



**UNC  
GREENSBORO**  
Bryan School of  
Business and Economics

**Department of Accounting and Finance**

**Course Syllabus  
Fall, 2024**

**Accounting (ACC) 202-02/03 (3.0 Credit Hours)  
Managerial Accounting Course Syllabus**

**Dr. Mengtian Li – m\_li10@uncg.edu**

**WHEN AND WHERE IS CLASS?**

We will meet every Monday and Wednesday. Your class time depends on your section (see table below). During our class time I will lecture, work example problems, review quiz questions, and answer any questions as time permits. I will not record or live stream the class.

**Semester Dates:** Classes Begin August 20<sup>th</sup>, 2024 and end December 4<sup>th</sup>, 2024 with final exams beginning December 6<sup>th</sup>.

**Final Examination Schedule:** Your final examination will follow the UNCG final exam schedule and will be given online through MyLab Accounting. Additional details are below in the Exam Policies section of the syllabus.

[Full Academic Calendar for Fall 2024](#)

[Final Exam Schedule for Fall 2024](#)

When and where is class:

Section	Meets...	In.....
02	14:00-15:15	School of Education Building 224
03	15:30-16:45	School of Education Building 224

**A WORD ABOUT THE CLASS SCHEDULE**

The tentative class schedule will be outlined online in the Canvas Calendar and is also listed at the end of the syllabus. It is the intention of the instructor that the course syllabus and calendar will be followed as outlined. However, as the need arises, there may be adjustments to the either or both the syllabus and calendar. Students will be notified via Canvas announcement if there are any changes. However, please note that I do not accept late work or extend due dates

on an individual student basis. I do drop two homework grades and two quiz/Learning Catalytic grades. I will also drop your lowest or one missed regular exam grade.

## FREE TUTORING

FREE virtual tutoring will be available this semester for ACC 202 students through the Department of Accounting and Finance. Details of how to schedule an appointment with a tutor will be posted to Canvas.

Be prepared with specific questions. Bring your notes and other relevant materials to any tutoring appointments. If you have a question about a homework problem, you will need your laptop/tablet to access MyLab (see below for additional MyLab information).

Virtual tutoring will be available August 26<sup>th</sup> through the last day of class, December 4<sup>th</sup>. Additional details will be posted in Canvas.

## WHO IS TEACHING?

**Mengtian Li, Ph.D., Assistant Professor**

Office Location	Bryan 322
Email	m_li10@uncg.edu
Office Hours	Mondays and Wednesdays from 9:30 AM - 12:30 PM in my office/on Teams and by appointment (via teams)

Emails (best way to reach me) will be returned within 24 hours during the business week. I will return email on weekends as available. Students are required to check email and CANVAS announcements at least once a day. Students are responsible for any missed announcements.

## COURSE DESCRIPTION

(What you'll be learning)

Undergraduate Bulletin Description ACC 202: "Introduction to internal accounting and reporting of organizations, emphasizing the use of accounting information used by management and other decision makers within the organization."

## COURSE OBJECTIVES

- Distinguish between the various characteristics of cost including the distinction between fixed and variable costs; product and period costs.
- Demonstrate how costs are assigned to products in both a job costing environment and a process costing environment.
- Perform cost-volume-profit analysis.
- Identify relevant costs for decision-making.

- Understand budget preparation, standard costing and variance analysis, and capital budgeting techniques.

**This Course Supports the Following Bryan School Learning Goals:**  
(<https://catalog.uncg.edu/business-economics/>)

- Students will implement the various steps of the critical thinking process, supported by the appropriate use of analytical and quantitative techniques, to formulate recommendations for subsequent decision making.
- Students will apply appropriate ethical standards when making recommendations for business decision making.
- Students will explain the roles of innovation and innovation management in achieving successful business strategies, decisions, and performance.
- Students will be able to plan, schedule, contribute to, and lead projects.

### PREREQUISITES

[Course(s) you complete before you can take this one]

**ACC 201 or ACC 218**

#### Notes:

This course is a **REQUIRED** entry course for all Accounting. Students majoring or minoring in accounting *must complete this course with a “B-” or better* to meet prerequisite requirements for upper level accounting courses. Other majors may find they need a grade of “C” or better to advance to upper level courses within their majors as well. Please see your Advisor to confirm.

