

## Syllabus – ACTG 131 OM

**Instructor:** Linda Whitten

**Class Duration:** 6/8 – 7/30

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

**Webaccess:** <https://smccd.mrooms.net/course/view.php?id=17942>

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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# 54812, 4 units 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 15<sup>th</sup> Ed* Chapters 1-13 + **connect plus** (connect access card + the e-book). You can order from the Skyline College Bookstore online for convenience. If you want to purchase on campus, check summer hours and dates BEFORE June 1.
- **YOU MUST USE THE 15<sup>th</sup> edition and access code for connect.**
- **Or purchase Connect Plus directly 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 you can purchase a packet for \$15 in the bookstore or go to
- **\*The Wall Street Journal is still only \$1/ week for 10 week summer terms** [www.wsj.com/quarter](http://www.wsj.com/quarter)

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 16 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 suggested deadlines on online materials to help keep you on track but you can complete assignments late without penalty EXCEPT FOR THE THREE EXAMS. **All deadlines are at 11 pm of the date listed.**

Reading the chapter on the smart book in connect can be an efficient way to study for you. You can also use the smart book while working on the LearnSmart assignments (miss a concept and it will take you to the spot on the chapter that discusses it (highlighted in yellow)).

Most of the assignments can be done unlimited number of times. The only "one attempt" limits are Quizzes and Exams. Although there are time limits on Exams, the time allowed is generous. Quizzes are not timed (you are limited to one attempt) allowing you to research your answer before submittal.

Chapter Lectures are on the instructor's website and are called "**narrated slides**". I will add additional ones or handouts on chapters where I think it might be useful. Although only selected exercises and problems have been assigned (end of chapter), 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, or check solutions to problems not assigned.

You must participate in chapter forums on webaccess. This is required student to student and faculty interaction by the accreditation folks.

**GRADING POLICY:**

**Homework, Interactive assignments, LearnSmart and Practice problems are NOT graded (do not count toward your grade)** however I strongly encourage you to complete the assignments since they are created to help you master the material.

**No makeup's** will be given on exams. If you need to take the exam earlier than scheduled let me know and I can accommodate your request for an earlier date.

**Quizzes** on Connect and **forums** on webaccess will count as 10% of your grade.

**Recommended assignment dates** are listed on the classroom assignment sheet, webaccess and connect. To ensure flexibility and completion of the course (yes life gets in the way of class) the **only firm dates are the exams**. All other assignments may be completed any time before before the exam deadline (ie assignments pertaining to the exam). I do encourage you to try to get ahead of assignments or at least keep up with the dates since catching up is always a challenge.

Exam 1	30%	Quizzes	5%
Exam 2	30%	Forums	5%
Exam 3	30%	Final Grade	100%

**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.

**CLASS FORMAT:**

This course is an online class. You are expected to read the assignments, use the instructor's website, McGraw-Hill's Connect site for your class, and participate in group discussions on webaccess.

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

<b>Last day to Drop June 15</b>	<b>Last Day to withdraw</b>	<b>July 16</b>
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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.

**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-summer-2015>

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 SUBMISSION DEADLINES. The only dates which I will not allow late submittal are the three exams.*

### **131 OM Assignment to be started:**

6/8 Read Chapter 1 and complete the LearnSmart Assignment for Chapter 1

6/9 Read Chapter 2 and complete the LearnSmart Assignment for Chapter 2

6/10 Homework : Exercises 2.1, 2.2, 2.3, 2.5, 2.6, 2.8, 2.11; Problem 2.20

6/13 Read Chapter 3 and complete the LearnSmart Assignment for Chapter 3

6/14 Homework : Exercises 3.1, 3.2, 3.3, 3.5, 3.6, 3.7; Problems 3.22, 3.24

6/17 Read Chapter 4 and complete the LearnSmart Assignment for Chapter 4

6/18 Exercises 4.11, 4.12, 4.13, 4.14, 4.8; Problems 4A.5, 4A.11

6/21 Read Chapter 5 and complete the LearnSmart Assignment for Chapter 5

6/22 Exercises 5.9, 5.10, 5.11, 5.12; Problems 5.20, 5.21

### **6/25 – 6/27 Exam Chapters 1-5**

6/27 Read Chapter 6 and complete the LearnSmart Assignment for Chapter 6

6/28 Homework: Exercises 6.3, 6.7, 6.9, 6.11, 6.14; Problems 6.16, 6.18

7/1 Read Chapter 7 and complete the LearnSmart Assignment for Chapter 7

7/2 Homework : Exercises 7.6, 7.7, 7.8, 7.9, 7.11, 7.17, 7.18

7/5 Read Chapter 8 and complete the LearnSmart Assignment for Chapter 8

7/6 Homework : Exercises 8.7, 8.10, 8.12, 8.13, 8.14 ; Problems 8.16, 8.17, 8.22

7/9 Read Chapter 9 and complete the LearnSmart Assignment for Chapter 9

7/10 Homework : Exercises 9.4, 9.13, 9.17, 9.18 ; Problem 9.22

### **7/13 – 7/15 Exam 2 Chapters 6-9**

7/15 Read Chapter 10 and complete the LearnSmart Assignment for Chapter 10

7/16 Homework: Exercises 10.6, 10.8, 10.9, 10.10, 10.11

7/19 Read Chapter 11 and complete the LearnSmart Assignment for Chapter 11

7/20 Hmwk : Exercises 11.5, 11.6, 11.7, 11.8, 11.9, 11.10; Problems 11.14, 11.15, 11.19

7/23 Read Chapter 12 and complete the LearnSmart Assignment for Chapter 12

7/24 Exercises 12.6, 12.7, 12.10, 12.11, 12.14; Problems 12.18, 12.19, 12.21

7/27 Read Chapter 13 & Appendix C and complete the LearnSmart Assignment

7/28 Exercises 13.7, 13.8, 13.9, 13.11, 13.14; Problems 13.16, 13.17, 13.21  
Exercises 13C.1, 13C.2, 13C.4, 13C.6

7/30 – 8/1

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