

**Valencia College-West Campus**  
**ACG2071C – Principles of Managerial Accounting**  
**TENTATIVE SPRING 2024 (Online)-Full Term**

CREDIT HOURS= 3 HOURS

**Professor:** Nelly Cintron-Lorenzo, M.B.A.

**Office Phone:** (407) 582-1483

**Office Number:** Room 7-151

**Office Hours:** As posted on office door. (Virtual office hours will be Mondays to Thursdays 1:00 PM-3:00 PM and on Fridays 11:00 AM to 1:00 PM). If you have an emergency or need to set up an appointment, please do not hesitate to contact me at (407) 582-1483 or by E-mail through Canvas, preferably.

**Appointments are highly recommended.**

**Email Address:** [NCintron@valenciacollege.edu](mailto:NCintron@valenciacollege.edu) or Canvas e-mail, preferably

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### Catalog Description:

“Accounting for business information requirements with cost accounting concepts and relationships, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making.”

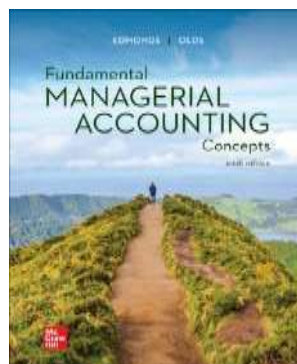
- *Prerequisite:* ACG2021C: Principles of Financial Accounting

### Online:

This is an online course. A significant amount of learning activities and assignments are required to be completed using computer software and Canvas. This will include review practice quizzes, submission of homework and tests.

### Required Materials:

**Fundamental Managerial Accounting Concepts**, by Edmonds, Tsay and Olds, 10<sup>th</sup> edition, McGraw Hill/Irwin. ©2023 ISBN10: 126410068X | ISBN13: 9781264100682 & McGraw-Hill’s *Connect plus* Access Code. However, when purchasing from the West Campus bookstore, you’ll receive ONE access code that you can use to sign up and access CONNECT System for the semester. **ISBN: 9781264556748**



For this course, you will need to purchase access to the McGraw-Hill CONNECT utility. This is an online utility where you can access both the full, interactive E-Text for the course AND your required assignments.

The full name of the E-Text (included within CONNECT) is: **Fundamental Managerial Accounting Concepts**, by Edmonds, Tsay and Olds, 10<sup>th</sup> edition.

- **NON-BUNDLE OPTION:** When purchasing from the West campus bookstore, you'll receive one access code card that you can use to sign up and access Connect System for the semester. **ISBN: 9781264465583**
- **TWO SEMESTER OPTION:** If you opted to purchase *the two-semester option* from the bookstore last semester (while completing ACG 2021C: Financial Accounting), then use the **second access code card** for access this semester. You do not need to purchase any additional materials.
- **FREE TRIAL:** **As you are settling into this course, you can sign up for a free trial version of the CONNECT System which will last for couple weeks while you are getting up and running in the course. Just be sure to convert this free trial version at the end of the trial period or your work to date may be lost.** Also, in order to effectively use the CONNECT online utility, you must have a reliable internet access connection. If you do not have a reliable connection, you should plan to use the computer labs on campus designed for student use.
- **PRINTED TEXT OPTION:** If you desire to also have a printed edition of the textbook, the bookstore will not be selling any printed editions of this textbook. However, you can order this directly from McGraw-Hill after you have access to the CONNECT System. There will be a link within the CONNECT System on your main course page to order a printed edition if you so desire.

**\*\*Special Note:** *It is crucial that you have either the e-book or hard copy textbook with the access code to Connect System in order to complete this course.*

## Recommended Materials:

- **Three-ring binder**, notebook, and **couple of pencils** for class work.
- **Financial/business calculator** (e.g. TI83, HP 10b, or **TI BA 35 Solar, TI-30X II Solar**).
- **Access textbook Internet Address:** [www.mhhe.com/edmonds2014](http://www.mhhe.com/edmonds2014) for many helpful studies tool available for your learning enrichment.

## Learning Outcomes:

The Student should be able to:

- Understand the role of managerial accounting and management accountants.
- Product costing.
- Activity Based Costing.
- Use relevant costs for decision making including cost volume profit analysis.
- Budgeting.
- Evaluate management performance.

