Instructor: Linda Whitten  
Office Location: Bldg 8 Room 8209A  
Office Hours: 2:00-4:00 MW and 5:30-6:30 Wed  
Class Duration: 8:10-10:00 Mon & Wed  
Phone: 650 738-4372  
E-mail: whitten@smccd.edu  
Website: http://www.smccd.edu/accounts/whitten/index.html

PREREQUISITE & RECOMMENDATIONS:  
Prerequisite: ACTG 121 with a grade of C or better or equivalent.  
Recommended: either BUS 120 or MATH 241 or equivalent

COURSE DESCRIPTION:  
ACTG 131, Managerial Accounting, CRN# 30012, 4 units, 8:10-10:00 Mon & Wed. 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: UC: CSU. (CAN BUS 4; ACTG 121 + ACTG 131 = CAN BUS SEQ A).

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:  
Any American (no foreign) version of Managerial Accounting 13th edition by Garrison, Noreen and Brewer that includes:  
Chapters 1-4 + Chapters 6-14.  
Connect access card from McGraw-Hill (to be used for assignments and quizzes)  
Students must read the Wall Street Journal since relevant articles will be discussed in class

ASSIGNMENTS:  
This course will require at least 5 hours of preparation time per class. You cannot afford to fall behind in assignments; catching up is extremely difficult.  
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.  
Homework counts for 10% of the course grade. Read each chapter and review the questions before proceeding to the short 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.  
In addition to the classroom assignments, there are also additional homework assignments on Connect due before each exam.
CONNECT REGISTRATION INSTRUCTIONS:
Go to the following web address and click on the “register now” button:

http://connect.mcgraw-hill.com/class/l_whitten_spring_2011_mw_810_am

If you have trouble with registration, please contact Customer Support at http://mpss.mhhe.com/.

Go to the accounting lab and sign up for a scheduled weekly lab session. David Hall, the lab tutor will give you a separate syllabus for lab assignments. Your lab points will count for 5% of your grade in ACTG 131. Failure to complete these assignments will greatly harm your grade.

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 and ten-key adding machines 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:
- all beepers and phones must be mute during instruction
- no food allowed in the lab

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

GRADING POLICY:
No makeup’s will be given on assignments or exams. You must take quizzes before the assigned deadline. Classroom assignments must be completed BEFORE class on the date of the assignment. Lab assignments will be due by Thursdays at 6 pm. Exam dates are listed on the classroom assignment sheet. If you cannot make the class period of the exam, you must make arrangements to take the exam BEFORE that date. All cell phones must be turned off and placed in book bag on floor during testing. Failure to do this will result in a grade of zero on the exam.

Academic integrity is expected of you at all times (go to the Skyline College 2010-2011 Catalog 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.

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<th>Exam 1</th>
<th>Exam 2</th>
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<tr>
<td>Quizzes</td>
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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.

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

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<th>Last day to Drop</th>
<th>February 11</th>
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<td>Last Day to withdraw</td>
<td>April 28</td>
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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.

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

The schedule below is subject to change in the event of extenuating circumstances.

131 AA Assignment to be completed BEFORE class

1/19 Introduction and Read Chapter 1

1/24 Read Chapter 2 & Problems 1.7 & 1.8
1/26 Quiz Chapter 1 & Exercises 2.3, 2.5, 2.6, 2.11; Problem 2.16

1/31 Quiz Chapter 2 & Read Chapter 3
2/2 Exercises 3.1, 3.3, 3.5, 3.6, 3.7; Problem 3.21

2/7 Quiz Chapter 3 & Read Chapter 4
2/9 Exercises 4.2, 4.3, 4.4, 4.5, 4.8, 4A6; Problems 4.13, 4A10

2/14 Quiz Chapter 4 & Read Chapter 6
2/16 Exercises 6.1, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10; Problems 6.19, 6.22

2/21 HOLIDAY, NO CLASS
2/23 Quiz Chapter 6 & Read Chapter 7

2/28 create project groups
3/2 Exam Chapters 1-4 and 6

3/7 Exercises 7.1, 7.2, 7.4, 7.5; Problems 7.12, P7.14
3/9 Read Chapter 8 & Quiz Chapter 7
3/14  Exercises 8.2, 8.3, 8.4, 8.5, 8.13, 8.14; Problem 8.16
3/16  Read Chapter 9 & Quiz Chapter 8
3/23  Quiz Chapter 9 & Read Chapter 10
3/28  Exercises 10.1, 10.2, 10.3, 10.4, 10.8, 10.10, 10.11, 10.12
3/30  Quiz Chapter 10 & Read Chapter 11

Spring Break

4/11  Exercises 11.2, 11.3, 11.4, 11.7, 11.8, 11.9; Problems 11.12, 11.14
4/13  Quiz Chapter 11 & Read Chapter 12
4/18  Exercises 12.1, 12.2, 12.3, 12.6, 12.13; Problems 12.18, 12.23
4/20  Exam 2 Chapters 7-10
4/25  Quiz Chapter 12 & project DRAFT due & Read Chapter 13
5/2   Quiz Chapter 13 & Read Chapter 14
5/4   Final Project File due
5/11  Read Chapter 14 Appendix C
5/16  Exercises 14C.2, 14C.3, 14C.4 & Quiz Chapter 14
5/18  Project presentations
5/25  Exam Chapters 11-14
Wed 8:10-10:40
LAB ASSIGNMENTS

ACCOUNTING 131AA & JB – SPRING SEMESTER 2011

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*

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<tr>
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<td>P1.9</td>
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<td>Week of 1/31</td>
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<td>Week of 2/7</td>
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<td>Week of 5/16</td>
<td>Practice Examination – Chapters 11-14</td>
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