

Syllabus – ACTG 131 OM

Instructor: Linda Whitten

Class Duration: 6/6 – 7/31

E-mail: whitten@smccd.edu

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

Webaccess: <https://smccd.mrooms.net/course/view.php?id=25640#section-0>

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 15th Ed* loose-leaf Chapters 1-13 + **connect plus** (connect access card + the e-book). You can order from the Skyline College Bookstore online for convenience. To order online, please do so by May 26 and it will be shipped no later than May 31. If you want to purchase on campus, the bookstore will be reopened for summer on June 6. The cost should be \$113+tax. This is significantly less than the list price.
- **YOU MUST USE THE 15th edition and access code for connect** since all your work will be done on connect.
- **Or purchase Connect Plus directly from McGraw-Hill.** Includes access to connect and the e-book and learnsmart 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 it at the link below
- *The Wall Street Journal is still only \$1/ week for 10 week summer terms 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 deadlines on online materials to help keep you on track. **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, 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 and Learnsmart 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. **(Interactive assignments, Practice problems and homework are NOT part of the grade)**. 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%
Exam 2	30%
Exam 3	30%
Learnsmart, Quizzes & 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 2015-2016 Catalog pages 50-55 for a full description of the code of conduct). Violation of academic integrity rules will result in academic discipline at Skyline College.

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:

Last day to Drop June 13	Last Day to withdraw July 26
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RESOURCES:

If you qualify for accommodations in this class, make sure the instructor gets a copy of your letter from the Disability Resource Center (DRC). If you do not have one, contact DRC 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.

*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](#)*

Tutors are available in the Learning Center and in the Accounting Lab. Please take advantage of this opportunity for help.

The Accounting Lab David Hall is the lab tutor. **The summer lab will open June 13.**

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 if you cannot come to the lab. Lab hours are:

Monday-Thursday	8:00 am to noon
Monday-Thursday	4:00 pm to 6:30 pm

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-omh-summer-2016>

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 OLH Assignment suggested dates except Exams MUST be done on time

6/6 Connect: Read chapter and Learnsmart Chapter 1

6/7 webaccess: post in forum for chapter 1

6/7 Connect: Read chapter and Learnsmart Chapter 2

6/8 Connect: Chapter 2 homework

6/9 webaccess: post in forum for chapter 2

6/10 Connect: Chapter 2 Quiz

6/11 Connect: Read chapter and Learnsmart Chapter 3

6/12 Connect: Chapter 3 homework

6/13 webaccess: post in forum for chapter 3

6/14 Connect: Chapter 3 Quiz

6/15 Connect: Read chapter and Learnsmart Chapter 4

6/16 Connect: Chapter 4 homework

6/16 webaccess: post in forum for chapter 4

6/17 Connect: Chapter 4 Quiz

- 6/19 Connect: Read chapter and Learnsmart Chapter 5
- 6/20 Connect: Chapter 5 homework due
- 6/21 webaccess: post in forum for chapter 5
- 6/22 Connect: Chapter 5 Quiz
- 6/23 Connect: Exam Review Chapters 1-5

Connect: Exam Chapters 1-5 open 7 am 6/23 & closes 11 pm 6/25

All graded assignments for chapters 1-5 must be completed by 6/25

- 6/26 Connect: Read chapter and Learnsmart Chapter 6
- 6/27 Connect: Chapter 6 homework due 11 pm
- 6/28 webaccess: post in forum for chapter 6
- 6/29 Connect: Chapter 6 Quiz

- 6/30 Connect: Read chapter and Learnsmart Chapter 7
- 7/1 Connect: Chapter 7 homework
- 7/2 webaccess: post in forum for chapter 7
- 7/3 Connect: Chapter 7 Quiz

- 7/4 Connect: Read chapter and Learnsmart Chapter 8
- 7/5 Connect: Chapter 8 homework
- 7/6 webaccess: post in forum for chapter 8
- 7/7 Connect: Chapter 8 Quiz

- 7/8 Connect: Read chapter and Learnsmart Chapter 9
- 7/9 Connect: Chapter 9 homework due 11 pm
- 7/10 webaccess: post in forum for chapter 9
- 7/11 Connect: Chapter 9 Quiz due 11 pm
- 7/12 Connect: Exam Review Chapters 6-9

Connect: Exam Chapters 6-9

open 7 am on 7/12 & closes 7/14 at 11 pm

All graded assignments for chapters 6-9 must be completed by 7/14

7/15 Connect: Read chapter and Learnsmart Chapter 10

7/16 Connect: Chapter 10 homework

7/17 webaccess: post in forum for chapter 10

7/18 Connect: Chapter 10 Quiz

7/19 Connect: Read chapter and Learnsmart Chapter 11

7/20 Connect: Chapter 11 homework

7/21 webaccess: post in forum for chapter 11

7/21 Connect: Chapter 11 Quiz

7/22 Connect: Read chapter and Learnsmart Chapter 12

7/23 Connect: Chapter 12 homework

7/24 webaccess: post in forum for chapter 12

7/24 Connect: Chapter 12 Quiz

7/25 Connect: Read chapter and appendix C and Learnsmart Chapter 13

7/26 Connect: Chapter 13 homework

7/27 Connect: Chapter 13 Appendix C homework

7/28 webaccess: post in forum for chapter 13

7/28 Connect: Chapter 13 and Appendix C Quizzes

7/29 Exam 3 Review Chapters 10-13 + Chapter 13 Appendix C

7/31 Connect: SLOAC Quizzes

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

opens 7/29 at 7 am & closes 7/31 at 11 pm

all graded assignments for chapters 10-13 + 13 Appendix C + SLOAC Quizzes must be completed by 7/31