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ACTG 102.V50: Accounting Procedures II

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MISSOULA COLLEGE
UNIVERSITY OF MONTANA

Business Technology

Accounting Procedures 102 Spring 2024

ACTG 102 CRN: 34623 – MWF 1:00 pm – 1:50 pm via Zoom

INSTRUCTOR: Jay E. Wright, CPA, CFE

Office: Schedule at <https://www.calendly.com/wrightjaye>

Office Phone: 276-620-9924

E-mail address: james.wright@mso.umt.edu

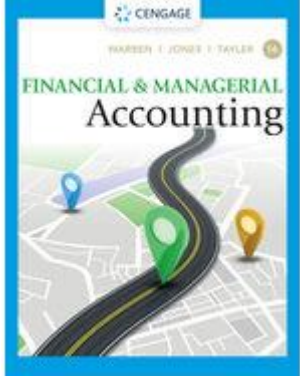
Office Hours: I will meet with you at the time scheduled on my calendar link above.

Course Description

Expansion of ACTG 101 including receivables, inventories, plant assets, intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in debt and equity securities, and the statement of cash flows.

Prerequisite: Actg101

Required Course Materials

	<p>Warren/Jones/Taylor; Financial and Managerial Accounting, 16e</p> <p>You will need to purchase a Cengage Unlimited subscription for the course. All assignments will be on this tool. The instructor will provide more information in the first meeting.</p>
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ZOOM ROOM: <https://radford.zoom.us/j/93828086873>

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

- Journalize transactions involving notes receivable, notes payable, and accounts receivable
- Journalize transactions for depreciations and disposal of plant assets using different depreciation methods.
- Identify partnership characteristics including division of net income, dissolution, and liquidation.
- Contrast corporation organization and operations with sole proprietorships.
- Journalize transactions involving preferred, common, and treasury stock
- Examine stock and retained earnings transactions including issues, purchases, and dividend.
- Analyze characteristics of bonds; journalize transactions involving bond and stock investments.
- Prepare a statement of cash flows.
- Analyze the performance of a business entity using its financial statements.

Course Assessment

Grades will be awarded based on academic achievement in the areas listed below. Completing all the assignments in a timely manner is very important for the quality of the grade achieved.

COURSE EVALUATION PROCEDURES:

ASSESSMENT	PERCENTAGE
Attendance/Participation	15%
CNow Homeworks	15%
CNow Quizzes	15%
CNow Serial Problem	15%
Exams	40%
TOTAL	100%

Percentage	Grade
>93%	A
90% to 92.9%	A-
87% to 89.9%	B+
83% to 86.9%	B
80% to 82.9%	B-
77% to 79.9%	C+
73% to 76.9%	C
70% to 72.9%	C-
67% to 69.9%	D+
63% to 66.9%	D
60% to 62.9%	D-
<60%	F

Re-grading. If you disagree with a grade on an assignment, you have one week from the time the assignment is graded to bring this matter to my attention. If you would like a question re-graded, the whole assignment will be re-graded – not simply one question.

Course Format and Policies

This course follows the text closely. For each topic covered, you should read the relevant chapter in the text or supplemental readings prior to class. You are expected to do the assigned readings. Some topics that are very important are covered in great detail. In these cases, the readings serve to reinforce what is covered in class. However, time does not allow all topics to be covered in such detail. Therefore, reading is necessary. You are responsible for all material covered in assigned readings whether we have time to cover it in class. Reading ahead is encouraged, as it will aid your understanding of material presented in class. Re-reading after class is also encouraged, as it will help solidify the concepts just presented. If you read information that is not covered in class, and you do not understand it, I will be happy to work it through with you during office hours.

To be sure, this course is fast-paced and demanding. A significant amount of time outside of class is required in order to master the material, both before class in preparation for class discussions and in the completion of the work assigned. You are responsible for reviewing the assigned material before class and are expected to participate in class discussion.

CNow Quizzes: After reading each chapter and lecture, you will be asked to complete a quiz. We MAY spend time in class working on these quizzes. These quizzes are not timed, you have 1 attempt, and one check-my-work.

CNow Homework: There are assignments for each chapter. These assignments are not timed, you have 1 attempt, and

one check-my-work. The CNow Homework Manager is a Web-based tool for submission of homework and includes automated grading for end-of-chapter assigned problems.

IF DURING THE COURSE OF THE SEMESTER YOU ENCOUNTER TECHNICAL ISSUES, YOU NEED TO CONTACT CUSTOMER SUPPORT DIRECTLY FOR RESOLUTION at 1-800-331-5094 or submit an online ticket through CNow.

Attendance. Regular and engaged attendance is necessary in order to successfully complete the course and this aspect of a student's involvement in the course will be considered in awarding the grade. If you arrive late for class, you will be deemed absent for the day. If you are unable to attend class, for any reason, it is your responsibility to contact a member of the class for an update. You do not need to contact me unless the period of absence exceeds 2 consecutive class meetings. During the course, you can miss up to 3 class periods without reducing your attendance grade. Subsequently, each absence will result in a 5% reduction from your average.

Test Policy. Students are expected to take exams at their regular scheduled time unless they have an excused absence. Excused absences include 1) University related, 2) documented health emergencies, 3) civil service, 4) other exigent circumstances. In all cases, you must notify me prior to the exam unless the emergency makes that impossible. You must make up the exam the day you return to school.