### REQUIRED TOOLS & MATERIALS

**This is a time intensive course.**

Expect to devote a **minimum** of 6-9 hours a week to study the material and complete the assignments. The chapter assignments may only represent the minimum amount of work necessary to gain an understanding of the material covered in this course.

- **Canvas:** I will use Canvas for announcements and to post course materials. Please check announcements regularly.
- **First Day:** To enhance your learning experience and provide affordable access to the right course materials, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price and benefit from single sign-on access with no codes required in Canvas. To access your materials, login to Canvas, click on your course, go to Modules and click on any MyLab link. Accept the license agreement/privacy policy if prompted. That’s it! You do NOT need to click on the “course materials” link in the Canvas course menu. That is only if you want to opt-out, which I do not recommend.

The UNCG Cashier's Office will bill you at the discounted price as a course charge for this course. It is NOT recommended that you Opt-Out as these materials are required to

complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. Students have until the University add/drop date to “opt out”, currently set for Tuesday, September 3rd. For more information and FAQs, go to [customercare.bncollege.com](http://customercare.bncollege.com).

Buyer Beware:

-If you decide to not be part of The First Day program, you will need to purchase course materials separately. However, please note that the cost will likely be more expensive.

-Codes purchased from any third-party vendor are likely not to work. Many of the codes sold on Amazon Marketplace and similar are defective or already activated. This may cause you a delayed start to the semester.

-Note that materials purchased outside of the First Day access program and/or directly online from third party sites may not grant the access to the correct course materials and neither the bookstore nor Pearson can resolve any issues that may arise.

- **Text:** Managerial Accounting, 7th edition by Braun and Tietz
- **MyLab Accounting (MyLab):**
  - I have linked MyLab with Canvas, and you will have access through the First Day program in Canvas. To access your materials, login to Canvas, click on your course, and click into your course materials. Accept the license agreement/privacy policy if prompted. That's it!
  - You will find MyLab getting started guides and links to the eText, assignments, results, and other resources under “Modules” in Canvas.
- Reliable computer (a tablet/phone will not be sufficient)
- Reliable, high-speed internet connection
- Basic Calculator
- Access to Excel

## ATTENDANCE POLICY

I do not have a formal attendance policy. If you miss class, you are responsible for learning the material on your own. You may also miss a Learning Catalytic quiz for any class you miss (see first grade category below).

## HOW YOUR GRADE IS DETERMINED

Percentage	Category	Location	Notes
10%	Online Quizzes and in-class Learning Catalytics	Quizzes will be Online using MyLab  Learning Catalytic quizzes will be given in class	You will have 1 MyLab quiz per chapter.  You will have at least one in-class LC quiz for most chapters
15%	Chapter Homework	Online using MyLab. Some of these utilize Excel.	There will be a pre and a post assignment for each chapter. I drop two homework assignments
10%	Spreadsheet	Assignment will be	More details to come when

	Assignment	posted in Canvas, you will submit in Canvas	we get to chapter 9
40%	Regular Exams	Online using MyLab – timed, multiple choice/problem based (randomized, pooled, etc.). Each student has a different test.	Exam #1 Ch: 1-4 Exam #2: Ch: 6-8 Exam #3: Ch: 9-11 Chapter 12 on final in addition to the other 10 chapters already covered.
25%	Final Examination CUMULATIVE and includes Chapter 12	Online available on the exam day listed for the class per the final exam schedule: <a href="#">Final Exam Schedule for Fall 2024</a>	Online: Again, multiple choice/problems. Each student will have a different test because I use pools, randomized questions, algorithmic formulations.

**No late work is accepted under any circumstance. I do not curve grades but I do offer opportunities for extra credit!**

**Grade Policies:**

- **All grades will be posted in Canvas. Canvas (NOT MyLab) is the official source of your grade in this class as it has the proper weights applied to assignment groups. It is your responsibility to make sure they are recorded correctly and to calculate your own weighted average. Please contact me immediately if there is an error.**
- I will make every effort to post grades to Canvas as quickly as possible. If a grade in Canvas is not correct, please email me as soon as you notice the issue. Grades do not automatically transfer to Canvas in my course as I do that manually every week or two. If you are missing a recent grade in Canvas, please wait a week before you ask about that grade.
- The “Grades” link in Canvas will allow you to determine your grade at any point during the semester, and it will allow you to enter ‘what-if’ scenarios.
- If you need documentation of your grades at any point during the semester for a fraternity/sorority, scholarship, or any other reason, please email me your request 24 hours before you need the documentation so that I have time to review your grades in Canvas.

