COURSE NUMBER: ACCT 3312.001

COURSE TITLE: Intermediate Accounting II

COURSE DESCRIPTION: A continuation of the in-depth study of accounting theory and concepts, with emphasis on corporate financial accounting and reporting under U. S. GAAP, and exposure to IFRS.

CLASS MEETING: Monday 6:00 – 8:45 p.m., BRB 1030

REQUIRED TEXT & MATERIALS:
- CengageNow (optional – included in Bundle)
- A simple four-function calculator (no financial or graphing calculators, cell phones, etc.)
- Scantron Form will be required for exams.

PREREQUISITES: Grade of ‘C’ or better in ACCT 3311 – Intermediate Accounting I

INSTRUCTOR: Veronda F. Willis, Ph.D., CPA
Associate Professor of Accounting

OFFICE INFORMATION: Room - Business 125  Phone: 903-565-5822
Email: vwillis@uttyler.edu (preferred method of contact)

OFFICE HOURS: Mondays and Wednesdays: 1:00 – 2:00 pm, Tuesdays: 4 -6 pm
All other times by appointment

TEACHING METHOD: The principles and concepts covered in this course will be facilitated through the use of lecture supplemented with class discussion, problem solving and analysis, and case(s)/project(s).
COURSE OBJECTIVES:

BBA Student Learning Outcomes:

Discipline Based Knowledge
Written Communication
Technological Competence
Global Awareness
Social Responsibility

I. KNOWLEDGE OBJECTIVES OF THIS COURSE INCLUDE:

1. To apply the accounting theory and principles for recording and reporting all classes of liabilities and equity components, as well as special topics including income taxes, employee benefits, cash flow, and accounting changes.
2. To apply the accounting theory and principles for properly measuring investments, income, earnings per share and comprehensive income.
3. To compile and report financial data using generally accepted accounting principles.
4. To understand the accounting environment and functions in the business world.
5. To prepare prospective accounting managers for the choices associated with financial decisions.

II. COMPETENCIES TO BE DEMONSTRATED IN THIS COURSE INCLUDE:

A. COMPUTER-BASED SKILLS

1. WORD PROCESSING: Written assignments for submission will develop skills using a word processing program to assimilate, manipulate, organize, store, and present information.
2. SPREADSHEET: Written assignments for submission may use a spreadsheet program to develop, evaluate, organize, process, store and present information.
3. PRESENTATION SOFTWARE: Presentation software may be used to facilitate oral presentations.
4. DATABASE MANIPULATION: No database manipulation is required for this course.
5. INTERNET SEARCH SKILLS: Research via the internet will develop the skills of accessing and evaluating information.

B. COMMUNICATION SKILLS

1. WRITTEN: Students are expected to prepare written problem solutions, case analysis, answers to examination questions, and support for cases/projects. They will demonstrate the ability to select, evaluate, and communicate information effectively using written, graphic, pictorial, or multi-media methods.
   a. REPORT ORGANIZATION: Required by course assignments.
   b. REFERENCING: Required by course assignments.

2. ORAL: Students are expected to participate in class discussions, problem solving, group discussions, and case analysis. They will learn to select, evaluate and communicate information using oral methods as well as develop listening skills.
C. INTERPERSONAL SKILLS

1. TEAM-BASED ABILITIES - INTRA-GROUP AND INTER-GROUP COOPERATION: This course is problem-oriented and students will work accounting problems in and out of class. Cases/projects may require team participation.
2. LEADERSHIP: students are expected to take the lead in discussion of various topics and problem solutions during the semester.
3. CONFLICT RESOLUTION: Interpersonal conflict resolution may be demonstrated via group discussions and team involvement. If teamwork is assigned, peer assessments will be a component of the grade.

D. PROBLEM SOLVING (CRITICAL THINKING)

1. CONCEPTUAL THINKING: Required by case and problem assignments
2. GATHERING AND ANALYZING DATA: Required by assignments, cases, and projects.
3. QUANTITATIVE AND STATISTICAL SKILLS: Students must apply basic quantitative skills in order to solve selected assignments, cases, projects and assessments.
4. CREATIVITY AND INNOVATION: Required by assignments, cases, and projects.

E. ETHICAL ISSUES IN DECISION MAKING AND BEHAVIORS: Ethics cases and class discussion require reflection on ethical dilemmas and decisions on appropriate courses of action.

F. PERSONAL ACCOUNTABILITY FOR ACHIEVEMENT:

1. MEETING DEADLINES: Students should be aware of all due dates and submit all work on or before the assigned due date. Late work is not accepted and make-ups exams are given only in extenuating circumstances.
2. QUALITY OF WORK PERFORMED: Work performed should be of high quality: complete, accurate, organized, and professional.

