

Instructor: Scott Paxton, CPA

Email: Use Inbox link with the Canvas course site.

Phone: (407) 582-5817

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Office Hours:	Online by appointment
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Course Description:

PRINCIPLES OF MANAGERIAL ACCOUNTING: 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. Classes will be held on campus each week during the semester (see campus Calendar). Attendance is required (see Attendance policy below). In addition, a significant portion of your coursework in this class will be completed online. **Prerequisite: ACG 2021. Credits: 3 hr**

Communication:

To contact me outside of class you **MUST** click on the Inbox link within the Canvas course site. This way, I can verify that you are enrolled in the class. I will not respond directly to emails sent outside of the Canvas site.

For direct questions that you may have when working with the practice problems or homework, you may also click on the "Ask my instructor" link located within the CONNECT online utility (see below). This link will provide a direct link to the problem along with your question which makes it much more efficient for me to respond.

As your instructor for this class, I will make every effort to respond to any messages within 24-48 hours of posting Monday through Friday. Any messages sent late in the day on Friday may not be answered until the next business day (Monday). I do not plan on checking the course message area during the weekends, college holidays or when the main campus is closed. Please refer to the course calendar for more information.

Required Materials:

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, 9th edition.

When purchasing from the West campus bookstore, you'll receive one access code card that you can use to sign up and access the utility for the semester. **ISBN: 9781265041861 or ISBN 10: 1265041865**

TWO SEMESTER OPTION: If you opted to purchase the two semester option from the bookstore last semester (while completing ACG 2021C), 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** utility which will last for a few 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 text, the bookstore will not be selling any printed editions of the text. Instead, you can order this directly from McGraw-Hill after you have access to the **CONNECT** utility. There will be a link within the **CONNECT** utility on your main course page to order a printed edition if you so desire.

Other necessary materials include pencils, notebook and calculator.

General Education Abilities and Course Outcomes:

Explain the role of a management accountant and differentiate between internal and external reporting.
Corresponding Evidence of Learning
<ul style="list-style-type: none">• Student will be able to Compare and contrast financial accounting and managerial / cost accounting.• Student will be able to Compare and contrast manufacturing firms to service and merchandising entities.• Student will be able to Explain the difference between costs being incurred and costs being allocated.• Student will be able to Explain the importance of ethical standards in an advanced market economy.
Determine a product's unit cost using a job-order cost accounting system. Allocate manufacturing overhead using a single plantwide rate.
Corresponding Evidence of Learning
<ul style="list-style-type: none">• Student will be able to Classify costs as being either product or period (i.e. determine which costs should be capitalized).• Student will be able to Explain the flow of direct material, direct labor, and manufacturing overhead costs through to the point of sale.• Student will be able to Utilize a job-cost sheet to calculate total and per unit job costs.• Student will be able to Use a single cost driver to allocate manufacturing overhead costs to the Inventory account.
Describe Activity Based Management and use Activity Based Costing to allocate manufacturing overhead to various cost objects.
Corresponding Evidence of Learning

- Student will be able to Explain the concept of Activity Based Management.
- Student will be able to Identify activity centers and cost drivers.
- Student will be able to Allocate manufacturing overhead to various cost objects.
- Student will be able to Discuss the behavioral implications of cost allocation.

Utilize cost-volume-pricing analysis to plan for and increase profitability.

Corresponding Evidence of Learning

- Student will be able to Determine whether a cost has fixed, variable or mixed behavior.
- Student will be able to Compute the break-even point by both the equation and contribution margin method.
- Student will be able to Use CVP analysis to determine the activity level needed to achieve a target net profit.
- Student will be able to Show the effects on net profit of changes in variable costs, fixed costs, selling price and/or volume.
- Student will be able to Compute the breakeven point for a multiple product company and explain the effects of shifts in the sales mix on contribution margin and breakeven point.

Identify and analyze relevant factors for special decisions.

Corresponding Evidence of Learning

- Student will be able to Analyze the keep or replace old equipment decision.
- Student will be able to Analyze the keep or drop a product line or segment decision.
- Student will be able to Analyze the make or buy a product or component decision.
- Student will be able to Analyze the accept or reject a special order decision.
- Student will be able to Determine the most profitable use of a constrained resource.
- Student will be able to Prepare an analysis showing whether joint products should be sold at split-off point or processed further.

Analyze and plan for capital expenditure decisions.

Corresponding Evidence of Learning

- Student will be able to Use Net Present Value to analyze Capital Investment decisions.
- Student will be able to Use Internal Rate of Return to analyze Capital Investment decisions.
- Student will be able to Use the Payback Method to analyze Capital Investment decisions.

Prepare operating and capital budgets and explain how budgets are used to plan, control and coordinate business activities.

