

## Syllabus – ACTG 131 JA

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<b>Office Location:</b>	Bldg 8 Room 8209A	<b>E-mail:</b>	whitten@smccd.edu
<b>Office Hours:</b>	12:00-4:00 MW	<b>Website:</b>	<a href="http://www.smccd.edu/accounts/whitten/index.html">http://www.smccd.edu/accounts/whitten/index.html</a>
<b>Class Duration:</b>	6:30-10:00 Thurs		

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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#30013, 4 units, 6:30-10:00 Thursday evening . 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: Ci-D ACCT 110, 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). \$113+tax in the Skyline College bookstore
- 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. Official lab hours are listed below but we try to keep the lab open in the afternoons, too

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 quizzes or exams.**

**Quizzes** must be completed for the chapters being graded on an exam by the time it closes on connect. You must complete **all connect assignments before they close.**

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

**Classroom assignments** will be assigned in class and completed in groups. You will earn extra credit for these.

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

**Interactive Assignments and Practice Problems** do not count toward your grade but are very useful in mastering the material.

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 2016-2017 Catalog pages 48-54 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.

**Correspondence.** All Correspondence to you will be sent to your smccd email account. When you email your instructor please put **ACTG 131 JA in the subject line.** Failure to do that will slow down the response. *DO NOT PUT ANYTHING ELSE IN THE SUBJECT LINE OF YOUR EMAIL.*

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

**Last day to Drop February 5**

**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.

*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-ja-spring-2017>

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

**The schedule is recommended but Connect deadlines are firm.**

**131 JA Learnsmart and readings to be completed BEFORE class**

1/19 In class: Introduction and discuss chapters 1 & 2

1/22 Connect: Learnsmart Chapter 1

1/21 Connect: Learnsmart Chapter 2

1/21 Connect: Chapter 2 homework

1/29 Connect: Chapter 2 Quiz due

1/25 Connect: Learnsmart Chapter 3

1/26 In class: Discuss Chapter 3

1/28 Connect: Chapter 3 homework

2/5 Connect: Chapter 3 Quiz

2/1 Connect: Learnsmart Chapter 4

2/2 In class: Discuss Chapter 4

2/4 Connect: Chapter 4 homework

2/12 Connect: Chapter 4 Quiz

2/8 Connect: Learnsmart Chapter 5

2/9 In class: Discuss Chapter 5

2/11 Connect: Chapter 5 homework

2/19 Connect: Chapter 5 Quiz

2/15 Connect: Learnsmart Chapter 6 due 8 am

2/16 In class: Discuss Chapter 6

2/25 Connect: Chapter 6 homework

2/26 Connect: Chapter 6 Quiz

**Connect: Exam Chapters 1-5 open 7 am 2/26 & closes 11 pm 2/28**

3/1 Connect: Learnsmart Chapter 7

3/2 In class: Discuss Chapter 7

3/4 Connect: Chapter 7 homework

3/12 Connect: Chapter 7 Quiz

**3/8** Connect: Learnsmart Chapter 8

**3/9** In Class: Discuss Chapter 8

**3/11** Connect: Chapter 8 homework

**3/19** Connect: Chapter 8 Quiz

**3/15** Connect: Learnsmart Chapter 9

**3/16** In class: Discuss Chapter 9

**3/18** Connect: Chapter 9 homework

**3/26** Connect: Chapter 9 Quiz

**3/23** *form groups for project and start on topic selection*

*leader send email to instructor and project members with topic for approval*

**3/29** Connect: Learnsmart Chapter 10

**3/30** In class: Discuss Chapter 10

**4/1** Connect: Chapter 10 homework

**4/16** Connect: Chapter 10 Quiz

## **Spring Break**

**Connect: Exam Chapters 6-9 open 7 am on 4/11 & closes 4/15 at 11 pm**

**4/12** Connect: Learnsmart Chapter 11

**4/13** In Class: Discuss Chapter 11

**4/15** Connect: Chapter 11 homework

**4/23** Connect: Chapter 11 Quiz

**4/19** Connect: Learnsmart Chapter 12

**4/20** In class: Discuss Chapter 12

**4/22** Connect: Chapter 12 homework

**4/30** Connect: Chapter 12 Quiz

**4/26 Connect: Learnsmart Chapter 13**

**4/27 In class: Discuss Chapter 13**

*Email Project PowerPoint draft to instructor*

**4/29 Connect: Chapter 13 homework**

**5/7 Connect: Chapter 13 Quiz**

**5/4 In class: Discuss Chapter 13 Appendix C**

**5/6 Connect: Chapter 13 Appendix C homework**

**5/14 Connect: Chapter 13 Appendix C Quiz**

*Email final Project PowerPoint to instructor*

**5/11 in class: Project presentations**

**5/13 Connect: SLOAC Quizzes**

**Connect: Exam Chapters 10-13 + Chapter 13 Appendix C  
opens 5/18 at 7 am & closes 5/22 at 11 pm**

## LAB ASSIGNMENTS

### ACCOUNTING 131JA – SPRING SEMESTER 2017

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**

Week of 1/23	1.11, 1.13	10 Points
Week of 1/30	2.24, 2.25	10 Points
Week of 2/6	3.27, 3.29	10 Points
Week of 2/13	4.20, 4A.10	10 Points
Week of 2/20	5.29, 5.33	10 Points
<b>2/25</b>	<b>Exam 1 Review on Connect</b>	<b>10 points</b>
Week of 3/6	6.27, 6.30	10 Points
Week of 3/13	7.17, 7.20	10 Points
Week of 3/20	8.29, 8.30	10 Points
Week of 3/27	9.25, 9.26	10 Points
<b>4/9</b>	<b>Exam 2 Review on connect</b>	<b>10 Points</b>
Week of 4/17	10.15, 10.17	10 Points
Week of 4/24	11.17, 11.20	10 Points
Week of 5/1	12.29, 12.30	10 Points
Week of 5/8	13.30, 13.31	10 Points
Week of 5/15	13C.5	10 Points
<b>5/17</b>	<b>Exam 3 Review on connect</b>	<b>10 Points</b>