

Valencia College

SPRING 2023

ACG 3024- Accounting and Financial Analysis for Managers- ONLINE (West Campus)

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Office Hours:	Online by appointment
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Course Overview

Understanding Finance and Accounting will equip managers with the knowledge necessary to communicate more effectively with financial managers, analyze financial statements and understand how they relate, interpret a company's profitability, solvency and liquidity, explore the sources and costs of capital and the factors of investment decisions, and learn valuation principles and their impact on the value drivers of the firm. Students will gain both competence and confidence in their interactions with financial colleagues and senior executives.

Catalog Description

This course addresses the use of accounting and finance information in a managerial setting to support decision making. Students will learn how to classify and analyze financial data included on various Financial Statements and analyze ethical and/or social responsibility issues that may arise from such statements. An emphasis will be placed on utilizing a variety of analysis tools, including time value of money concepts and cost-volume-profit tools, to develop and analyze strategic, operational, and capital budgets. **ONLINE: 3 Credit Hours**

Communication:

Since this class is online, most of our communication will likely also be online. In this regard, when you need to contact me, 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.

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.

Course Major Learning Outcomes

- Students will analyze ethical dilemmas and social responsibility issues in organizations.
 - Students will classify elements of Financial Statements: Income Statement, Statement of Owner's Equity, Balance Sheet, and Statement of Cash Flows.
 - Students will use financial ratios to analyze financial statements.
 - Students will develop operational and strategic budgets to inform managerial decision making.
 - Students will analyze operational and strategic budget performance.
 - Students will apply the time value of money through the use of present and future value scenarios.
 - Students will use cost-volume-profit analysis tools for managerial decision making.
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Prerequisites

Admission to the B.A.S degree in Business and Organizational Leadership, and a minimum grade of C in one of the following courses or by departmental approval:

- MAC 1105 College Algebra
 - APA 1111C Applied Accounting
 - ACG 2021C Principles of Financial Accounting
 - FIN 2000 Principles of Finance
 - MGF 1106 Liberal Arts Mathematics
 - MGF 1107 Liberal Arts Mathematics II
 - MTB 1103 Business Mathematics
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Course Materials

This course uses multiple open educational resources (OER). There is no textbook fee or textbook purchase required. Links to the applicable free textbooks can be found within the relevant module(s).

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

Required Technology

To complete this course, you must have access to a functioning computer and reliable internet.

Course Structure

This course is offered completely online, there is no on-campus requirement

Assessments Overview

Your grade in this course will be calculated based on the following required activities:

Journal Responses – 10 points each. Short essay responses to relevant module topics. Must be submitted by Due Date noted. Late submissions will receive a ZERO grade.

Mini-Quizzes – 5 points each. Short multiple choice, True false and short answer quizzes. Not timed, but only 1 attempt allowed. Submit by the due date noted. Late penalty is 20% per day for submissions beyond the due date.

Quizzes – 10 points each. Multiple choice, True false and short answer/problem quizzes. Not timed, but only 1 attempt allowed. Submit by the due date noted. Late penalty is 20% per day for submissions beyond the due date.

Exams – 20 points each. Multiple choice, True false and short answer/problem exams. Not timed, but only 1 attempt allowed. Submit by the due date noted. Late penalty is 20% per day for submissions beyond the due date.

Final Exam – 60 points. One attempt, not timed, covers material learned throughout the semester. Late submissions are not allowed on the Final Exam. Late submissions will receive a ZERO grade.

	Points	% of Total
Journal Responses	30	9%
Mini-Quizzes	40	12%
Quizzes	110	32%
Exams and Final Exam	160	47%
TOTAL	340 pts	100%

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

A	306 – 340 points	90% to 100%
B	272 – 305 points	80% to 89%
C	238 – 271 points	70% to 79%
D	204 – 237 points	60% to 69%
F	0 – 203 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. 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:

Here's a step-by-step approach you can follow in this course to maximize your chance of success.

- 1-** Log into the Canvas course site several times per week to check for important announcements and deadlines. READ the ANNOUNCEMENTS posted on the Canvas Home page!!
- 2-** On the Canvas course site, click the Modules and review any of the provided chapter materials.
- 3-** Pay attention to DUE DATES! While you can submit certain quizzes and exams past the due date (penalty deducted), journal responses and the Final Exam cannot be submitted late under any circumstances.

If the Module has a journal response included, make sure to submit a response to the chapter Journal Question by the due date and time noted. Late submissions for these Journal Questions will not be accepted (ZERO grade).

- Journal responses must be completed individually. If you get stuck as you are formulating your answers, you may need to go back again and carefully review the text and course resources. Remember this is an online course, so it's up to you to do the research!!
- The response must be a "quality" and "accurate" response. It must address the topic/question directly and be supported by the material covered in the chapter's

lesson material. Feel free to state your opinion (if appropriate) as long as it is backed by solid research. You should not find it necessary to search outside resources for your answers to these questions. The course resources provided should be sufficient to reach an answer to the journal topics.

- You must formulate your answers into your own words. Your response should be individual and unique to you. Any copying of other student answers or uncited resources may be considered academic dishonesty. All answers to these questions can be found simply by carefully reviewing all of the included course resources.
- **DO NOT “GOOGLE” OR USE ANY WEB SITES (OTHER THAN THE COURSE WEB SITES) TO FORMULATE YOUR ANSWERS TO THESE QUESTIONS. AGAIN, ALL ANSWERS TO THESE QUESTIONS CAN BE FOUND SIMPLY BY READING THE COURSE RESOURCES AND REVIEWING ALL OF THE OTHER PROVIDED COURSE MATERIALS. COPYING AND PASTING TEXT FROM OUTSIDE WEB SITES WILL RESULT IN A ZERO SCORE FOR THE ASSIGNMENT AND MAY BE CONSIDERED PLAGIARISM UNDER THE VALENCIA COLLEGE ACADEMIC DISHONESTY POLICY.**
- DO NOT attach any documents in the journal submission area (unless requested). Any attachments will not be reviewed for grading. However, a good tip would be to type your answers in Word or another word processes with spelling and grammar check. Then, copy your original answers from there to the journal response window. Answers should be free of grammar and spelling mistakes.
- You are **not** required to read or respond to other student responses.

