Welcome to ACC-2020

Hello and welcome! This is the first part of the syllabus, and is a general overview of ACC2020, Principles of Accounting II. The purpose of this course is to familiarize students with basic accounting principles as applied to partnership, corporate, and manufacturing concerns, with emphasis on the structure of corporate financial statements. Topics include stockholder’s equity, long-term liabilities, short-term investments, working capital, and financial statement analysis.

Remember during the course of the semester do not hesitate to ask your professor if you have questions!

Contact Instructions

<table>
<thead>
<tr>
<th>Professor</th>
<th>Bruce S. Fried, CPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business and Technology Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Answering Emails/Phone Messages</th>
<th>My official policy is that I will check emails seven days a week. Any weekend I am out of town I will still do my best to do so. I make every effort to answer all contacts within a 24 hour period. Phone messages checked for Monday-Thursdays.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:brucef@csmd.edu">brucef@csmd.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>301-934-7515. This is my campus number.</td>
</tr>
<tr>
<td>Emails/Phone Messages</td>
<td>Please type or state your name, course number, and section number (like ACC2020-333455) in each phone message or email (so I know who you are).</td>
</tr>
<tr>
<td>Office Location</td>
<td>La Plata Campus, ST Building, Room ST171</td>
</tr>
</tbody>
</table>
Office Hours | Mondays and Wednesdays 1:00 P.M. – 2:30 P.M
Office Hours | Tuesdays and Thursdays 4:00 P.M. – 5:00 P.M

Purchasing the Textbook for ACC2020

TEXTBOOK
- looseleaf ISBN 978-1-118-18089-1
- This text is used for ACC2020
- You must also purchase two column accounting paper. This is required and can be purchased at the bookstore for $4.95 or you can go to staples, etc. for the purchase.

CHEAPER OPTIONS
- WARNING! If you receive a grant, you need to purchase your textbooks through the CSM College Store so that you do not have to pay out of your pocket. If you have questions, call the CSM College Store at 301-934-7570 or 800-933-9177, extension 7570. The website is http://www.csmcollegestore.com/csmd/main/splash.htm.
- New Text Online: If you want a new text, try searching on http://www.amazon.com. Some students who purchased online did not check (1) the correct edition, (2) the shipping cost and/or (3) when it was guaranteed to arrive. Please check these options. Try to find free shipping. Also, make sure the textbook will arrive before the semester begins.
- Make sure the text comes with the Wiley Code if you want to use the wiley resources.

OTHER ITEMS FOR COURSE
- You should purchase a small calculator to be used in class and on exams.

Course Description

CATALOG DESCRIPTION AND CREDIT HOURS
The 2012-2013 College Catalog states for ACC2010 (Principles of Accounting II) – Basic accounting principles are applied to the partnership and corporate entities with emphasis on the structure of corporate financial statements. Topics include stockholder’s equity, long-term liabilities, short-term investments, cash flows, financial statement analysis, and basic managerial accounting. Credit hours earned. (3)

PREREQUISITES
A prerequisite means you need to take a placement text or another course before you can take this course. Prerequisite Requirement: ACC2010- Principles of Accounting I.
Course Objectives
Upon completion of the course students are expected to be able to:

- Identify advantages and disadvantages of a corporation
- Record entries to account for corporations
- Record entries to account for bonds
- Record entries to account for Long-Term Debt and Investments
- Prepare a statement of cash flows under the indirect method
- Perform financial statement analysis of accounting statements
- Recognize the limitations of financial statement analysis
- Differentiate between the accounts of a merchandising firm and those of manufacturing company
- Distinguish between product costs and period costs
- Identify advantages and disadvantages of a partnership
- Record entries to account for a partnership