Corresponding Evidence of Learning

- Student will be able to Explain why organizations budget and the processes they use to create budgets.
- Student will be able to Prepare a Sales Budget.
- Student will be able to Prepare an Inventory Purchases Budget
- Student will be able to Prepare a Selling and Administrative Expense Budget.
- Student will be able to Prepare a Direct Labor Budget.
- Student will be able to Prepare a Cash Budget.
- Student will be able to Prepare a Pro Forma Income Statement.
- Student will be able to Prepare a Pro Forma Balance Sheet.

Evaluate management performance in a decentralized organization.

Corresponding Evidence of Learning

- Student will be able to Explain concepts related to Responsibility Accounting.
- Student will be able to Use return on invested capital to evaluate performance.
- Student will be able to Use residual income to evaluate performance.
- Student will be able to Compare and contrast cost, profit and investment centers.
- Student will be able to Use a flexible budget for performance evaluation.
- Student will be able to Explain how standards affect Performance Evaluations.
- Student will be able to Calculate Price and Usage Variances in relationship to material and labor cost.

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

Assessment:

CONNECT- Challenge Exercises (All Chapters)	400	40%
In-Class Quizzes (pts vary)	300	30%
Final Exam	300	30%
TOTAL	1,000 pts	100%

Letter grades will be awarded on the following scale (Note: There will be no rounding of points or percentages):

A	900 – 1,000 points	90% to 100%
B	800 – 899 points	80% to 89%
C	700 – 799 points	70% to 79%
D	600 – 699 points	60% to 69%
F	0 – 599 Points	0% to 59%

IMPORTANT: The Grade Percentage that you will see in the Canvas gradebook may not be a true reflection of your actual grade in the course. This percentage only takes into account the assignments you have attempted which distorts the grade percentage displayed. It also fails to properly account for any Extra Credit points available. All extra credit points in this course will simply be added to your final point total at the end of the course. So, it's possible to actually earn more than 1,000 points in the course with any extra credit points included.

You SHOULD FOCUS SOLELY ON THE POINTS YOU HAVE EARNED IN THE COURSE. Your final grade will be based on the point scale shown above.

As the course is progressing, if you want to determine your grade, take the points you've earned to date and divide them by the total possible points available to be earned at that point in the course. The resulting percentage should give you an idea of where you currently stand in the course.

How to be successful in this class:

To maximize your chance of success in this course, I strongly suggest that you follow these procedures as the course progresses.

1- Carefully read each assigned chapter as it is scheduled and before it is discussed in class.

2- Complete the **Challenge** assignments within the CONNECT utility. These **Challenge** assignments include detailed videos which you should watch in full followed by questions and problems. Due dates for these **Challenge** assignments will be listed clearly within the CONNECT utility.

NOTE: Some due dates for these challenge assignments may be BEFORE the material is fully covered in class. This is by design to fully maximize the effectiveness of in-class time. Since this is difficult material, having a solid introduction to the material allows for class time to be used more effectively to clear up questions and clarify some of the more difficult aspects of each chapter. The instructor reserves the right to modify these due dates and times.

Any due dates assigned by the instructor in class take priority over any due dates listed in the CONNECT utility.

NOTE: For the **Challenge** assignments, you will have the option to submit as many as 2 attempts up until the due date and time to improve your score. The highest score of the 2 attempts will be recorded in the final gradebook. If after completing the first attempt, you are still unsure of the correct answers, you should reach out to the instructor (and any other resources for assistance) before completing the 2nd attempt.

3- If available, complete any Extra Credit assignments for the chapter by the due date and time noted. If the Extra Credit assignment is in CONNECT, you will again have the option to submit as many as 2 attempts up until the due date to improve your score.

4- As needed complete the summary practice problems in CONNECT. These problems do not carry any points. However, they are great practice to prepare for the in-class quizzes.

5- Show up for class on-time and prepared. Be ready for the in-class Chapter Quizzes!

SUMMARY OF ASSIGNMENTS:

ONLINE- CONNECT

The chapter Challenge assignments must be completed using the CONNECT application tool. These assignments should be completed individually and any use of online solution manuals or other such services will be considered academic dishonesty.

LATE SUBMISSIONS: CONNECT assignments submitted past the assigned due date and time will automatically receive a deduction of 20% per day for each day it is late. Any submissions more than 5 days after the deadline will receive a ZERO grade. The Final Exam may not be submitted beyond the due date and time. No exceptions.

Technical problems with the utility or your internet connection will not be an acceptable excuse for late submissions of any CONNECT assignments (Don't wait to the last minute to submit assignments!)

IMPORTANT: After submitting each assignment in Connect, it is **YOUR responsibility to check that a score has been recorded for you on that assignment by the due date and time assigned.** You can do so by reviewing the Reports area of the Connect utility. Any scores not recorded due to technical issues, will ultimately result in a zero grade for that assignment. Please contact the McGraw-Hill support team if you are experiencing these problems.