Journal responses will be graded based upon the following elements. **In most cases, a few short and to the point paragraphs are sufficient to achieve a high score but keep the following elements in mind when formulating your responses.**

Synthesis

Demonstrates an understanding of the topic based upon review of course materials. A response that occurs at the critical thinking and synthesis level—relates knowledge and draws conclusions where necessary.

Accuracy

A full and accurate response to the topic question(s) supported by research and synthesized knowledge. Free of spelling and grammatical errors.

Insight

Makes insightful, critical (evaluative) comments.

Contributes new information and/or insights where appropriate.

Legible and understandable. Addresses topic in an insightful and thoughtful manner.

4- Work through the Module components in order. Do not skip around or you are bound to miss a required activity. Mini Quizzes, Quizzes and Exams are not timed but you must submit them by the due date noted. Only 1 attempt is allowed. These activities should be completed individually however you may utilize any of the provided course resources while you are completing the assessment.

Any sharing or discussing answers with other students will be considered a violation of Valencia's Academic dishonesty policy.

Again, pay attention to the DUE DATES!!

LATE SUBMISSIONS: Mini-Quizzes, Quizzes and Exams 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 and Journal Responses may not be submitted past the due date and time. No exceptions.

Technical problems with any of the course utilities or your internet connection will not be an acceptable excuse for late submissions of an assigned activity (Don't wait to the last minute to submit activities).

IMPORTANT: After submitting each assignment in Canvas, 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 Grades area of the Canvas utility. Any scores not recorded due to technical issues will ultimately result in a zero grade for that activity.

5- At the conclusion of the course, you will be required to take a comprehensive Final Exam (covering all chapters). Not timed. Only 1 attempt is allowed. The exam should be completed individually however you may utilize any of the provided course resources while you are completing the assessment. No late submissions are allowed on the Final Exam.

Any sharing or discussing answers with other students will be considered a violation of Valencia's Academic dishonesty policy.

6- GET HELP when needed! Remember, I am here to assist you in understanding the assigned material.

Other 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.

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.

Attendance and 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.

SPRING 2023: Withdrawal Deadline- "W" Grade- 4/17/23

Attendance: In an online course such as this one, your attendance is evidenced by your completion of required activities and assignments. If you fail to complete the first required activity in this course, you WILL be dropped from the course pursuant to Valencia College's no-show policy. You must complete your first assignment by the Drop/Refund Deadline listed below to avoid being dropped by the course.

Drop/Refund Deadline: 3/9/23

No withdrawal requests (with a grade of W) will 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. 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.

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:

- 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 or videos covered in the class materials.
- Due dates for Module activities will be scheduled and listed in the Canvas course site. You must complete each activity 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 assignments 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.
Remember, technical problems with the Canvas utility or your internet connection will not be an acceptable excuse for late submissions of required activities (Don't wait to the last minute to submit 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>

Tentative Schedule: SPRING 2023

MODULE	Assignment	Journal Responses	Mini-Quiz	Quiz	Exam	Due Date
	Getting Started Quiz - Canvas Site- Must complete by due date to remain in course.		5			3/7/23
1	Financial Stmt Fundamentals Quiz			10		3/7/23
1	Income Stmt Mini- Quiz		5			3/8/23
1	Stockholders' Equity Mini-Quiz		5			3/8/23
1	Balance Sheet Mini-Quiz		5			3/8/23
1	Statement of Cash Flows Quiz			10		3/21/23
1	Classifying Financial Stmts Exam				20	3/21/23
2	Analysis and Ratio Exercise Exam				20	3/24/23
2	Solvency and Liquidity Quiz			10		3/24/23
3	Operating Budget Exercise Exam				20	3/27/23
3	Cash & Cap Budget Exercise Quiz			10		3/27/23
4	Variance Calculation Quiz			10		3/28/23
4	Journal: Using Variance Calc	10				3/29/23
4	Capital Markets Quiz			10		3/29/23
4	Capital Acquisition Exam				20	3/30/23
5	Ethical Decision Making Quiz			10		4/4/23
5	Sustainability Mini Quiz		5			4/4/23
5	Journal: Ethical Decision Making	10				4/5/23
5	SOX Mini Quiz		5			4/6/23
6	Fixed vs Variable Cost Mini Quiz		5			4/11/23
6	Contribution Stmt Quiz			10		4/12/23
6	Break Even & Target Profit Quiz			10		4/13/23
6	Profit Planning Quiz			10		4/14/23
6	Operating Leverage Mini-Quiz		5			4/17/23
6	Cost Volume Profit Module Exam				20	4/18/23
7	Journal: Cost of Capital	10				4/20/23
7	Net Present Value Quiz			10		4/21/23
	FINAL EXAM				60	4/25/23
	TOTALS	30	40	110	160	

IMPORTANT: NOTE THAT THERE MAY NOT ALWAYS BE SET DAYS FOR WHEN ASSIGNMENTS ARE DUE (I.E. Quizzes due every Mon or Wed). THE SCHEDULE MAY CHANGE BY WEEK SO CHECK DUE DATES CAREFULLY!!

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 the Canvas utility. Any changes to due dates will be reflected in Canvas and it's the student's responsibility to check the course site and ANNOUNCEMENTS 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.