COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.

Course No. & Title: ACCT 102 ID8W2, Principles of Accounting II
Semester and Term: FALL 2012
Day and Dates: Saturdays , 10/25/2014 – 12/13/2014
Time: 9am – 12pm
Campus Location: Bridgeport

Course Description:
A continuation of Accounting 101. Topics include Inventories; Fixed Assets and Intangible Assets; Current Liabilities; Corporations: Organization, Capital Stock Transactions, and Dividends; Income Taxes, Unusual Income Items, and Investments in Stocks; Bonds Payable and Investments in Bonds; Statement of Cash Flows; and Financial Statement Analysis.
Prerequisite Course: ACCT 101
Course Codes: BC, BUS, BUSM

Instructor & contact information: Frederick Harmon
Email: fharmon@bridgeport.edu

Required Textbook:

- *Financial and Managerial Accounting*. Warren, Reeve & Duchac. *12th Edition*. South-western. ISBN-13: 9781133952428

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions**.**

Learning Outcomes:

Upon completion of this course, the student should be able to:

Accurately document economic events that have occurred
Communicate the implications of these events to those parties who may need the information in order to make informed decisions that will affect or determine future economic events.

Canvas

The course will be listed on canvas and the weekly schedule of reading requirements, homework assignments, and any other pertinent material will be listed. The professor will also provide additional discussion forums, quizzes and general feedback on marks via Canvas**.** Students will be able to track their progress via the gradebook. If the student feels that he/she needs additional help, contact the instructor via phone or email.

First Assignment Prior to the First Class:

In preparation for the course assignment, please review Chapters 3-4 in the text book. This is a review of the accounting cycle and the closing of the books of account.

Please complete the following exercises: EE-4-4 (page 189), Ex-4-3 (page 191), Ex-4-16 (page 194)

These will be due on 10/25/2014

TOPIC AND DATE	DESCRIPTION OF CONTENT
Week 1 **10/25/2014**	• Distribute outlines • Teacher and class introductions • Review Chapter 8 • Special Activities 8-1 and 8-2 • **HW Chapter 8 due 11/1 /2014** • HW Chapter 8 Exercises 8-1, 8-2, 8-4, 8-14, 8-19, 8-21, 8-25 • Problems 8-2A, 8-5A • Chapter 9 • Special Activities 9-2, 9-3 • **HW Chapter 9- due 11/01/2013** • HW Chapter 9, Exercises 9-2, 9-7, 9-17, 9-21, • Problems 9-2A
Week 2 **11/01/2014**	• Chapter 10 • Special Activities 10-2, 10-5 • **HW Chapter 10 due 11/08/2014** • HW Chap 10, Exercises 10-1, 10-4, 10-8, 10-11, 10-17, 10-21 • Problems 10-1A, 10-2A •
Week 3 **11/08/2014**	• Chapter 11 • Special Activities 11-1, 11-3 • **HW Chapter 11 due 11/15/2014** • HW Chap 11, Exercises 11-1, 11-4, 11-5, 11-9, 11-11, 11-19 • Problems 11-1A, 11-5A •
Week 4 **11/15/2014**	• Chapter 12 • Special Activities 12-1, 12-3 • **HW Chapter 12 due 11/22/2014** • HW Chap 12, Exercises 12-1, 12-2, 12-8, 12-16, 12-26 • Problems 12-3A

Week 5 **11/22/2014**	· ***Midterm on Chapters 8-12*** · Chapter 13 · Special Activities 13-2, 13-5 · **HW Chapter 13 due on 11/29/2014** · HW Chap 13, Exercises 13-1, 13-4, 13-8, 13-11, 13-16 · Problems 13-1A, 13-2A
Week 6 **11/29/2014**	· Chapter 14 · Special Activities 14-3, 14-4 · **H.W. Chapter 14 due on 12/06/2014** · HW Chap 14, Exercises 14-2, 14-5, 14-11, 14-18, 14-22, 14-24 Problems 14-2A
Week 7 **12/06/2013**	· Chapter 15 · **C.W. due on 12/13/2014** · 15-2, 15-6, 15-10, 15-17 · Problem 15-4A
Week 8 **12/13/2014**	· **Final Exam on Chapters 8-15**
TOTAL	

Description of Weekly Sessions:
The Weekly sessions will include a review of the material in the text chapter assigned and a review of the homework problems that are due that week. In addition, we will concentrate on additional problems in class. It is incumbent upon the student to bring any questions that they may have. Please do not wait until class if you have a question; you should stay in contact with the instructor throughout the week.

Grading Criteria:

There will be a series of activities that will constitute your grade for the course. All work must be submitted electronically. The instructor will not accepted any paper submissions since we are trying to develop a certain level of skill in Excel. There will be a ten point reduction for each week that an assignment has not been submitted. All homework is due on the day of the class.

All work will be graded according to neatness, timely submission, and the methodology used to answer the problem. To obtain full credit, does not necessarily mean that the answer must be perfectly correct- it means that the methodology used must be perfectly correct.

Homework	**30%**
Midterm	**20%**
Final	**30%**
Special Activities	**20%**

Letter Grading Scale:

% of Points Earned	Letter Grade
100-94	A
93-90	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+

% of Points Earned	Letter Grade
76-74	C
73-70	C-
69-67	D+
66-64	D
63-60	D-
Below 60	F

ACADEMIC POLICIES

Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:

- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of "B" in the course, the final grade would be a "C").
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

IMPORTANT: The professor follows the guidelines of the IDEAL program regarding attendance without exception. Please see above for your responsibility for attendance. Also, note that any student who is continuously tardy or leaves earlier for whatever reason, will encounter a grade drop.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones

Cell phones must be turned off (or placed on "vibrate") while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called "research papers" without full recognition of the source. Presenting as one's own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.
Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu
https://bridgeport.instructure.com/courses/829447/

Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on "myEureka Digital Library." Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers
Open access computer labs are available at three locations:

- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.

- Stamford – Room D; Check open hours at: http://www.bridgeport.edu/stamford
- Waterbury – Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under "Latest News" on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

Office	Telephone	Email
Bridgeport Campus Security	(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	(203) 576-4692	bursar@bridgeport.edu
Cashier	(203) 576-4682	cashier@bridgeport.edu
Financial Aid	(203) 576-4568	sfs@bridgeport.edu
Registrar	(203) 576-4635	registrar@bridgeport.edu
Emergency Notification Phone	(203) 576-4159	
IDEAL Office	(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp

To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416.
Federal Student Aid Information: 1-800-433-3243