

Syllabus – ACTG 131 OLH

Instructor: Linda Whitten
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Office Hours: 12:15-4:15 MW

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

Class Duration: online

Webaccess: <https://smccd.mrooms.net/course/view.php?id=29656#section-1>

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# 43223, 4 units, completely online.

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 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 7:55-10 in room 8211. You are always welcome.

Narrated lectures are on Connect in "library" 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 David Hall is the lab tutor.

Success in this accounting course is dependent upon regular participation, and the completion of assigned homework. Although this is an online class, you are welcome to use the accounting lab for working on assignments or getting tutorial help whenever the lab is open.

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:

Your grade will be based on forum participation, quizzes, and Exams (Interactive Assignments, Practice problems and homework are NOT part of the grade).

Exam	30%
Exam 2	30%
Exam 3	30%
Quizzes & Learnsmart& forums	10%

No makeup's will be given on exams. If you cannot work the exam during that time period, you must make arrangements to take the exam BEFORE that date.

Quizzes and **LearnSmart** assignments are on Connect and are part of your 10% grade. These assignments may be completed after the suggested due date BUT must be completed before the exam covering those chapters (ie. Chapters 1-5 must be completed by the close of Exam 1 covering Chapters 1-5). Assignments completed after that date will not be counted toward your grade.

Please note that **interactive assignments, practice problems and homework** are NOT included in the calculation of your grade. However, you will find working both to be useful in mastering the material.

Academic integrity is expected of you at all times (go to the Skyline College 2016-2017 Catalog pages 48-54 for a full description of 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 an online class. You are expected to read the assignments, use the instructor's website, Connect site for your class, and participate in group forums on Canvas. **Your grade will be based on forum participation, quizzes, and Exams (Interactive Assignments, Practice problems and homework are NOT part of the grade).**

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-olh-spring-2017-1>

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

These are the suggested dates for assignments. I will open assignments earlier in connect to give you more flexibility in taking the course. SEE CONNECT DATES FOR ONLINE DEADLINES. You must at least start the assignment before the deadline date otherwise you will be locked out of the assignment. The only firm dates on the syllabus are the three exams. You may request I open your exam earlier if you cannot complete the exams as scheduled.

ALL ASSIGNMENTS TO BE COMPLETED IN CONNECT (suggested dates)

1/20 Connect: Learnsmart Chapter 1

1/23 Connect: Learnsmart Chapter 2

1/28 Connect: Chapter 2 homework

1/29 Connect: Chapter 2 Quiz

1/30 Connect: Learnsmart Chapter 3 due 11 pm

2/4 Connect: Chapter 3 homework due

2/5 Connect: Chapter 3 Quiz due

2/6 Connect: Learnsmart Chapter 4 due 11 pm

2/11 Connect: Chapter 4 homework due 11 pm

2/12 Connect: Chapter 4 Quiz due 11 pm

2/13 Connect: Learnsmart Chapter 5 due 11 pm

2/18 Connect: Chapter 5 homework due 11 pm

2/19 Connect: Chapter 5 Quiz due 11 pm

2/22 Connect: Learnsmart Chapter 6 due 11 pm

2/25 Connect: Chapter 6 homework due 11 pm

2/26 Connect: Chapter 6 Quiz due 11 pm

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

(All assignments for chapters 1-5 must be completed by 2/28)

3/6 Connect: Learnsmart Chapter 7 due 11 pm

3/11 Connect: Chapter 7 homework due 11 pm

3/12 Connect: Chapter 7 Quiz due 11 pm

3/13 Connect: Learnsmart Chapter 8 due 11 pm

3/18 Connect: Chapter 8 homework due 11 pm

3/19 Connect: Chapter 8 Quiz due 11 pm

3/20 Connect: Learnsmart Chapter 9 due 11 pm

3/25 Connect: Chapter 9 homework due 11 pm

3/26 Connect: Chapter 9 Quiz due 11 pm

Spring Break

4/10 Connect: Learnsmart Chapter 10 due 11 pm

4/15 Connect: Chapter 10 homework due 11 pm

4/16 Connect: Chapter 10 Quiz due 11 pm

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

(All assignments for chapters 6-9 must be completed by 4/15)

4/17 Connect: Learnsmart Chapter 11 due 11 pm

4/22 Connect: Chapter 11 homework due 11 pm

4/23 Connect: Chapter 11 Quiz due 11 pm

4/24 Connect: Learnsmart Chapter 12 due 11 pm

4/29 Connect: Chapter 12 homework due 11 pm

4/30 Connect: Chapter 12 Quiz due 11 pm

5/1 Connect: Learnsmart Chapter 13 due 11 pm

5/6 Connect: Chapter 13 homework due 11 pm

5/7 Connect: Chapter 13 Quiz due 11 pm

5/10 Connect: Chapter 13 Appendix C homework due 11 pm

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

5/16 Connect: SLOAC Quizzes

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

(assignments for chapters 10-13 + 13 Appendix C + SLOAC Quizzes must be completed by 5/22)