

13. ACADEMIC DISHONESTY:

"Cheating and plagiarism will not be tolerated. If you are caught cheating or plagiarizing in any form, you will receive a failing grade for the course and be reported to the Academic Dean for appropriate disciplinary action."

14. Americans with Disabilities Act (ADA) Accommodation:

The University is committed to providing reasonable academic accommodation to students with disabilities. The Academic Office along with each class and instructor will provide academic support services and specialized assistance to students with disabilities. Individuals with physical, perceptual, or learning disabilities as addressed by the Americans with Disabilities Act should contact the Student Services Director or the ADA Officer for information regarding accommodations. Please notify your instructor if you have filed and received ADA status so that reasonable efforts can be made to accommodate you. If you expect accommodation through the Act, you must make a formal request through Students Services Director or with the ADA officer.

WEEKLY SCHEDULE

Week 1	<i>Reports and Graphs</i>
Week 2	<i>New Company Setup</i>
Week 3	<i>Accounting for a Service Company</i>
Week 4	<i>Merchandising Corporation: Sales, Purchases & Inventory</i>
Week 5	<u>***Midterm Exam***</u>
Week 6	<i>Merchandising Corporation: Sales, Purchases & Inventory II</i>
Week 7	<i>Merchandising Corporation: Sales, Purchase & Inventory III</i>
Week 8	<i>Advanced Quick Books Features for Accounts I</i>
Week 9	<i>Advanced Quick Books Features for Accounts II</i>
Week 10	<u>***Final Exam***</u>