Assignments & Grading

ASSIGMENTS IN GENERAL
- Read the Textbook - We will cover about half of the textbook chapters in ACC-2010 (and the other half if you take ACC2020).
- Homework Assignments – There is no grade given for homework. However, you should do all homework. Homework reinforces the course content. If you understand the homework you should be able to do what will be on the examination. If you do not understand how an answer is arrived at you need to contact me for an explanation. You are supplied an answer key chapter by chapter for all problems in the text. You do not hand homework in.
- Tests - There are four tests during the semester. The tests are worth 85% of your course grade.
- The online ratio exercise is 10% of your grade is available later in the semester. I will share more with you later about the online exercise.
- Class participation problems are handed out periodically during the course of the semester. The problems amount to 5% of your final grade. You cannot make them up. However, everything we do in class is posted to blackboard after the class. Therefore, anything you miss you can obtain through blackboard. You are allowed to miss 2 participation problems during the course of the semester before you lose any points. Once you miss your third it is like you missed all three. At the end of the semester I total up how many problems there were and look at how many you missed and this is calculated as a percentage. Example. If there are 10 total participation problems and you miss two you get all 5% of the points. If you missed 4 then you missed 4 out of 10 and are only eligible for 60% of the 5% or 3%.

COURSE WORKLOAD
Note that in college you will spend 1 to 3 hours of study/work per credit hour for face-to-face courses. Most college courses are 3 credit hours, so you will spend up to 3 to 9 hours each week outside class for one course (3 credits x 1 hour = 3 hours or 3 credits x 3 hours = 9 hours).
POINTS AND PERCENTAGES

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
<th>Total Points</th>
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</thead>
<tbody>
<tr>
<td>Participation</td>
<td>5.0%</td>
<td>5.0</td>
</tr>
<tr>
<td>Exam One</td>
<td>22.5%</td>
<td>22.5</td>
</tr>
<tr>
<td>Exam Two</td>
<td>22.5%</td>
<td>22.5</td>
</tr>
<tr>
<td>Exam Three</td>
<td>22.0%</td>
<td>22.0</td>
</tr>
<tr>
<td>Exam Four</td>
<td>18.0%</td>
<td>18.0</td>
</tr>
<tr>
<td>Ratio Exercise</td>
<td>10.0%</td>
<td>10.0</td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td>100</td>
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To calculate points take your score on each individual exam and then multiple by the percentage exam is worth.

GRADE CALCULATION
Your course average is calculated as shown above. This course uses the following grade percentages. An "A" is 100% to 90.00%; a "B" is 89.99% to 80.00%; a "C" is 79.99% to 69.00%; a "D" is 68.99% to 58.00%; and, a "F" is 57.99% or less. Rounding a grade “up” is not done unless upon reviewing your grade the professor feels that it is appropriate. I usually only considering rounding up when I see a student improve. For example, an 89.90% is a “B” grade.

Professor's Instructions

DUE DATES FOR ASSIGNMENTS
The due dates and times are listed in the Course Schedule.

BLACKBOARD
- This section uses Blackboard. You can access this online platform going to http://www.csmd.edu and clicking the my CSMD link (where you register for courses). Once you login, click the Blackboard link.
- You will find optional materials (like handouts, audio of classes, PowerPoint presentations, etc.)
- Your grades earned will be added to the “My Grades” link.

TESTS
- Exams will be in the same format as the self-study in your text and homework. Exams will cover the following chapters:
  - Exam One: Chapters 13 and 14
  - Exam Two: Chapters 15 and 16
  - Exam Three: Chapters 17, 18 and 19
  - Exam Four: Chapter 12
PROFESSOR'S FEEDBACK AND GRADING

- How quickly do you get feedback on your exams?
  - I do my best to grade all exams as quickly as possible. The majority of the time I will give you back your graded exam the following class.
- Official grade-to-dates
  - I will provide your official midterm grade that is submitted to CSM.
  - You can review all the grades you earn in Blackboard

Course Schedule (separate file)

The Course Schedule will be provided by your professor on the first day of class.

IMPORTANT SEMESTER DATES

<table>
<thead>
<tr>
<th>Spring 2015</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>First day of the semester</td>
<td>1/20/2015</td>
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<tr>
<td>Last day to withdraw or audit</td>
<td>3/30/2015</td>
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<tr>
<td>Last day of the semester</td>
<td>5/06/2015</td>
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Student Assistance

The College provides many forms of student assistance.