## Grading Composition:

Your grade will be determined by a POINT SYSTEM. The POINTS you earn on THREE exams, quizzes, individual and/or group assignments, class participation, attendance and any additional project or cases assigned will be totaled. Then, your points will be divided by the total possible points in a grading period. The result will be a percentage grade semester. **Details on these assignments will be given in class.** Each exam will cover information given in the discussions, lectures, and active learning sessions. Final letter grades are assigned using the following **scale** based on total possible points.

Grading	Points	Scale (based on 1,250.6 points)	Percentage	Grade
Discussions (2)	20	1,119.29 – 1,250.6 points	90% – 100%	A
Ch.6 Jeopardy Review Questions	10	994.23 – 1,119.28 points	80% – 89%	B
Practice Tests (25 points each, 1) (40 points each, 2)	105	869.17 – 994.22 points	70% – 79%	C
Exams (250 points each, 3)	750	744.11 – 869.16 points	60% – 69%	D
Quizzes-Mandatory (20 points each, 9)	180	Below 744.10 points	Below 60%	F
Homework Assignments (Mandatory) (20 points each, 9)	180			
Pre- & Post Quiz (Product versus Period Costs)	5.6			
<b>Total</b>	<b>1250.6</b>			

This scale includes adjustments made for the subjective nature of grading; rounding will be if .5 or > .5 next number; the cut-off is rigid. **For example**, if we have 600 total points, 537 points represent 90% A and 536 points is an 89% B. *I strongly suggest you do not miss out any opportunities to earn points. Every point counts!*

**Evaluation:** You will get the grade you earn in this course. An “A” means excellent and a “C” is average. If you turn in average work, you can expect an average grade. I do not give away grades.

## Navigational Aids:

- Go directly to VALENCIA web page at <http://valenciacollege.edu/>, where there is a “**Quick Link**” menu and click on “**Online Course**”. Your Canvas username and login password are the same as your Atlas information.
- Under **Course list** click on “**Principles of Managerial Accounting-ACG 2071C**” and you will be brought to the course home page.
- On the left side of the screen you will see either icons or a menu. If you see icons, click on || (Expand Menu) to show the menu options. Click on the || (Minimize Menu) if you want to return to icons only.
- Course email is my preferred method of contact.
- If you are new to course email, you will want to view the tutorials on the course Communication Tools available through a special free course called **Valencia 101**.
- You may contact me if you need any course-related help or for technical support with Canvas system, **contact Help desk at (407) 582-5600 or e-mail [OITServiceDesk@valenciacollege.edu](mailto:OITServiceDesk@valenciacollege.edu)**
- If you have questions, you may also choose to post them in the “ask your instructor” thread for my response, or solicit a peer's advice by posting a question or comment within the “cybercafé”.
- To go to the COURSE LEARNING UNITS CONTENT and activity, click on “MODULES” under COURSE TOOLS (left menu).

## Guidelines for Online Participation:

- You are expected to log on a minimum of four times per week (at any time during the week) and are expected to post a substantive contribution to the discussion *with your thoughts and any questions on the material covered in each unit* every week.
- **Your participation in the discussion forum will count towards your participation grade (10 points worth each topic).**
- Although I strongly suggest that all issues, questions, and problems be dealt with online, please do not hesitate to contact me by e-mail or at my office regarding these issues at any time.
- Use good “netiquette,” such as:
  - a. Check the discussion frequently and respond appropriately and on subject.
  - b. Focus on one subject per message and use pertinent subject titles.
  - c. Capitalize words only to highlight a point or for titles—capitalizing otherwise is generally viewed as SHOUTING!
  - d. Be professional and careful with your online interaction.
  - e. Cite all quotes, references, and sources.
  - f. When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
  - g. It is considered extremely rude to forward someone else’s messages without their permission, so always ask first.
  - h. It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as :) or ;) to let others know that you are being humorous.

I hope we will be able to share our thoughts and experiences with one another in the form of an active and stimulating discussion!

## Commitment:

To be successful in accounting, the average student spends about 6-8 hours per week outside of class studying.