The Undergraduate grading scale is as follows (final course grades will be rounded to the nearest whole number):

n/a	A = 93+	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		

Graduate Grading Scale: (final course grades will be rounded to the nearest whole number)

n/a	A = 93-100	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 70-76	F = 69 and below

Grades will be posted in Canvas 7-10 days after completion of the assignment. The final grades for the course will be posted by December 14 at Noon.

Final day to withdraw from the course without an F: **October 11, 2024**

**If you wish to withdraw at any point before this date, PLEASE SPEAK WITH ME FIRST TO MAKE SURE YOU HAVE EXHAUSTED ALL OPTIONS TO IMPROVE YOUR GRADE.**

## **IMPORTANT EXAM AND GRADE INFORMATION**

### **Extra Credit Opportunities**

**I do not give individual opportunities for extra credit; however, these opportunities are available to ALL STUDENTS in the class.**

- (1) 8 additional points on the Final Exam if you PASS the Microsoft Excel Certification exam DURING this semester.

Become Certified in Microsoft Excel! [Excel Website](#)

Mr. Josh Moore the coordinator for this certification program. If you have any questions, please contact him at [msoffcrt@uncg.edu](mailto:msoffcrt@uncg.edu). Sign up early because slots are limited! Please note that as the end of the semester gets nearer, there may be fewer seats.

**EXTRA BONUS OPTION: I often see students who express interest in this at the beginning of the semester and then get too busy. So, as an added incentive to do this early, I will give you 12 points added to your final exam score (instead of the 8 mentioned above) if you pass the Excel Certification BEFORE FALL BREAK, which starts 10/12/24.**

- (2) Two (2) points added to your Final Exam if you complete the course evaluation at the end of the semester.

## **FREE TUTORING**

FREE virtual tutoring will be available this semester for ACC 202 students through the Department of Accounting and Finance. Details of how to schedule an appointment with a tutor will be posted to Canvas.

Be prepared with specific questions. Bring your notes and other relevant materials to any tutoring appointments. If you have a question about a homework problem, you will need your laptop/tablet to access MyLab (see below for additional MyLab information).

Virtual tutoring will be available August 26th through the last day of class, December 4th. Additional details will be posted in Canvas.

## Gen AI POLICY

You are expected to follow the University's Academic Integrity Policy. All ideas, text, images, and other content you submit should be appropriately cited when taken, directly or indirectly, from another source. For purposes of this course, use of generative artificial intelligence (GAI) will be treated analogously to assistance from another person. Unauthorized or unacknowledged collaboration, or the presentation of another's work as your own, is a violation of the Academic Integrity Policy. If you are unsure about whether particular uses of GAI tools may be plagiarism, cheating, or another form of academic dishonesty, please reach out to me to discuss it as soon as possible.

## Spreadsheet Assignment

- This is an INDIVIDUAL assignment.
- You will be asked to prepare a Master Budget in Excel by applying chapter 9 concepts and skills you have learned in Microsoft Excel.
- Assignment details will be posted a few weeks before the due date.
- Assignment is scheduled to be due on Wednesday, November 20<sup>th</sup>

## Exams

- Exams will consist of a combination of open-ended problems and multiple-choice questions.
- The exams will use the lockdown browser, so you will not be able to navigate any other screen or application during the exam. You will not be able to access your etext, Excel or anything else. Therefore, you should make sure to have a calculator by your side when you take the exam.
- This means that the exams are open-note, but not open-book since you will not be able to access your etext.
- You can take the exam at home or you can take it in our classroom during our class time only. You will need to bring your laptop to class if you wish to take it in our classroom, or you can request a paper version if you would prefer.
- They will be timed exams and you will be given a maximum of 75 minutes for regular exams. The final will be 2 hours long.
- There are no makeup exams. There are no excused absences and no makeup exams for midterms. However, I will drop your lowest OR one missed exam grade.
- Examinations will not be returned. You may review your individual examination with me by appointment through office hours on Teams or in person.

