

## Syllabus – ACTG 131 OLH

**Instructor:** Linda Whitten

**Class Duration:** 6/5 – 7/27

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

**Canvas:** <https://smccd.instructure.com/courses/8257>

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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# 54685, 4 units Plus 1 lab hour per week by arrangement (your lab assignment will be participation in canvas discussion). 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* 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 15<sup>th</sup> 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](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 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 called "**narrated slides**". I have also provided additional course materials for some 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**.

**Interactive assignments are not graded.** Some students find them more useful than the narrated slides. Find which works best for your learning style.

**Learnsmart is 5% of your grade.** These assignments are very useful in learning and testing yourself on chapter concepts. They close when you are tested on those chapters.

**Homework is 5% of your grade.** 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. 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**.

**Practice Problems are not graded** but are useful in reviewing and mastering material.

**Discussions on Canvas will be 5% of your grade.** This is required student to student and faculty interaction by the accreditation folks.

**Quizzes** will count as 10% of your grade. Note quizzes open on the first day a chapter is assigned. Note the deadline to complete since they automatically close and will not reopen. After you complete the quiz, you will be able to see your score and complete solutions.

## **GRADING POLICY:**

**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.

**Recommended assignment dates** are listed on the classroom assignment sheet, canvas and connect. To ensure flexibility and completion of the course (yes life gets in the way of class). 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 and Practice problems 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%
Quizzes	10%
Learnsmart	5%
Homework	5%
Discussions	5%
Total	100%

**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.

**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.

**CLASS FORMAT:**

This course is an online class. You are expected to read the assignments, use the instructor's website, And Canvas for your class.

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

<b>Last day to Drop June 10</b>	<b>Last Day to withdraw July 17</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 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 12**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
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*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**

6/5 Connect: Read chapter and Learnsmart Chapter 1 (closes 6/21)

6/5 canvas: post in discussion for chapter 1

6/5 Connect: Read chapter and Learnsmart Chapter 2 (closes 6/21)

6/6 Connect: Chapter 2 homework (closes 6/11)

6/7 canvas: post in discussion for chapter 2

6/8 Connect: Chapter 2 Quiz (opens 6/5 closes 6/13)

6/8 Connect: Read chapter and Learnsmart Chapter 3 (closes 6/21)

6/9 Connect: Chapter 3 homework (closes 6/14)

6/10 canvas: post in discussion for chapter 3

6/11 Connect: Chapter 3 Quiz (opens 6/8 closes 6/15)

6/12 Connect: Read chapter and Learnsmart Chapter 4 (closes 6/21)

6/13 Connect: Chapter 4 homework (closes 6/18)

6/14 canvas: post in discussion for chapter 4

6/15 Connect: Chapter 4 Quiz (opens 6/12 closes 6/20)

6/16 Connect: Read chapter and Learnsmart Chapter 5 (closes 6/21)

6/17 Connect: Chapter 5 homework due (closes 6/20)

6/18 canvas: post in discussion for chapter 5

6/19 Connect: Chapter 5 Quiz (opens 6/16 closes 6/21)

6/20 Connect: Exam Review Chapters 1-5 (closes 6/21)

**Connect: Exam Chapters 1-5 open 7 am 6/20 & closes 11 pm 6/21**

6/22 Connect: Read chapter and Learnsmart Chapter 6 (closes 7/9)

6/23 Connect: Chapter 6 homework due 11 pm (closes 6/28)

6/24 canvas: post in discussion for chapter 6

6/25 Connect: Chapter 6 Quiz (opens 6/22 closes 6/30)

6/26 Connect: Read chapter and Learnsmart Chapter 7 (closes 7/9)

6/27 Connect: Chapter 7 homework (closes 7/2)

6/28 canvas: post in discussion for chapter 7

6/29 Connect: Chapter 7 Quiz (opens 6/26 closes 7/4)

6/30 Connect: Read chapter and Learnsmart Chapter 8 (closes 7/9)

7/1 Connect: Chapter 8 homework (closes 7/6)

7/2 canvas: post in discussion for chapter 8

7/3 Connect: Chapter 8 Quiz (opens 6/30 closes 7/8)

7/4 Connect: Read chapter and Learnsmart Chapter 9 (closes 7/9)

7/5 Connect: Chapter 9 homework (closes 7/8)

7/6 canvas: post in discussion for chapter 9

7/7 Connect: Chapter 9 Quiz due 11 pm (opens 7/4 closes 7/8)

7/8 Connect: Exam Review Chapters 6-9 (closes 7/10)

**Connect: Exam Chapters 6-9 open 7 am 7/8 & closes 11 pm 7/10**

7/10 Connect: Read chapter and Learnsmart Chapter 10 (closes 7/27)

7/11 Connect: Chapter 10 homework (closes 7/16)

7/12 canvas: post in discussion for chapter 10

7/13 Connect: Chapter 10 Quiz (opens 7/10 closes 7/20)

7/14 Connect: Read chapter and Learnsmart Chapter 11 (closes 7/27)

7/15 Connect: Chapter 11 homework (closes 7/20)

7/16 canvas: post in discussion for chapter 11

7/16 Connect: Chapter 11 Quiz (opens 7/14 closes 7/20)

- 7/17 **Connect: Read chapter and Learnsmart Chapter 12 (closes 7/27)**
- 7/18 **Connect: Chapter 12 homework (closes 7/23)**
- 7/19 **canvas: post in discussion for chapter 12**
- 7/20 **Connect: Chapter 12 Quiz (opens 7/17 closes 7/21)**
  
- 7/21 **Connect: Read chapter 13 and app C & Learnsmart (closes 7/26)**
- 7/22 **Connect: Chapter 13 homework (closes 7/26)**
- 7/23 **Connect: Chapter 13 Appendix C homework (closes 7/26)**
- 7/24 **canvas: post in discussion for chapter 13**
- 7/25 **Connect: Chapter 13 and Appendix C Quizzes (closes 7/26)**
- 7/26 **Exam 3 Review Chapters 10-13 + Chapter 13 Appendix C (closes 7/26)**

**Connect: Exam Chapters 10-13 + Chapter 13 Appendix C  
opens 7/25 at 7 am & closes 7/26 at 11 pm**