnsmart assignment for the chapter

2/23 Exercises 4.9, 4.10, 4.11, 4A.6; 4A.7, 4A.9; Problem 4.15

2/25 Read Chapter 5 and complete the Learnsmart assignment for the chapter

3/2 Exercises 5.6, 5.7, 5.8, 5.9, 5.10; Problems 5.20, 5.22

3/4 FINISH UP ASSIGNMENTS!

3/5 – 3/9 Exam Chapters 1-5

3/11 Read Chapter 6 and complete the Learnsmart assignment for the chapter

3/16 Exercises 6.3, 6.6, 6.9, 6.10, 6.11; Problems 6.18, 6.21

3/18 Read Chapter 7 and complete the Learnsmart assignment for the chapter

3/22-28 Spring Break

3/30 Exercises 7.3, 7.4, 7.7, 7.8, 7.13, 7.15 ; Problem 7.16

4/1 Read Chapter 8 and complete the Learnsmart assignment for the chapter

4/6 Exercises 8.7, 8.10, 8.12, 8.15, 8.16 ; Problems 8.17, 8.21

4/8 Read Chapter 9 and complete the Learnsmart assignment for the chapter

4/13 Exercises 9.4, 9.14, 9.17, 9.18 ; Problem 9.21, 9.22

4/15 Read Chapter 10 and complete the Learnsmart assignment for the chapter

4/16 - 4/19 Exam 2 Chapters 6-9

4/20 Exercises 10.6, 10.8, 10.9, 10.10; Problems 10.11, 10.12

4/22 Read Chapter 11 and complete the Learnsmart assignment for the chapter

4/27 Exercises 11.5, 11.8, 11.9, 11.10, 11.12; Problems 11.15, 11.21

4/29 Read Chapter 12 and complete the Learnsmart assignment for the chapter

5/4 Exercises 12.2, 12.3, 12.4, 12.5, 12.7; Problems 12.19, 12.23, 12.25

5/6 Read Chapter 13 and complete the Learnsmart assignment for the chapter

5/11 Exercises 13.8, 13.9, 13.11, 13.12, 13.14, 13.15; Problems 13.20, 13.23

5/13 Read Chapter 13 Appendix C

5/18 Exercises 13C.1, 13C.2, 13C.4

5/20 FINISH STRONG!

5/21 – 5/27 Exam Chapters 10-13 + Chapter 13 Appendix C