Accounting is learned by understanding the concepts involved and applying those concepts in practice problems. Thus to master this course, you need to

- Read** the material **before** coming to class
- Attend** Class and participate
- Complete** the assigned homework

## Class Policies and Procedures:

- 1) This course combines face-to-face meetings on campus and online learning tools. The student will benefit from learning accounting concepts by applying **Internet-based skills** to this course using **Canvas and McGraw-Hill's CONNECT System**.

- 2) **CLASS ATTENDANCE POLICY:**

Virtual students are expected to log into Canvas course site every day to check for important announcements, emails and deadlines. **Attendance** is crucial if you want to succeed in this course. The different topics build upon each other. Missing one topic could negatively affect your understanding of a later topic. Students are expected to maintain attendance in accordance with the established college policy.

- 3) **ONLINE LEARNING CENTER:**

You can also access the flashcards, the practice multiple choices, narratives slides, PowerPoint presentations and other useful learning tools by clicking "[Managerial Accounting Book Website](#)" found in the WEB LINK feature available at the COURSE TOOLS menu.

- 4) **HOMEWORK POLICY:**

- a. You have TWO-ATTEMPTS to complete the exercises in the assignment using **CONNECT System**. You can start working in your homework problems, save and exit it. Then, you can return later to finish and grade the homework assignment.
- b. Assignments must be submitted via **CONNECT System** no later than the DUE date. **Assignments will not be accepted late.**

- 5) **EXAM POLICY:**

- a. The exams of this course enabled by **McGraw-Hill's Connect Accounting SYSTEM** will be timed (approximately 2 hours) and will *only* allow ONE-ATTEMPT. Once you enter the exam, you must complete it because you are only allowed to ONE-ENTRY.
- b. **\*\* Special Note: The final exam will be proctoring at any Valencia Testing Center if they are open depending on the status of the current health Crisis caused by Coronavirus at that moment. If not, you will take your final exam at your home. However, more information will be provided to students online through Canvas Email System.\*\*** All virtual students must go to ONE of Valencia College's Testing Center on the designated testing date in order to take every exam. For more details about the Valencia Testing Centers' business hours and locations, please refer to the following website at <https://valenciacollege.edu/students/testing/>. For more details about the college policy, please refer to the following website <https://catalog.valenciacollege.edu/distancelearning/>
- c. Those who **cheat** in any way risk to receive an **F** as a final grade and/ or expulsion from the college.

- 6) **QUIZZES POLICY:**

- a. **"Reading Review Quizzes"** are optional for extra-credit. Be sure to be up-to-date with the week's reading for each session to contribute to the discussion.
- b. **"Practice Tests"** are mandatory. You will have the unlimited attempts to practice the accounting principles and concepts tested in each examination.
- c. **"Unlimited" Pre-Tests** are only for practice. However, they are highly recommended.

- 7) **EXTRA-POINTS ASSIGNMENT POLICY:**

**Extra-points** individual or teamwork assignments/case studies could be or not announced prior the date that is assigned during the semester.

**8) ADDITIONAL HOMEWORK ASSIGNMENTS:**

We will be doing many assignments to practice that could be or not announced prior the date that is assigned during the semester.

9) **ADDITIONAL POLICY:** Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. *Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited.* Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the **College's Student Code of Conduct**.

10) As a registered student in this class, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community as described in the Student Code of Conduct. My role as an instructor is to facilitate academic discussions and promote critical thinking about sometimes challenging and uncomfortable facts and ideas. Your peers and instructor may share diverse ideas and viewpoints, or we may differ in our ideas and viewpoints, but we will always be respectful of other opinions as provided by the law and as expected in an academic environment. No lesson is intended to espouse, promote, advance, inculcate, and compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

**11) FINAL EXAM POLICY:**

Failure to take the final exam will result in an "F" grade or zero on the test.

