

## 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

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**Website:** <http://accounts.smccd.edu/whitten/index.html>

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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#30012, 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 15<sup>th</sup> Ed* Chapters 1-13 + **connect plus** (connect access card + the e-book).
- Any American (no foreign) version of *Managerial Accounting 15<sup>th</sup> 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](http://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. You will have two homework assignments per chapter. Half of your homework will be in class and the remainder of the assignment will be on connect.

**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. You **MUST** weekly sign in with the attendance computer in the lab (this cannot be done during scheduled class time).

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 exams.**

**Quizzes** must be completed for the chapters being graded on an exam by the time the exam closes (ie. Exam 1 quizzes would be chapters 2-5).

You must complete **learnsmart** before the assigned deadline.

**Connect homework** must be completed by the due date or the score will be decreased by 10% per day after.

**Classroom assignments** must be completed **BEFORE** class on the date of the assignment.

**Lab assignments** will be due by Thursdays at 6 pm.

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

**Academic integrity** is expected of you at all times (*go to the Skyline College 2015-2016 Catalog pages 50-55 for a full description for the code of conduct*). 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.

#### **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 7**

**Last Day to withdraw**

**April 28**

## **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.

*The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <http://smccd.edu/titleix/> To learn more about these issues and how you can help prevent them, you are encouraged to view the **Not Anymore** videos, which can be found on **WebSMART** under the **Student Services** link. Click on [Not Anymore Video](#)*