- For a list of services, go to [http://www.csmd.edu/StudentServices/](http://www.csmd.edu/StudentServices/). This page provides one-stop access for college services (like payment plans, advising, security) and learning resources (like online tutoring, writing assistance, library services). For example, the Library Resources link includes information on citations, research assistance, search engines, evaluating web sites, and information literacy resources.
- CSM Technical Support can be emailed at Help@csmd.edu or by calling 800-933-9177, extension 4357.
- If you cannot find what you are looking for - remember to ask your professor
CSM Policies

The following are College policies that are required in syllabi.

DISABLED STUDENTS
Students with disabilities who believe they may need accommodations in this course are encouraged to contact the Student Success Center by calling 301-934-7657, or going to the Student Success Center at http://www.csmd.edu/Studentsuccess/ADA/index.html. The ADA office will determine what, if any, accommodations should be made. This webpage also includes CSM’s policy on disabilities.

ACADEMIC INTEGRITY
Standards of academic conduct are set forth in the College’s Student Code of Conduct section of the Student Handbook (see the link below to view the online edition). By registering for this course, you acknowledge that you are aware of this Code, and you are obligated to become familiar with your rights and responsibilities as defined by the Code. Engaging in an academic integrity violation will result in a “0” for that assignment and reporting the infraction to the College. An academic integrity violation includes plagiarism, acquiring or presenting assignments that are not your own work, providing assignments to other students, cheating, etc. Note that working together on an assignment is “cheating” unless you have specific instructions from your professor.

STUDENT HANDBOOK
As a registered student at CSM, you should have read the Student Handbook. For the online version, go to http://www.csmd.edu/current/StudentLife/handbook.html.

COLLEGE CATALOG
The College Catalog is published every two years, and is your “academic contract” with CSM. It lists the requirements for your program of study. For the online version, go to http://catalog.csmd.edu/content.php?catoid=3&navoid=1051

UNAUTHORIZED PERSONS
“Unauthorized persons” are those persons not enrolled in this class (i.e., children, family members, friends, etc.). The College’s policy is that unauthorized persons are not allowed in the classroom. In a web course, only you should log in. More information can be found in your Student Handbook (see the link above).

FX GRADE
A grade of FX is given at midterm and at the end of the semester if a student has not attended for an extended length of time, and/or not turned in graded assignments at the mid-semester point. In the case of distance learning students, an FX grade may be assigned to students who have never participated or ceased to participate in the course by the mid-semester point. The grade will appear on the transcript and equate to an “F” for the grade point average.
AUDIT
The last day to change from credit to audit or audit to credit is listed in the Course Schedule item above (see Important Dates). In order to change from credit to audit status, you must have completed all assignments through that date. Changing from credit to audit is not the same as withdrawing; you will be expected to attend class and read the assignment material.

WITHDRAWAL & INCOMPLETE GRADES
The last day to withdraw (without a grade) is listed in the Course Schedule item above (see Important Dates). If you have an emergency or illness after that date that prevents you from completing the semester, the Professor has the discretion of assigning an incomplete grade. A grade of “incomplete” will only be given to students who have completed all of the course work due by the drop date. Any grade of incomplete must be completed in accordance with CSM policy.

TESTING CENTER
If you are required to use the Testing Center, call the Testing Center to schedule an appointment. Also, you will be required at all campuses to show proper identification. The current hours of operation are at http://www.csmd.edu/StudentSuccess/TestingCenter/.

COPYRIGHT
Materials used in connection with this course may be subject to copyright protection. Federal law provides that persons are prohibited from violating the rights of copyright holders. Violations may be subject to civil and/or criminal penalties including substantial fines and incarceration. More information about copyright law, from the United States Copyright Office of the Library of Congress, can be found at http://www.copyright.gov/circs/circ01.pdf.

H1N1 FLU POLICY
CSM adopted a H1N1 Flu Policy (see the box below).

"Students should not attend classes or other college events if they have the flu or a flu-like illness for at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). Absence of a fever should be determined without the use of fever-reducing medications (any medicine containing ibuprofen, aspirin, or acetaminophen).

Such absences will be considered excused absences, provided the students notify the faculty in advance of the absence.

Students are responsible for the material covered during the period of their absence.

Faculty may have students removed from the classroom if they are exhibiting flu-like symptoms and refuse to leave voluntarily."

- Based on this policy, you need to submit your assignments by the due date. You have most of the assignments as of the first day of the semester.