G. COMPETENCE IN BASIC BUSINESS PRINCIPLES:

1. COMPETENCE IN MAJOR FIELD AND GROUNDING IN OTHER MAJOR CORE AREAS: required by case and problem assignments
2. AWARENESS OF INTERNATIONAL AS WELL AS DOMESTIC IMPLICATIONS OF BUSINESS DECISIONS: Required by assignments involving international issues.
3. UNDERSTANDING AND APPRECIATION OF STRATEGIC IMPACT OF BUSINESS DECISIONS: required by case and problem assignments.

III. OUTCOMES FOR STUDENTS TO SUCCESSFULLY COMPLETE THIS COURSE:

1. Appropriately record the accounting activities for selected topics or periods of time and prepare, in good form, comprehensive financial statements for an ongoing business enterprise.
2. Demonstrate an understanding of the measurement focus, reporting requirements, and generally accepted accounting principles for organizations and their affiliates.
3. Illustrate an understanding of liability transactions, investments, stockholder equity components and reporting, comprehensive income reporting, income taxes, reporting pension funds, financial statement analysis, and accounting transaction error identification and correction.
TOPICS COVERED:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Classroom Minutes</th>
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<tbody>
<tr>
<td>Introduction and Time Value of Money</td>
<td>200</td>
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<tr>
<td>Liabilities, contingencies, and bonds</td>
<td>420</td>
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<tr>
<td>Investments</td>
<td>220</td>
</tr>
<tr>
<td>Stockholder equity recognition and components</td>
<td>200</td>
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<tr>
<td>Share based compensation and earnings per share</td>
<td>200</td>
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<tr>
<td>Accounting for income taxes</td>
<td>200</td>
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<tr>
<td>Revenue Recognition</td>
<td>200</td>
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<tr>
<td>Statement of Cash Flow</td>
<td>200</td>
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<tr>
<td>Accounting changes and error corrections</td>
<td>200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2,040</strong></td>
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</tbody>
</table>

EVALUATION: The student’s grade for the semester will be determined by performance on the following – all course work is to be done individually unless otherwise stated.

Tasks:                                         Grading Scale:

| Exam 1                                         | 24% | 100 – 90% | A     |
| Exam 2                                         | 28% | 89.99 – 80%| B     |
| Comprehensive Final Exam                      | 28% | 79.99 – 70%| C     |
| Project                                       | 10% | 69.99 – 60%| D     |
| Homework and participation                    | 10% | < 60%      | F     |
| **Total percentage**                          | **100%**    |

**NOTE:** Any deviation from the above grading scale will be to the benefit of the student. All deviations, if any, are automatically forfeited in cases of grade disputes and the above grading scale will stand. This is a complete listing of the course requirements. Extra-credit assignments will not be available on an individual basis—no exceptions. Don’t ask.

GRADE REPLACEMENT/FORGIVENESS POLICY

If you are repeating this course for a grade replacement/forgiveness, you must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) by the 11th day of class. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

STUDENT-MANDATED COURSE DROP POLICY

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

INCOMPLETE POLICY

If a student, because of extenuating circumstances, is unable to complete all of the requirements of this course by the end of the semester, then I may issue an incomplete (I) for the course. An incomplete is NOT a substitute for a failing grade. I will only issue an incomplete, if at the time of the extenuating circumstance, the student is passing the class. The student must complete the required work within the guidelines established by the university.
**CLASS LECTURE & READING ASSIGNMENTS**

Chapters should be **read prior to coming to class**. All course lectures, in class activities, and discussions assume that you have completed the required reading prior to coming to class. Textbooks and calculators should be brought to all classes.

> Wahlen, Jones & Pagach: Intermediate Accounting: Reporting and Analysis, 2nd edition, the required text for this class, is an essential part of your classroom experience and a key component to you being prepared and succeeding in this course.

**EXAMINATIONS (80% OF FINAL GRADE)**

Two mid-term exams and a comprehensive final exam will be given during the semester. The content and format of the exams will vary, but may include any of the following: multiple choice questions, problems, fill in the blank, completion, matching, or essays. During exams, only simple four-function calculators are allowed. Sharing calculators is not permitted. No programmable calculators or cell phones are allowed during an examination. All other electronic/photographic devices (e.g., watches, cameras, etc.) must be removed during exams.

Make-up exams will **ONLY** be given under extenuating conditions. The following are considered extenuating conditions: hospitalization, medical emergency, physical injury, or death of an **immediate** family member. You **MUST** bring proof of your medical issue (or death), in order to facilitate an exam make-up. For extenuating conditions, make-up exams must be taken within three days of your medical release or a modified final exam (will include material from the missed exam in addition to the regular final material) **may** be weighted to count for the missed exam contingent upon my prior approval. All athletes must present (at the beginning of the semester) a schedule of approved absences in order to make up work.