**GUIDELINES FOR CONNECT HOMEWORK SYSTEM:**

Below are few tips for McGraw-Hill's Connect Accounting Homework System:

- To create a student account follow these directions:
  1. To sign into your *Connect System* course click on the first homework assignment link provided on your course under CONNECT SYSTEM forum and enter the registration code that you purchased separately in the bookstore at West Campus or online in Connect System.  
**\*\*Important Note: You must use your Valencia College e-mail address during your registration process into the Connect System.**
  2. If you do not have an access code, you can enter your credit card information and purchase your access directly at the same site or you can buy it at the bookstore located in Valencia College-West Campus.
  3. You can only do one thing at a time. You cannot view past results while you are in the process of completing an assignment. You **cannot** take two graded assignments at the same time.
  4. When trying to print an assignment, please use the browser's **Print Preview and Page Setup** options to get the best output possible. You should switch from portrait to landscape, and should extend the margins as far as possible.
  5. Use the "**Next**", "**Back**", "**Jump To**", and "**Save my work**" buttons periodically to save and avoid timing out. If there is no activity within 60 minutes, *Connect System* will automatically log out your session.
  6. Click "**Quit and Save**" if you wish to work on your assignment later without grading. Remember, you can only work on one open, not graded assignment at one time.

7. Do not *copy* and *paste*, this might enter illegal characters in your homework and prevent you from getting a grade.
8. We will be doing many assignments to practice and develop the necessary skills to succeed in this course. **Extra-points** individual or teamwork assignments/case studies could be or not announced prior the date that is assigned in class.

### Class Attendance:

[\(College Policy: 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals\)](#)

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus.

In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

### Withdrawal Policy:

Per *Valencia Policy 4-07* (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **April 05, 2024 at 11:59 PM** will receive a grade of "W." A student is **not** permitted to withdraw after the withdrawal deadline. Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. *If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work which was turned in and the zeros given to work (e.g. assignments, projects, quizzes, tests) which were not turned in on time or by the DUE date.* Students can still be withdrawn by the college for violations of the college's code of conduct policies. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <https://valenciacollege.edu/about/general-counsel/policy/> and (College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#))

### Student Conduct:

By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. I have zero tolerance for rude or disruptive behavior. The first incident of rude behavior directed at me or any other student in the class may result in the students involved being dropped from the course. You will find the **Student Code of Conduct** in the current Valencia Student Handbook. For more details, please refer to the following website: <https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

### "No Show" Status:

Class attendance is required beginning with the first class meeting. For an online class, that means "logging in" as instructed whether completing a posting in the Discussion Board/and or sending an email to instructor as assigned *before* **Monday, February 19, 2024 at 11:59 PM (Drop/Refund deadline)**. *If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." If you are withdrawn as a "no show," you will be financially responsible for the class and a "W" will appear on your transcript for the course.* For more details, please refer to the following website: <https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

## Computer Use Policy:

Use of computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to: Use of computer to send E-mail or access Internet sites not specifically assigned in class; Use of computer for job, internship, homework or other activities not assigned in class; Modifying any hardware or software system configuration or setting.

## Academic Honesty Policy:

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. A first incident of academic dishonesty may result in withdrawal from the course and / or expulsion from the college. All work submitted by students should be the result of their own efforts. For more information, please refer to the following website: <https://catalog.valenciacollege.edu/distancelearning/>

Please bookmark Valencia's home page and Blackboard (<https://valenciacollege.fl.us/>) and (<https://learn.valenciacollege.edu>). I will post important files such as solutions for the assignments and PowerPoint files for the lectures. Take advantage of the discussion boards when you have questions or comments outside of class.

## Student Assistance Program & Online Student Services:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. **BayCare Behavioral Health Student Assistance Program (SAP)** services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available. For more details, please refer to the following website: <https://catalog.valenciacollege.edu/student-services/baycare-student-assistance-services/>

## Academic Resources

- **Note to International Students (F-1 or J-1 Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact [Valencia's International Student Services Office](#) for more information.

- **Statement of Support for Students with Food/Housing/Financial Needs**

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](#) for information about resources that may be available from the college or community.

Below are some **online resources and services available for students this term:**

### Academic Resources

#### **West Campus Bookstore:**

Campus Store will be open Monday – Friday, 8 a.m. – 6 p.m.



Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

### Downtown Campus

The Campus Store at the Downtown Campus is owned and operated by Barnes & Noble and will continue to operate online for the term. Visit the [Campus Store website for the Downtown Campus](#) for more information and to [order online](#).

### Other Campuses

Visit the [Valencia Campus Store website](#) for more information and online ordering.

### Customer Service

Monday – Friday 8 a.m. – 6 p.m.

407-299-5000, extension 5310

[onlineorder@valenciacollege.edu](mailto:onlineorder@valenciacollege.edu)

**Learning Support Services** provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: <https://catalog.valenciacollege.edu/student-services/learning-support-center-tutoring-services/>

Please note **Brainfuse** is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to **Valencia's Distance Tutoring service**, not as a replacement. **Brainfuse** is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

## Distance Tutoring & Technology Support at Valencia:

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

- **Distance tutoring services are provided fully online via Zoom.** Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.
- **Online Learning Technology Support services are also available.** Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit

<https://catalog.valenciacollege.edu/student-services/learning-support-center-tutoring-services/>

Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

### Hours of Operation:

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

## Online Tools:

As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in [Atlas](#), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

## Accommodations:

Students with disabilities who qualify for academic accommodations must provide a [Notification to Instructor \(NTI\) form](#) from the **Office for Students with Disabilities (OSD)** and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities." Please include contact information: West Campus SSB, Rm.102 Phone: [407-582-1523](tel:407-582-1523) Fax: [407-582-1326](tel:407-582-1326) TTY: [407-582-1222](tel:407-582-1222).

For more information, please refer to the following website: <https://valenciacollege.edu/osd/>

## Disclaimer:

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS. Changes may be made at any time and any such changes will be announced in class. It is your responsibility to be aware of any announcement(s) and/or changes made to this syllabus.

This course reinforces the following Valencia Student competencies.

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the Course Catalog. In this course, through classroom lecture and discussions, group lab work, and other learning activities, you will further develop mastery of these core competencies.

## VALENCIA STUDENT COMPETENCIES:

The following Valencia Student Competencies will be reinforced throughout the entire course.

**THINK** - Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

### To think, what must you do?

- Analyze data, ideas, patterns, principles, and perspectives
- Employ the facts, formulas, and procedures of the disciplines
- Integrate ideas and values from different disciplines
- Draw well-supported conclusions
- Revise conclusions consistently with new observations, interpretations, or reasons

### How and where must you think?

- With curiosity and consistency
- Individually and in groups

**VALUE** - Make reasoned value judgments and responsible commitments

### To value, what must you do?

- Recognize the values expressed in attitudes, choices, and commitments
- Distinguish among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate your own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

### How and where must you value?

- With empathy and fair-mindedness
- Individually and in groups

**COMMUNICATE** - To communicate, what must you do?

- Identify your own strengths and need for improvement as communicator
- Employ methods of communication appropriate to your audience and purpose
- Evaluate the effectiveness of your own and other's communication

### How and where must you communicate?

- By speaking, listening, reading and writing

- Verbally, non-verbally, and visually
- With *honesty* and *civility*

**ACT** - Act purposefully, respectfully, and responsibly

**To act, what must you do?**

- Apply disciplinary knowledge, skills, and values to educational and career goals
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in various personal and professional settings
- Assess the effectiveness of personal behavior and choices
- Respond appropriately to changing circumstances

**How and where must you act?**

- With courage and perseverance
- Individually and in groups
- In your personal, professional, and community life

**A METHOD OF STUDY:**

No one can adequately prepare for a journey without first consulting road maps and travel guides. In the same way, no one can prepare for a textbook without first pre-reading the material. The following is a method of study:

1. **Examine the outside references of a textbook.** The title tells you what the text is about, and the blurb on a book gives you more of a synopsis of the material.
2. **Scan over the index in the back of a book.** The topics with the most references expose an author's biases. It shows the priority of concerns to the author.
3. **Read the author's preface.** This section reveals the author's philosophy in presenting the course material. You will understand his/her objective with the current book.
4. **The Table of context shows the structure the author is using to achieve his/her objective.** A well-prepared table of context also supplies the major topics of the text. These topics provide reference points on the road to mastering the text.
5. **Use the subtopics revealed in each chapter.** These subtopics are usually presented as Chapter Objectives, Chapter Summaries, Section Headings (usually in bold face fonts), and questions at the end of each chapter.
  - a. **Turn each subtopic into a question by using the words:** who, what, where, when, why and how.
  - b. **With a highlighter in hand, read the text searching for the answer to this question.** When the answer is discovered, highlight the answer and move on to your next question.
  - c. **After completing the chapter, close the book and try writing out the answers to your questions.** This becomes your first test on the material. When finished, compare your answers to the highlighted answers in the text. Correct any errors made. Then turn your paper over and retake the questions answered incorrectly.
  - d. **For each question, try to find the key word or phrase in the answer.** This key word or phrase can be used in your notebook and index cards for a quick review of the material.




For further instructions on reading different types of books / textbooks please refer to "How to Read a Book" by Mortimer Adler.

VALENCIA COLLEGE-WEST CAMPUS  
ACG2071C-ONLINE Managerial Accounting (CRN 22085)

SPRING 2024 **TENTATIVE** Homework and Test Schedule-Full Term

(Subject to changes)

Weeks	Assignments and Tests Scheduled
<b>1<sup>st</sup> Week</b> Feb.12-Feb.18, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 1</li> <li>Review PowerPoint presentations &amp; Tutorials in Canvas under "Modules"</li> <li>Take <b>chapter 1 Reading Review Quiz</b> for extra-credit available in Canvas under Modules.</li> <li>Complete <b>Chapter 1 Homework Assignment</b> in Connect System <b>before Friday, Friday, Feb.23, 2024 at 11:59 PM.</b></li> <li>Take <b>Chapter 1 Quiz</b> available in Canvas under <b>Connect System before Friday, Friday, Feb.23, 2024 at 11:59 PM.</b></li> </ul>
<b>2<sup>nd</sup> Week</b> Feb.19-Feb.25, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 2</li> <li>Review PowerPoint presentations &amp; Tutorials in Canvas under "Modules"</li> <li>Take <b>chapter 2 Reading Review Quiz</b> for extra-credit available in Canvas under Modules.</li> <li>Complete <b>Chapter 2 Homework Assignment</b> in Connect System <b>before Friday, March 01, 2024 at 11:59 PM.</b></li> <li>Take <b>Chapter 2 Quiz</b> available in Canvas under <b>Connect System before Friday, March 01, 2024 at 11:59 PM.</b></li> </ul>
<b>Monday, Feb.19<sup>th</sup></b> at 11:59 PM	<ul style="list-style-type: none"> <li>DUE date to take the "<b>Syllabus/Orientation Quiz</b>" for extra credit</li> <li>DUE date to post your thoughts in the required discussion "<b>Welcome</b>" in Canvas (10 points worth)</li> </ul>
<b>3<sup>rd</sup> Week</b> Feb.26-March 03, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 3</li> <li>Review PowerPoint presentation&amp; Tutorials</li> <li>Take <b>chapter 3 Reading Review Quiz</b> for extra-credit available in Canvas under Modules</li> <li>Complete <b>Chapter 3 Homework Assignment</b> in Connect System <b>before Friday, March 08, 2024 at 11:59 PM.</b></li> <li>Take <b>Chapter 3 Quiz</b> available in Canvas under <b>Connect System before Friday, March 08, 2024 at 11:59 PM.</b></li> </ul>
<b>Mar.11-Mar.17<sup>th</sup></b> at 11:59 PM	<ul style="list-style-type: none"> <li>Complete <b>first part</b> of the Virtual Study Visit to Krispy Kreme Project Module in Canvas. <ul style="list-style-type: none"> <li>Take your Pre-Quiz ( Product Costs vs Period Costs)</li> </ul> </li> </ul>
<b>Test # 1</b>	<ul style="list-style-type: none"> <li>Study &amp; take <b>CHAPTERS 1, 2 &amp; 3 PRACTICE TESTS</b>–This is a mandatory unlimited practice tests to practice for the exam.</li> <li>Take <b>CH. 1, 2, &amp; 3 EXAM</b> <b>before Monday, March 11, 2024 at 11:59 PM</b></li> </ul>
<b>4<sup>th</sup> Week</b> March 04-10, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 4</li> <li>Review PowerPoint presentation&amp; Tutorials in Canvas under "Modules"</li> <li>Take <b>chapter 4 Reading Review Quiz</b> for extra-credit available in Canvas under "Modules"</li> <li>Complete <b>Chapter 4 Homework Assignment</b> in Connect System <b>before Sunday, March 17, 2024 at 11:59 PM</b></li> </ul>