## **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-spring-2016>

if you have any trouble with connect, please contact customer support at

<http://mpss.mhhe.com>

## **Assignment due dates**

Chapter readings and in class homework must be completed before class

**1/20 In class: Introduction**

**1/20 Connect: Learnsmart Chapter 1 due 11 pm**

**1/24 Connect: Learnsmart Chapter 2 due 11 pm**

**1/25 In class: Discuss Chapter 2**

**1/27 In class: Problem 2.19**

**1/30 Connect: Chapter 2 homework due**

**1/31 Connect: Chapter 2 Quiz due**

**1/31** **Connect: Learnsmart Chapter 3 due 11 pm**

**2/1** **In class: Discuss Chapter 3**

**2/3** **In class: Problem 3.23**

**2/6** **Connect: Chapter 3 homework due**

**2/7** **Connect: Chapter 3 Quiz due**

**2/7** **Connect: Learnsmart Chapter 4 due 11 pm**

**2/8** **In class: Discuss Chapter 4**

**2/10** **In class: Problem 4.15**

**2/13** **Connect: Chapter 4 homework due 11 pm**

**2/14** **Connect: Chapter 4 Quiz due 11 pm**

**2/15** **holiday, no class**

**2/16** **Connect: Learnsmart Chapter 5 due 11 pm**

**2/17** **In class: Discuss Chapter 5**

**2/22** **In class: form groups for project and start on topic selection**

**2/24** **In class: Problems 5.20, 5.22**

**2/27** **Connect: Chapter 5 homework due 11 pm**

**2/28** **Connect: Chapter 5 Quiz due 11 pm**

**Connect: Exam Chapters 1-5 open 7 am 2/26 & closes 11 pm 2/29**

**3/1** **Connect: Learnsmart Chapter 6 due 11 pm**

**3/2** **In class: Discuss Chapter 6**

**3/7** **In class: Problems 6.18, 6.21**

**3/8** **Connect: Learnsmart Chapter 7 due 11 pm**

**3/9** **In class: Discuss Chapter 7**

**3/12** **Connect: Chapter 6 homework due 11 pm**

**3/13** **Connect: Chapter 6 Quiz due 11 pm**

**3/14** In class: Problem 7.16  
project leader send email to instructor with topic for approval

**3/15** Connect: Learnsmart Chapter 8 due 11 pm

**3/16** In Class: Discuss Chapter 8

**3/19** Connect: Chapter 7 homework due 11 pm

**3/20** Connect: Chapter 7 Quiz due 11 pm

**3/21** In class: Problems 8.17, 8.21

Project leader send email to instructor for approval project topic

**3/22** Connect: Learnsmart Chapter 9 due 11 pm

**3/23** In class: Discuss Chapter 9

**3/26** Connect: Chapter 8 homework due 11 pm

**3/27** Connect: Chapter 8 Quiz due 11 pm

### Spring Break

**4/4** In class: Problems 9.21, 9.22

**4/5** Connect: Learnsmart Chapter 10 due 11 pm

**4/6** In class: Discuss Chapter 10

**4/9** Connect: Chapter 9 homework due 11 pm

**4/10** Connect: Chapter 9 Quiz due 11 pm

**Connect:** Exam Chapters 6-9 open 7 am on 4/6 & closes 4/11 at 11 pm

**4/11** In class : work on projects

**4/13** In class: Problems 10.11, 10.12

**4/16** Connect: Chapter 10 homework due 11 pm

**4/17** Connect: Chapter 10 Quiz due 11 pm

**4/17** **Connect: Learnsmart Chapter 11 due 11 pm**

**4/18** **In Class: Discuss Chapter 11**

**4/20** **In class: Problems 11.15, 11.21**

**4/23** **Connect: Chapter 11 homework due 11 pm**

**4/24** **Connect: Chapter 11 Quiz due 11 pm**

**4/24** **Connect: Learnsmart Chapter 12 due 11 pm**

**4/25** **In class: Discuss Chapter 12**

**Email Project PowerPoint draft to instructor**

**4/27** **In class: Problems 12.19, 12.23, 12.25**

**4/30** **Connect: Chapter 12 homework due 11 pm**

**5/1** **Connect: Chapter 12 Quiz due 11 pm**

**5/1** **Connect: Learnsmart Chapter 13 due 11 pm**

**5/2** **In class: Discuss Chapter 13**

**5/4** **In class: Problems 13.20, 13.23**

**5/7** **Connect: Chapter 13 homework due 11 pm**

**5/8** **Connect: Chapter 13 Quiz due 11 pm**

**5/9** **In class: Discuss Chapter 13 Appendix C**

**Email final Project PowerPoint to instructor**

**5/11** **In class: Exercises 13C.1, 13C.2, 13C.4**

**5/14** **Connect: Chapter 13 Appendix C homework due 11 pm**

**5/15** **Connect: Chapter 13 Appendix C Quiz due 11 pm**

**5/16** **in class: Practice Project presentations**

**5/18** **in class: Project presentations**

**5/19** **Connect: SLOAC Quizzes**

**Connect: Exam Chapters 10-13 + Chapter 13 Appendix C**

**opens 5/19 at 7 am & closes 5/23 at 11 pm**

## LAB ASSIGNMENTS

### ACCOUNTING 131AA – SPRING SEMESTER 2016

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**

<b>Week of 1/25</b>	<b>1.11, 1.13</b>	<b>10 Points</b>
<b>Week of 2/1</b>	<b>2.24, 2.25</b>	<b>10 Points</b>
<b>Week of 2/8</b>	<b>3.27, 3.29</b>	<b>10 Points</b>
<b>Week of 2/15</b>	<b>4.20, 4A.10</b>	<b>10 Points</b>
<b>Week of 2/22</b>	<b>5.29, 5.33</b> <a href="#">Exam 1 Review on Connect</a>	<b>10 Points</b> <b>10 points</b>
<b>Week of 3/7</b>	<b>6.27, 6.30</b>	<b>10 Points</b>
<b>Week of 3/14</b>	<b>7.17, 7.20</b>	<b>10 Points</b>
<b>Week of 3/21</b>	<b>8.29, 8.30</b>	<b>10 Points</b>
<b>Week of 4/4</b>	<b>9.25, 9.26</b> <a href="#">Exam 2 Review on connect</a>	<b>10 Points</b> <b>10 Points</b>
<b>Week of 4/11</b>	<b>10.15, 10.17</b>	<b>10 Points</b>
<b>Week of 4/18</b>	<b>11.17, 11.20</b>	<b>10 Points</b>
<b>Week of 4/25</b>	<b>12.29, 12.30</b>	<b>10 Points</b>
<b>Week of 5/2</b>	<b>13.30, 13.31</b>	<b>10 Points</b>
<b>Week of 5/9</b>	<b>13C.5</b>	<b>10 Points</b>
<a href="#">Week of 5/16</a>	<a href="#">Exam 3 Review on connect</a>	<b>10 Points</b>