Exams will not be returned to you in class as class time is short. You should review your exam in my office. If you believe there is an error in grading of a midterm exam, bring it to my attention within two weeks of the date that the exam is graded by stating your reason in writing.

**CASES/PROJECTS (10% OF FINAL GRADE)**

At least one case/project will be assigned. The project may be in team format and will require using the skills and competence gained in this course. The cases will require analysis of accounting data and written conclusions/recommendations in a professional business format. Solutions will be graded for completeness, accuracy, and professionalism. **Please type or word-process your written work.** No handwritten cases are accepted. Electronic documents are accepted in Microsoft Word or Excel only. **No late cases are accepted.**

**QUIZZES, HOMEWORK, AND PARTICIPATION (10% OF FINAL GRADE)**

Students should understand that accounting is an applied discipline and working problems is essential to the learning of accounting. Therefore, quizzes, homework, and participation constitute 10% of your final grade. Attendance will be taken for each class and will be considered when evaluating participation. Class participation is highly encouraged and I will call on students during class.

Homework assignments must be handwritten (no word or excel homework assignments will be accepted) and will be randomly collected and graded for accuracy and completeness. Quizzes or in-class assignments may be given if I feel students are falling behind. These quizzes and assignments may not be made up and no late assignments will be accepted. One assignment/quiz will be dropped.

Homework should be completed (attempted) prior to coming to class on the suggested completion date. Experience has shown that a clear understanding of accounting concepts and principles requires working through problems. While it can be difficult and even frustrating, the end result of understanding will serve you well in the future. Consultation with others on the suggested problems (only) is highly encouraged but you should not copy another student’s work.
BLACKBOARD
All course material is available on Blackboard. Announcements, grades, lecture slides, case projects, assignments, and activities are posted on blackboard. You should check blackboard regularly for updates. You are responsible for meeting deadlines and retrieving any information from blackboard. Grades posted on blackboard throughout the semester are not weighted but are posted for your review. Final weighted grades will be posted on blackboard at the end of the semester using the weighting stated previously under Evaluation.

EMAIL PROTOCOL
The best way to contact me is by email. Please use the following protocol: (1) use your UT Tyler account; (2) put your course number (ACC 3312) in the subject line; (3) sign the email with your full name. The course U.T. Tyler Blackboard site is the primary means of communication with students outside of class and should be checked on a regular basis.

COMPANION WEBSITE AND REVIEWS
To enhance your learning, students are highly encouraged to use the textbook companion website, which contains key term and other quizzes, via blackboard (under external links) and to attend any additional review sessions that may be offered throughout the semester.

TIME REQUIREMENT FOR THIS COURSE
The time requirement to earn an above average grade in this course is significant, although it may vary for each student. Students should be prepared to spend 9-15 hours per week which includes 2.5 hours of class time.

HOW TO SUCCEED IN THIS COURSE
Every student has different goals, learning styles, and study habits; therefore it is up to you to determine what works best for you. However, I can offer a couple of suggestions for this particular course that may make achieving your goals easier. First, realize that accounting by its nature often builds on itself. As such, it is crucial that you stay on top of the material as we progress. If you dig yourself into a hole in the beginning, you may find it difficult to climb out. Second, to the extent possible, read through the material and homework assignments before the topics are discussed in class. This will not only force you to keep up with the material; but also it will enhance your in-class learning and in general make your time in class more enjoyable. It is my philosophy that both hard work and mastery of the course material should be rewarded. To earn a top grade in this class you will need both. Overall students should understand the demanding nature of accounting and should be willing to invest the necessary time and effort to succeed in the course.

CLASSROOM POLICIES:
1. Class starts promptly at the assigned time. If you have a problem that prohibits you from arriving to class on time, please inform me as soon as possible. If this is a continuing issue, please select a seat near the entrance to minimize the disruptions to the classroom.
2. Inform me in advance if you must leave the class before the scheduled ending time.
3. Electronic devices (cell phones, pagers, iPods, etc.) must be deactivated during class. Texting and surfing the internet in class is not allowed.
4. Textbooks, materials and calculators should be brought to all classes.
5. Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the classroom, but derogatory remarks and profanity will not be allowed in the classroom.
6. Dishonesty will not be tolerated in this class. Violations of accepted standards of conduct will result in the imposition of the penalties allowed by the University.
7. In an accounting class, missing just one class can cause you to fall behind! If you are absent, it is your responsibility to obtain materials and class notes. Lengthy instructions will not be repeated on a one-to-one basis.
8. Class assignments are due at the beginning of class if you wish to make notes or corrections on your work, please bring two copies one to submit and another for your use.