## Learning Catalytic Quizzes

These in-class quiz grades are based on responses to questions asked during class in

Learning Catalytics. You will receive participation points for each question ANSWERED, not those that you get correct. Your grade for each session will be based on how many questions you answer versus how many are asked in each session. To answer these questions, you must have your laptop, a tablet, smartphone, or some way to access MAL during class. **If you forget a device in any given class period, you will not be allowed to makeup those questions.** I will drop your lowest grade in this category.

## Online Quizzes

- You will have 1 online quiz for each chapter on MyLab. I encourage you to take these towards the end of your studies for each chapter. You should treat them as a “mini-test” since it will be a good indication as to how well you have mastered much of the material from that chapter. These will be mostly multiple choice but could also include very short open-ended problems. You only get one attempt on these quizzes. I will often include 1 or more of these quiz questions on your in-class learning catalytics quiz, so it will benefit you to be in class for those.

## Homework

- All homework will be completed in MyLab.
- You will have a “pre” and a “post” assignment for each chapter.
- You will be allowed unlimited attempts at each homework question and you will be given the “Help Me Solve This function.”
- You can save your homework and return to it later, but you must click “SUBMIT” in MyLabs in order to get credit for it.
- No Late work will be accepted under any circumstances.
- As most of the homework will be unique to each student, there will be no solutions posted for the homework. As long as you attempt the homework, you will be able to review completed assignments after the due date by selecting “Results” in MyLab.
- If you are having technical difficulties, please seek assistance through the help listed in this syllabus. Extensions WILL NOT BE GRANTED FOR TECHNICAL ISSUES.
- Canvas is the official source for your grade, not MyLab. Please check Canvas for your overall course grade.

Check your UNCG email and Canvas Announcements at least **DAILY** for messages. Failing to read the syllabus, emails or Canvas announcements/updates will not constitute an excuse for missed work, assignments or exams.

## Final Exams

- Please note that the Final Exam will be administered in accordance with UNCG’s final exam schedule and will be taken online on the day listed. This schedule is set by the University and cannot be changed. Please plan accordingly.
- The final examination is cumulative – includes material from all 11 chapters.
- The final examination schedule for the university can be found at the following link:  
Final Examination Schedule: [Final Exam Schedule for Fall 2024](#)

Students with more than two final exams within 24 hours and whose ACC 202 final exam is the middle exam in a sequence of three may take the final exam on the make-up day. To do so, you must provide me with documentation from the University Registrar's Office, 180 Mossman Building, before December 4, 2024.

## Help for Computer Issues

I will not grant extensions on a one by one basis due to technical problems so please make sure to avail yourself of the resources listed below.

- If you are experiencing a problem with the MyLab website, please immediately call or email the MyLab Customer Help Desk at (800) 677-6337 or visit <http://pearsonmylabandmastering.com/students/support/> to send an email. This ensures that customer service has a record of the issue.
- After calling or emailing MyLab, please send me an email before the assignment is due to let me know about the issue. I don't extend assignments due to technical difficulties unless the issue reported by Pearson as an issue with their systems and spans beyond a period of time of 24 hours or more.
- If you have difficulty with your equipment, you may check out substitute laptops/equipment temporarily from the library.
- For challenges with the University System: Please use 6TECH  
<https://its.uncg.edu/Help/6TECH/>  
Telephone: 336-256-TECH (8324)  
Email: [6-TECH@uncg.edu](mailto:6-TECH@uncg.edu)

## CODE OF CONDUCT FOR THIS CLASS

The conduct required in this class is designed to prepare you for the work environment. In addition to teaching you the skills needed in business, the course also helps to get you "work ready." Professionalism is required and will adhere to the Bryan School Faculty and Student guidelines (link below). I expect you to conduct yourself professionally throughout the semester. This means that anything you post to Canvas, email messages, and voice messages should be respectful and constructive. If you send me an email, please be polite and professional, and please allow me 24 hours to respond.

As instructor of this course, I pledge to:

- Be available for questions and concerns
- Provide you with information in advance so you can schedule your work
- Provide supplemental instruction/examples to support the learning process
- Treat you fairly with respect to exams, grading, etc.
- Be respectful of you and to have a positive attitude
- Provide timely feedback on assignments and exams

Students are expected to abide by the UNCG's Academic Integrity Policy and the Student Code of Conduct:

- **Student Conduct:** <http://sa.uncg.edu/handbook/student-code-of-conduct/>
- **Bryan School Faculty & Student Guidelines:** <https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf>
- **Academic Integrity Policy:** <https://drive.google.com/file/d/0B0rFGGhJvbDHUEXSZmFFaWFmb00/view>

The **Academic Integrity webpage** has additional resources for students. By submitting an assignment, each student is acknowledging their understanding and commitment to the Academic Integrity Policy on all major work for the course. Refer to the following URL: <https://osrr.uncg.edu/academic-integrity/> .

