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Spring 1-2016

### ACTG 102.01: Accounting Procedures II

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**Missoula College UM**  
**Business Technology Department**

<b>Course Number and Title</b>	ACTG102 Accounting Procedures II
<b>Date Revised</b>	January 2016 for Spring 2016
<b>Semester Credits</b>	Four (4)
<b>Contact Hours per Semester:</b>	
<b>Lecture hours per week</b>	Four (4)
<b>Prerequisites</b>	ACTG101
<b>Faculty and email</b>	Tim Olson                      Timothy.Olson@umontana.edu
<b>Phone Number</b>	243-7862
<b>Office Location</b>	AD 11C
<b>Office Hours</b>	Mon & Wed 11:10-12:00 and by appointment

**COURSE DESCRIPTION:**

Expansion of ACTG101 including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in debt and equity securities, and the statement of cash flows.

**STUDENT PERFORMANCE OUTCOMES:**

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

1. Compute amounts and journalize transactions involving notes receivable and notes payable.
2. Compute amounts and journalize transactions involving uncollectible accounts receivable.
3. Compute actual and estimated values of merchandise inventory.
4. Journalize transactions for depreciation and disposal of plant assets while using different methods of depreciation; also journalize transactions for depletion and amortization.
5. Identify partnership characteristics (all types including LLC and LLP) including division of net income (loss), dissolution, and liquidation, and journalize appropriate transactions.
6. Contrast corporation organization and operations with sole proprietorship.
7. Journalize transactions involving preferred, common, and treasury stock.
8. Examine applicable stock and retained earnings transactions including issues, purchases, dividends, and appropriations. Produce a Retained Earnings Statement and Stockholder's Equity section of balance sheet.
9. Analyze characteristics of bonds, and journalize transactions involving issuance of bonds and investments in bonds; journalize transactions for investments in stocks.
10. Prepare a Statement of Cash Flows utilizing the indirect method.
11. Analyze the performance of a business entity using its financial statements.
12. Describe the possible effects of a manager's unethical behavior and of accounting errors on the financial statements.

## Text and Course Materials:

**Accounting Principles 11<sup>th</sup> edition**, Weygandt/Kieso/Kimmel (**required**)

Working papers to go with book (**optional**)

Calculator

## HOMEWORK:

Reading assignments and problems will be assigned each day. Homework is due the class period for which it is assigned. We will go over homework in class, but you should complete it before class, so that you can get maximum benefit. The nature of accounting is such that each new concept builds upon the previous one. The best way to approach this class is to read the assigned pages, listen to the lecture, and then reread it to do your homework. Make sure to go over the summary of study objectives found at the end of each chapter.

## ATTENDANCE:

You are expected to come to class. Starting with the 4<sup>th</sup> class day I will take daily attendance and assign a maximum of 100 points as an evaluation of attendance. If you miss no more than **4** class days, you will receive 100 points for attendance. You will lose 2 points for each day you miss in excess of the four absences. An absence is an absence – there is no accommodation for excused absences in excess of the four allowed.

## MAKEUP TESTS:

You are expected to come to class. Tests may not be made up unless prior arrangements are made. You must take the makeup test the day you return to school. **Let me stress that there are no exceptions to this – if there's a problem, call and leave a message or you have lost the chance to take that particular exam.**

## EVALUATION:

Tests will be given point values. The total points earned will be divided by the total points available to determine the grade. The points available are as follows:

Test 1	Chapters 6, 9	100
Test 2	Chapters 10, 11, 12	100
Test 3	Chapters 13, 14	100
Test 4	Chapters 15, 16	100
Test 5	Chapter 17 – take home	100
Test 6	Chapters 17, 18	100
Attendance		<u>100</u>
	Total	<u>700</u>

The week of May 9 - 13 is final exam week. Final exam (Test #6) is on Wednesday 5/11 from 10:10 – 12:10.

## GRADING SCALE

90 - 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
59% and below	F

### This syllabus is subject to change.

#### **Use of Personal Electronic Devices:**

As a general rule, cell phones are inappropriate during class times. However, to some students, unique circumstances require their use. (I.e. emergencies, health, absolute business necessity). If you absolutely require their use, you must adhere to the following criteria:

1. If they are not required, please turn them off, or on vibrate mode.
2. If receiving a call, leave the room quietly. Do not conduct your conversation in class.  
(You are responsible for notes missed)
3. **There will be no use of cell phones or other tablets during exams or final exam.** Due to testing standards, you may not leave the room during a quiz or exam and cell phones must be turned off.
4. You may bring an I-pod to class only during the days we are working on projects that do not include lectures.
5. Please be courteous of your classmates. Should this policy create routine distractions, I will ask you to leave the class. A positive learning environment will be maintained.

#### **Other and Accommodations:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the [Student Conduct Code](#). The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>

Students with disabilities will receive reasonable modifications in this course. Your responsibilities are to request them from me with sufficient advance notice, and to be prepared to provide verification of disability and its impact from Disability Services. Please speak with me after class or during my office hours to discuss the details. For more information, visit the [Disability Services for Students website](#) at [www.umt.edu/dss/](http://www.umt.edu/dss/).