	<ul style="list-style-type: none"> <li>Complete <u>Chapter 4 Quiz</u> available in <i>Connect System</i> <b>before</b> <b>Sunday, March 17, 2024 at 11:59 PM</b></li> </ul>
<b>5<sup>th</sup> Week</b> March 11-17, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 5</li> <li>Review PowerPoint presentation&amp; Tutorials</li> <li>Take <u>chapter 5 Reading Review Quiz</u> for extra-credit available in Canvas under Modules.</li> <li>Complete <u>Chapter 5 Homework Assignment</u> in Connect System</li> <li>Complete <u>Chapter 5</u> available in <i>Connect System</i> <b>before</b> <b>Friday, March 22, 2024 at 11:59 PM</b></li> </ul>
 <b>Mar.18-Mar.26<sup>th</sup> at 11:59 PM</b>	<ul style="list-style-type: none"> <li>Complete the <b>second &amp; final parts</b> of the Virtual Study Visit to Krispy Kreme Project Module in Canvas.               <ul style="list-style-type: none"> <li>Take your Post-Quiz ( Product Costs vs Period Costs)</li> <li>Complete Virtual Krispy Kreme Visit Discussion (10 Points)</li> </ul> </li> </ul>
<b>6<sup>th</sup> Week</b> March 18-24, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 6</li> <li>Review PowerPoint presentation&amp; Tutorials</li> <li>Take <u>chapter 6 Reading Review Quiz</u> for extra-credit available in Canvas under Modules.</li> <li>Complete <u>Chapter 6 Homework Assignments</u> in Connect System</li> <li>Complete <u>Chapter 6 Quiz</u> available in <i>Connect System</i> <b>before</b> <b>Friday, March 29, 2024 at 11:59 PM.</b></li> <li>Complete <u>Ch.6 Jeopardy Review Quiz-10 (Mandatory)-10 points</u> in Canvas <b>before</b> <b>Friday, March 29, 2024 at 11:59 PM</b></li> </ul>
 <b>Test # 2</b>	<ul style="list-style-type: none"> <li>Study &amp; take <b>TEST #2 UNLIMITED PRACTICE QUIZ</b> <b>before</b> <b>Monday, April 01, 2024 at 11:59 PM</b> –This is a mandatory unlimited practice tests to prepare you for the exam.</li> <li>Take your <b>TEST #2 (Chapters 4, 5, &amp; 6)</b> <b>before</b> <b>Monday, April 01, 2024 at 11:59 PM</b> in Connect System.</li> </ul>
<b>7<sup>th</sup> Week</b> Mar.25-Mar. 31, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 7</li> <li>Review PowerPoint presentation&amp; Tutorials</li> <li>Take <u>chapter 7 Reading Review Quiz</u> for extra-credit available in Canvas under Modules.</li> <li>Complete <u>Chapter 7 Homework Assignment</u> in Connect System</li> <li>Complete <u>Chapter 7 Quiz</u> available in <i>Connect System</i> <b>before</b> <b>Monday, April 08, 2024 at 11:59 PM.</b></li> </ul>
<b>8<sup>th</sup> Week</b> April 01-April 07, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 8</li> <li>Review PowerPoint presentation&amp; Tutorials</li> <li>Take <u>chapter 8 Reading Review Quiz</u> for extra-credit available in Canvas under Modules.</li> <li>Complete <u>Chapter 8 Homework Assignment</u> in Connect System</li> <li>Complete <u>Chapter 8 Quiz</u> available in <i>Connect System</i> <b>before</b> <b>Monday, April 15, 2024 at 11:59 PM.</b></li> </ul>
<b>9<sup>th</sup> Week</b> April 08-April 14, 2024	<ul style="list-style-type: none"> <li>Read, Summarize and <b>Study</b> KEY Concepts of Chapter 9</li> <li>Review PowerPoint presentation&amp; Tutorials</li> </ul>