Any evidence of cheating, falsification or facilitating academic dishonesty that is brought to my attention is considered a violation of UNCG’s Academic Integrity Policy and will be documented as such. Students found guilty of violating the policy will receive grade-related sanctions determined on a case-by-case basis.

A violation of this code of conduct may result in class sanctions. I also reserve the right to report your conduct to the appropriate office within the University system for further assistance, consultation, evaluation and/or disciplinary action.

Cell Phone Use (including use of earbuds)	Do not have your cell phones, unapproved electronic devices (or earbuds) out in class and/or in use during class unless you have explicit permission from me to do so. This is one of the major complaints from employers as it is a misuse of company time. You will be excused from class and receive a participation grade of zero for the course.
Computer/iPad Use	You may use your computer/iPad only for class related materials. Using it during class time for ANY other reason – doing work for another course, checking social media, email, etc. will result in you being excused from class and receive a grade of zero. This is a difficult course – it’s important to stay focused. Also – this is another major complaint of employers as it is again, a misuse of company time.
Questions regarding Grades	I welcome your questions (ALL QUESTIONS) – please email me or see me during office hours (if they aren’t convenient, please make an appointment) rather than asking me before or after class or during class time.
Conflicts with Other Students	You are encouraged to ask questions and participate in discussions in class but you must do so respectfully. There may be times that you disagree with the questions or views expressed by other students. You may not yell, disparage others and you must respect the class time allotted to others. Use discretion and empathy – treat others as you would be treated and be open-minded. If it’s better handled privately, do so.
Conflicts with Me	My goal is to create positive learning environment. I encourage you to respectfully bring any concerns to me as I take all student concerns seriously. If it is a private issue concerning you, please do so individually during my office hours (or by appointment) so we preserve class time for learning.

Arriving Late/Departing Early	Students must come to class prepared and on time-as is also the case in the workplace. If there is a rare situation requiring late arrival/early departure, please notify me via email within 24 hours before or after class.
Cheating	The only thing you ever really own is your integrity. Do not attempt to cheat in my class. You must work independently and may not give or receive help and may only use approved resources. If you violate the honor code, at a minimum, you will receive an F for the course and be referred to the Office of Academic Integrity. I will recommend the maximum penalty available.
Visitors	If we have a visiting speaker, professional attire is <u>required</u> . You do not need to purchase new clothing. Please research the speaker and the company ahead of time so you are prepared to participate in discussion and ask questions as appropriate. Please use the following link as a guide: <a href="https://www.sbu.edu/docs/default-source/life-at-sbu-documents/professional-wardrobe-nbsp-.pdf?sfvrsn=0">https://www.sbu.edu/docs/default-source/life-at-sbu-documents/professional-wardrobe-nbsp-.pdf?sfvrsn=0</a>

A violation of this code of conduct may result in you being excused from class and an overall participation grade of zero. If you are excused from class, you must meet with me privately before you are granted permission to return to class. If the issue is severe enough, I may not be able to allow a student to return to class. I also reserve the right to report your conduct to the appropriate office within the University system for further assistance, consultation, evaluation and/or disciplinary action.

## UNIVERSITY RESOURCES

### Students in Need of Special Classroom Accommodations:

**Office of Accessibility Resources & Services (OARS):** UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must connect with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, (336) 334-5440, [oars.uncg.edu](http://oars.uncg.edu). Any request for special accommodations must come through the OARS with the appropriate paperwork. Please visit <http://ods.uncg.edu> for further information.

**Religious Obligations Statement:** Students must notify me at least one week prior to a religious observance if it will interrupt the ability to submit an assignment by the due date. Students will be granted up to two such accommodations with appropriate notification. In such instances, a due date in advance of the religious obligation will be arranged. For more information on UNCG's Religious Obligations policy, visit: <https://catalog.uncg.edu/academic-regulations-policies/university-policies/> (Class Attendance section).