LATE WORK IS NOT ACCEPTED.
**UT Tyler Honor Code**
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**College of Business Statement of Ethics**
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

**Academic Dishonesty Statement**
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student’s official school records. Also please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

“All that is required for dishonesty to flourish is that good men and women do nothing.”

**Student Standards of Academic Conduct**
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. **“Cheating”** includes, but is not limited to:
   - copying from another student’s test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
• discussing the contents of an examination with another student who will take the examination;
• divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
• substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
• paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
• falsifying research data, laboratory reports, and/or other academic work offered for credit;
• taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

STUDENTS RIGHTS AND RESPONSIBILITIES
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

CAMPUS CARRY
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT TYLER A TOBACCO-FREE UNIVERSITY
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

STUDENT ACCESSIBILITY AND RESOURCES
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu
STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

STUDENT ABSENCE FOR UNIVERSITY-SPONSORED EVENTS AND ACTIVITIES
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

SOCIAL SECURITY AND FERPA STATEMENT
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

EMERGENCY EXITS AND EVACUATION
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UT TYLER RESOURCES FOR STUDENTS
- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

UNIVERSITY POLICIES
Please see the informational sheet posted at http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf and on blackboard for further explanation of the policies contained in this syllabus and additional student policies.
ACCT 3312 - Intermediate Accounting II  
SPRING 2017

**TENTATIVE COURSE OUTLINE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHAPTER</th>
<th>TOPIC</th>
<th>SUGGESTED ASSIGNMENT</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Jan. 23</td>
<td>12, 9</td>
<td>Intangibles Review and Current Liabilities and Contingent Obligations</td>
<td>Assignment # 1</td>
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<tr>
<td>Mon., Jan. 30</td>
<td>9 - TVM</td>
<td>Time Value of Money</td>
<td>HO, Ch. 12, 9</td>
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<td>Mon., Jan. 30</td>
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<td>Census Day: 11th day of classes</td>
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<tr>
<td>Mon., Feb. 6</td>
<td>14</td>
<td>Financing Liabilities: Bonds and Long-term Notes Payable</td>
<td>Ch. TVM</td>
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<td>Mon., Feb. 13</td>
<td>14-13</td>
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<td>Ch. 14</td>
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<td>Mon., Feb. 20</td>
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<td><strong>Exam 1, Chapters TVM, 9, 12 &amp; 14</strong></td>
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<tr>
<td>Mon., Feb. 27</td>
<td>13</td>
<td>Investments and Long-term Receivables</td>
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<tr>
<td>Mon., Mar. 6*</td>
<td>15</td>
<td>Contributed Capital</td>
<td>Ch. 13</td>
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<td>Mon., Mar. 13</td>
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<td><strong>Spring Break</strong></td>
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<tr>
<td>Mon., Mar. 20</td>
<td>16</td>
<td>Retained Earnings and Earnings Per Share</td>
<td>Ch. 15</td>
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<tr>
<td>Mon., Mar. 27</td>
<td>16-17</td>
<td>Advanced Issues in Revenue Recognition</td>
<td>Ch. 16</td>
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<tr>
<td><strong>Monday, Mar. 27</strong></td>
<td></td>
<td><strong>Last day to withdraw from a class</strong></td>
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<tr>
<td>Mon., Apr. 3</td>
<td>17</td>
<td><strong>Exam 2, Chapters 13, 15, &amp; 16</strong></td>
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<td>Mon., Apr. 10</td>
<td>18</td>
<td>Accounting for Income Taxes</td>
<td>Ch. 17</td>
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<td>Mon., Apr. 17</td>
<td>21</td>
<td>The Statement of Cash Flows</td>
<td>Ch. 18</td>
<td></td>
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<tr>
<td>Mon., Apr. 24</td>
<td>22</td>
<td>Accounting for Changes and Errors</td>
<td>Ch. 21, 22</td>
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<td><strong>MONDAY, MAY 1, 2017</strong></td>
<td></td>
<td><strong>COMPREHENSIVE FINAL EXAM: 7:00 PM- 9:00 PM</strong></td>
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</tbody>
</table>

**Census Day - 11th class day (last day to withdraw without penalty) - Monday, January 30, 2017**

**Last day to drop or withdraw – Monday, March 27, 2017**

This is a tentative syllabus and course outline. The instructor reserves the right to make changes as necessary. Changes to this syllabus will be announced in class and all students (whether present or not during the announcement) will be held accountable for these changes.

* Class may meet on Saturday, March 4th instead of Monday, March 6th