IN-CLASS

In addition to the online CONNECT assignments, there will also be an In-Class Quiz for each chapter. These in-class quizzes may be administered at any time at the instructor's discretion, therefore attendance is very important.

While I understand and can sympathize that life events can sometimes interfere with class, there will be NO makeups allowed for these in-class quizzes under any circumstances as they are designed as an in-class exercise that requires attendance on the day the quiz is administered. We will review and discuss the answers to the quiz immediately upon completion. If you show up late to class (or leave early) on the day a quiz is given, your time may be severely limited to finish the quiz or you may miss the in-class quiz entirely and will not be able to makeup the quiz.

This includes any planned (i.e. doctor appointments, vacations, work schedule conflicts etc) or any unplanned absences (i.e. medical sickness or conditions, family emergencies, car problems or minor accidents etc.) If you happen to miss a quiz, there will be numerous Extra Credit opportunities throughout the class to make up some or all of the points you missed.

There will also be a comprehensive Final Exam in this class. The dates for this exam will be scheduled as the class progresses and MUST be completed within this time frame due to the tight time frame to submit final grades.

Tentative Schedule: FALL 2022

Week	Date Range	Material
Week One	Aug 23-28	Intro and Chapter 1
Week Two	Aug 29-Sep 4	Chapters 1&2
Week Three	Sep 5-11	Chapters 2&3
Week Four	Sep 12-18	Chapter 3
Week Five	Sep 19-25	Chapters 3&4
Week Six	Sep 26-Oct 2	Chapters 4
Week Seven	Oct 3-9	Chapters 5&6
Week Eight	Oct 10-16	Chapters 5&6
Week Nine	Oct 17-23	Chapter 7
Week Ten	Oct 24-30	Chapter 8
Week Eleven	Oct-31-Nov 6	Chapters 8&9
Week Twelve	Nov 7-13	Chapter 9&10
Week Thirteen	Nov 14-20	Chapter 10&11
Week Fourteen	Nov 21-27	Chapter 11 & 12
Week Fifteen	Nov 28-Dec 6	Final Exam
		FINAL Exam (Covers Ch 1-12) DUE by 12/6

The schedule above is tentative and the material covered each week may be altered to accommodate the pace of the class. ALL specific due dates for required activities are detailed in either the CONNECT or Canvas (or both). Any changes to due dates will be reflected in these utilities and it's the student's responsibility to check these utilities often for any revisions to due dates.

NOTE: The same material noted above will also be covered in sessions that are not sixteen weeks in length.

Policies:

Academic Honesty Policy:

While I encourage you to work together and to form study groups, all assigned problems and quizzes must be completely your own work. All forms of academic dishonesty are prohibited at Valencia Community 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 will result in zero on the assignment. A second incident will result in failing the course and expulsion from the college.

Please note that use of homework tools that provide answers to problems or the use of search tools to find answers to problems will also be considered a form of academic dishonesty (at the discretion of the professor). It is expected that you will work through the required assignments and problems in this course in an honest fashion. If you need help, there is a wide variety of help resources available to you in the confines of the course.

Attendance and Punctuality:

Attendance is extremely important. If you plan to drop the class for any reason, it is YOUR responsibility to execute the drop request. Failure to do so may result in a failing grade placed on your permanent record. See withdrawal policy below.

An attendance sign in sheet will be passed around during the first few minutes of class. If you arrive late to class and therefore fail to sign this sheet during this time frame, you will be marked absent for that class session even if you decide to stay and complete that day's class. In addition, if you leave before the instructor dismisses class, you may be marked absent for the entire class.

You MAY NOT sign in for another student under any circumstances, doing so will result in your withdrawal from the course and/or failing the course at the instructor's discretion.

If you compile THREE or more absences prior to the Valencia College withdrawal deadline date (see date below), you can be withdrawn from the course (all see below for COVID related policies). The decision to withdraw is at the instructor's discretion and the instructor retains the right to withdraw any student in violation of this stated Attendance policy throughout the duration of the semester. Please note that this may impact your academic and financial aid standing with the college.

Mask policy and CDC Physical Distancing Guidelines_

The health and safety of everyone at the college is our top priority. Therefore, anyone attending the class is expected to properly wear masks indoors (covering mouth and nose) and maintain physical distancing. If you do not have a mask, the college will provide one for you. You may find it helpful to refer to current research on the importance of masking for public safety. Feel free to check out the CDC guidelines on masking, [located at this link](#).

COVID-19 Wellness, Reporting, and Support

If you find yourself feeling unwell and suspect you might be experiencing symptoms of COVID-19, test positive for COVID-19, or have been in close contact with someone who has the COVID-19 virus, please stay home and contact me immediately via the INBOX feature in Canvas. Failure to contact me in a timely fashion regarding your situation may result in your being withdrawn from the course.