### Health & Wellness Statement:

Your health impacts your learning. Throughout your time in college, you may experience a range of health issues that can cause barriers to your learning. These might include physical ailments, illnesses, strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may be experiencing. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray

Drive. Help is always available.

**Students in need of additional support:**

UNCG cares about student success and recognizes that students often balance many challenging personal issues and demands. I encourage students to take advantage of the University resources designed to help. For assistance accessing these resources, visit <http://sa.uncg.edu/dean/distress/> and/or contact the Dean of Students Office at 336-334-5514, Counseling Center at <http://shs.uncg.edu/cc/counseling/crisis> or Students First Office at 336-334-5730. The Counseling and Testing Center is available for mental health assistance, 336-334-5874.

**Inclement Weather Concerns:**

In the event of an adverse weather event (ice, snow, hurricane), this class will follow the University schedule as posted on the website or by calling 336-334-5000. Please refer to these sources prior to class time.

**Tentative Schedule:**

Day	Date	In Class topic	Homework due in MyLab	Exam
Wednesday	8/21/2024	Intro/Syllabus + Chapter 1		
Monday	8/26/2024	Chapter 2	Ch 2 Pre-HW	
Wednesday	8/28/2024	Chapter 2/Chapter 3	CH 1 Post-HW, CH 1 Quiz	
Monday	9/2/2024	Labor Day Holiday	CH 2 Post-HW, CH 2 Quiz	
Wednesday	9/4/2024	Chapter 3	CH 3 Pre-HW	
Monday	9/9/2024	Chapter 4	CH 3 Post-HW, CH 3 Quiz, CH 4 Pre-HW	
Wednesday	9/11/2024	Chapter 4		
Monday	9/16/2024	Exam 1 Review	Chapter 4 Post-HW, CH 4 Quiz	
Wednesday	9/18/2024	Exam 1 (online)		Exam 1 - CH 1-4, open 14:00 to 18:00
Monday	9/23/2024	Chapter 6	Chapter 6 Pre-HW	
Wednesday	9/25/2024	Chapter 6		

Monday	9/30/2024	Chapter 7	CH 6 Post-HW, Ch 6 Quiz, CH 7 Pre-HW	
Wednesday	10/2/2024	Chapter 7		
Monday	10/7/2024	Chapter 8	Ch 7 Post-HW, CH 7 Quiz, CH 8 Pre-HW	
Wednesday	10/9/2024	Chapter 8		
Monday	10/14/2024	Fall Break	Chapter 8 Post-HW, CH 8 Quiz	
Wednesday	10/16/2024	Exam 2 (online)		Exam 2 - CH 6-8, open 14:00 to 18:00
Monday	10/21/2024	Chapter 9	Chapter 9 Pre-HW	
Wednesday	10/23/2024	Chapter 9		
Monday	10/28/2024	Chapter 10	Ch 9 Post-HW, CH 9 Quiz, CH 10 Pre-HW	
Wednesday	10/30/2024	Chapter 10		
Monday	11/4/2024	Chapter 11	Ch 10 Post-HW, CH 10 Quiz, CH 11 Pre-HW	
Wednesday	11/6/2024	Chapter 11		
Monday	11/11/2024	Exam 3 Review	CH 11 Post-HW, CH 11 Quiz	
Wednesday	11/13/2024	Exam 3 (online)		Exam 3 - CH 9-11, open 14:00 to 18:00
Monday	11/18/2024	Excel Project Help	CH 12 Pre-HW	
Wednesday	11/20/2024	Chapter 12	Spreadsheet Assignment Due	
Monday	11/25/2024	Chapter 12		
Wednesday	11/27/2024	Thanksgiving Holiday		
Monday	12/2/2024	Review Day	Chapter 12 Post-HW, CH 12 Quiz	
Wednesday	12/4/2024	Optional Review Day		
<b>Section 02 (class meeting at 14:00)</b>				
<b>Monday</b>	<b>12/9/2024</b>		<b>Final Exam - All Chapters - Opens at 14:00</b>	<b>Closes at 19:00</b>

<b>Section 03 (class meeting at 15:30) Friday</b>	<b>12/6/2024</b>		<b>Final Exam - All Chapters - Opens at 14:00</b>	<b>Closes at 19:00</b>
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