	<ul style="list-style-type: none"> <li>• Take <b>chapter 9 Reading Review Quiz</b> for extra-credit available in Canvas under Modules.</li> <li>• Complete <b>Chapter 9 Homework Assignment</b> in Connect System</li> <li>• Complete <b>Chapter 9 Quiz</b> available in <i>Connect System</i> <b>before Friday, April 19, 2024 at 11:59 PM.</b></li> </ul>
<p><b>10<sup>th</sup> Week</b>  <b>April 15-April 22, 2024</b>  <b>Final Exam Week</b></p>	<ul style="list-style-type: none"> <li>• Complete any open and pending assignment in Connect System <b>before</b> the deadline specified in this Syllabus.</li> <li>• Review course material and practice for your final exam in <b>Connect System</b>.</li> <li>• Take <b>unlimited attempts</b> of the <b>final exam practice tests</b> in <b>Connect System</b>.</li> <li>• Take your final exam in “Connect System” through Canvas before the deadline at any Valencia Testing Center.</li> </ul> <p><b>Depending on the status of the Health Crisis by the end of the semester, you could take the final exam from the comfort of your home. You will be properly notified about any changes by email through Canvas.</b> If the Valencia Testing Centers are open, then the <b>final exam</b> will be taken with a proctor at any time in any Valencia’s Testing Center <b>from Monday, April 15, 2024 at 8:30 AM to Monday, April 22, 2024 at 8:30 PM</b> during their business hours. If you live or travel outside of Central Florida area, then you must arrange to have your final exam at an approved proctoring testing center. All information about your testing center must be provided to the professor for approval <b>at least THREE weeks prior to the exam.</b> For more details of our college policies, please refer to the following website: <a href="https://catalog.valenciacollege.edu/distancelearning/">https://catalog.valenciacollege.edu/distancelearning/</a></p> <p>The final exam includes 30-35 questions such as multiple choices, true/false questions, and ONE exercise as you completed in your homework assignment.</p> <p><i>If you decide to take your final exam at any other non-Valencia’s testing center facility, then you are responsible to locate a testing facility at a nearby college or university and pay for any proctoring fee. In addition, you MUST provide the following information to your professor at least <b>THREE weeks prior</b> the final exam.</i></p> <ul style="list-style-type: none"> <li>• <i>Testing center name &amp; location at a nearby college or university</i></li> <li>• <i>Contact person name, email address and telephone number in the testing center</i></li> </ul> <p><b>PLEASE, remember to find out the business hours of the testing center that you decide to attend and keep in mind any changes in business hours during this term.</b> For more details about the Valencia Testing Centers’ business hours and locations, please refer to the Valencia website at <a href="https://valenciacollege.edu/students/testing.">https://valenciacollege.edu/students/testing.</a></p> <p>You are <b>ONLY</b> allowed to use a <b>CALCULATOR</b> and <b>ONE or TWO scratch paper</b> for calculations, but you must give these scratch papers back to the testing center staff to be destroyed. <b>Please, do not forget to bring your Valencia ID card with you to the testing center.</b></p> <p>The Testing Center Staff <b>MUST enter</b> the <i>password</i> into the computer assigned to you in order to access the exam in Connect System through Canvas. The testing center staff is not authorized to tell the password to any student.</p> <p>The final exam of this course enabled by Connect System through Canvas will be timed (approximately 2 ½ hours for around 25 questions, which could include: multiple choices, true/false, and TWO exercises as you completed in your homework assignments) and will only allow <b>ONE-ATTEMPT</b>. Once you enter the exam, you must complete it because you are only allowed to <b>ONE-ENTRY</b>. <b>**Failure to take the Final Exam will result in an “F” grade (zero) in your final exam. **</b></p> <p><b>** Special Note: The final exam will be proctoring at any Valencia Testing Center if they are open depending on the status of the current health Crisis caused by Coronavirus at that moment. If not, you will take your final exam at your home. However, more information will be provided to students online.</b></p>