Professionalism. There is an expectation of professionalism in your conduct in the classroom as well as all work submitted: 1) Courtesy, timeliness, and respectful communication are expected; 2) Spelling and grammar are expected to be appropriate for college students; 3) Classes begin and end on time. It is very distracting to the whole class and to me to have students arrive late, leave early, or come in and out during the class session. Please plan your schedule so you are not a source of this distraction; 4) Come prepared with all materials needed for class. If you are not on camera with the microphone available, you are considered NOT PRESENT. 5) Adhere to the policy regarding the use of personal electronic devices (see below)

Use of Personal Electronic Devices.

Laptops, iPads, and tablets may only be used during class for instructor-led class activities. Cell phones may NOT be used during class. Please make sure they are turned off and put away. If you have a potential emergency, which may require being contacted during class, you should notify me before the class begins. No electronic devices may be used at any time during examinations. Using such devices is prohibited and may be considered Academic Misconduct.

Study Teams

Because business is increasingly using "teams" to accomplish tasks and goals, "cooperative" skills are important to master. One way of achieving this skill is through study teams. Interpersonal dialog enhances the learning "curve" and teaches the kind of cooperation that creates success in the marketplace. The more you talk and practice accounting, the higher level of understanding and achievement you will realize. However, please remember that your work must be your work. Any sharing of files will be deemed a violation of the Academic Honesty (see below) policy and will be reported as such.

University Policy

ACADEMIC HONESTY: Missoula College relies upon and cherishes a community of trust. I firmly endorse, uphold, and embrace the University's Student Conduct Code. Even one misconduct infraction can destroy an exemplary reputation that has taken years for the University to build. Acting in a manner consistent with the University's policies will benefit every member of the community, not only while you attend the University, but also in your future business endeavors. All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the professor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code.

http://www.umt.edu/vpsa/policies/student_conduct.php .

STUDENTS WITH DISABILITIES: Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities,

instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. <http://www.umt.edu/dss/> You must provide a letter from your DSS coordinator as outlined on their website so we can discuss and provide for these accommodations throughout the course, including exams.

SEXUAL MISCONDUCT POLICY: University of Montana does not tolerate any degree of sexual misconduct on or off campus. We encourage you to report if you know of, or have been the victim of, sexual harassment, misconduct, and/or assault. Faculty members are mandatory reporters. If you report this to a faculty member, or if the faculty member becomes aware thereof, she or he must notify the university Title IX Coordinator about the basic facts of the incident. More information about your options for reporting can be found at: <https://www.umt.edu/eo/equal-opportunity/prohibited-discrimination.php>

UM FOOD PANTRY AND GRIZZLY CUPBOARDS: Any student who is struggling to access food or housing and believes this may affect their academic performance is encouraged to contact the UM Food Pantry at umpantry@mso.umt.edu or [ASUM Renter Center](mailto:rentercenter@mso.umt.edu) at rentercenter@mso.umt.edu or 243-2017 for support. In addition to the UM Food Pantry in the UC West Atrium, Grizzly Cupboards can currently be found on the Missoula College Campus in room 430, Trio Student Support Services in Lommasson Center room 180, the VETS Office at 1000 E. Beckwith, and at AISS in suite 113 of the Payne Family Native American Center.”

FINE PRINT This syllabus may change from time to time to accommodate changing circumstances. Every effort will be made to alert students in a timely manner when changes occur. While the material will be covered in the order presented in the schedule, the actual timing may change from week to week.

COURSE CALENDAR :

Date**	Textbook Readings	Assignments
Week 1 01/15/24	Course Introduction	None
Week 2 01/22/24	CH 08 - Receivables	CNow Chapter Exercises CNow Chapter Quiz
Week 3 01/29/24	CH 09 – Long-term Assets	CNow Chapter Exercises CNow Chapter Quiz
Week 4 02/05/24	CH 09 – Long-term Assets cont'd	CNow Chapter Exercises CNow Chapter Quiz Mini-Case 1
Week 5 02/12/24	Review	Exam 1 (Ch 8-9)
Week 6 02/19/24	CH 10 – Current Liabilities	CNow Chapter Exercises CNow Chapter Quiz
Week 7 02/26/24	CH 11 – Long-term Liabilities	CNow Chapter Exercises CNow Chapter Quiz
Week 8 03/04/24	CH 11 – Long-term Liabilities cont'd	CNow Chapter Exercises CNow Chapter Quiz Mini-Case 2
Week 9 03/11/24	SPRING BREAK	

Date**	Textbook Readings	Assignments
Week 10 03/18/24	Review	Exam 2 (Ch 10-11)
Week 11 03/25/24	Chapter 12 - Corporations	CNow Chapter Exercises CNow Chapter Quiz
Week 12 04/01/24	Chapter 12 - Corporations	CNow Chapter Exercises CNow Chapter Quiz
Week 13 04/08/24	Chapter 13 – Statement of Cash Flows	CNow Chapter Exercises CNow Chapter Quiz Mini-Case 3
Week 14 04/15/24	Chapter 14 – Financial Statement Analysis	CNow Chapter Exercises CNow Chapter Quiz
Week 15 04/22/24	Chapter 14 – Financial Statement Analysis cont'd	CNow Chapter Exercises CNow Chapter Quiz
Week 16 04/29/24	Review	Exam 3 (Ch 12-14)
** NOTE: Monday – Sunday constitutes a week for the class.		