Please also report your status to Valencia's COVID-19 case manager Tanya Mahan, at COVIDillness@valenciacollege.edu, so the College can determine how to best support you.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan for the best course of action. In the case of a prolonged online absence of one week or more, you and I will meet to discuss options and determine your ability to continue in the course.

Student requests for withdrawal (with a grade of W) will not be granted beyond the Valencia College withdrawal deadline. If you stop attending and/or participating in class and appear on the roster at the end of the course, you will receive a standard letter grade. If you intend to drop the course, please execute a drop request prior to the withdrawal deadline. Again, the decision to withdraw is at the instructor's discretion and the instructor retains the right to withdraw any student in violation of this stated Attendance policy throughout the duration of the semester.

Acceptable absences: You may be excused for an absence in the case of military duty, jury duty and certain religious holidays. However, you MUST give the instructor advance notice and documentation. In addition, you will still be responsible for any activities and deadlines during your absence.

If you do not attend class during the drop/refund period, typically the first week of classes, you will be withdrawn as a "no show". If you anticipate being absent the first day, you should contact the instructor prior to the course start to explore any possible options for remaining in the course. You must complete your first assignment by the Drop/Refund deadline listed below to avoid being dropped from the course.

Drop/Refund Deadline: 8/29/22.

Withdrawal Deadline- "W" Grade- 10/28/22.

Expected Student Conduct:

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia

Community College, a student assumes the responsibility of 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 classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Valencia Student handbook.

Withdrawal Policy:

Please become familiar with Valencia's withdrawal policy. It is your responsibility to properly withdraw from class in a timely manner. Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline 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 exam. 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 which were not turned in on time. 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."

Please note that withdrawing may affect your financial aid, so please contact a financial aid advisor before deciding to withdraw.

FALL 2022: Withdrawal Deadline- "W" Grade- 10/28/22.

Students needing 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 at the start of classes. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

West Campus, Student Services Building (SSB), **Email:** osdwest@valenciacollege.edu, Room 102, **Phone:** 407-582-1523, **Fax:** 407-582-1326, **TTY:** 407-582-1222

Sorenson Video Relay Service (SVRS): Student Services Building (SSB), Room 102 (OSD), VRS: 407-992-8941

Building 6, Room 101 (Computer Lab), 321-558-7166

Student Assistance Program:

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. This number is also located on the back of your Valencia Student ID. Free face to face counseling is also available.

Other Items:

- Classroom Disruptions: All electronic devices (including cell phones, laptops, tablets, iPods etc) must be silenced and stored during class time.

NO CELL PHONES, HEADPHONES OR LAPTOPS OUT DURING CLASSTIME!!!

In addition, any material not pertaining to this class (i.e materials for other classes) should be stored away. Please come to class prepared and attentive. I expect that your time in class will be spent interacting and learning the material. No food or drinks are allowed in the classroom.

- DO NOT ARRIVE LATE TO CLASS! Arriving late to class creates a huge distraction for the other students in the class. In addition, arriving late to class (even a few minutes) will result in your being marked absent for the course. If you accumulate 3 absences, you may be withdrawn from the class.
- Only standard calculators will be allowed during quizzes and/or exams. The calculator feature on your cell phone may not be used during an exam or quiz. Also, hats (i.e. baseball caps etc) or other clothing that obscure your eyes may not be worn during exams or quizzes.
- Exams and quizzes may consist of a variety of Multiple Choice, True/False, Short Answer and Problems. Possible material to be included on each exam and quiz may include material from the Textbooks and/or any discussions covered in the class lecture.
- Remember, due dates for assigned online activities will be scheduled and listed in the CONNECT utility. You must complete each assignment and quiz within this time frame and submit all parts by the deadline date and time. Please keep in mind that the due dates and times for these exams are electronic and therefore very specific (i.e. 11:59pm EST means 11:59pm EST). You should plan to complete and submit any assignments before the due date and time in order to receive a grade. If you experience technical issues with the CONNECT utility while completing an assignment, quiz or exam, first try to contact the McGraw-Hill support line, second let me know of your situation right away.

Remember, technical problems with the utility or your internet connection will not be an acceptable excuse for late submissions of any online activity (Don't wait to the last minute to submit online activities!)

- Extra credit may be awarded as scheduled (Exercises, Problems etc.) and assigned by the instructor. These opportunities will be limited and only offered on a class basis (no individual extra credit will be offered).

Disclaimer: Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.

Important Links:

College Catalog: <http://valenciacollege.edu/catalog/>

Policy Manual: <http://valenciacollege.edu/generalcounsel/>

Student Handbook: <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
