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ACTG 101.50: Accounting Procedures I

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**MISSOULA COLLEGE OF THE UNIVERSITY OF MONTANA
DEPARTMENT OF BUSINESS TECHNOLOGY
SPRING 2024
ONLINE COURSE**

**Accounting Procedures I
ACTG 101 CRN #32450**

Faculty: Lisa Swallow, CPA CMA MS
Office Hours: T/TH 2-3 River Campus #408 or email to schedule a one-on-one zoom
Office/Mobile: (406) 243-7810 (406) 370-8102
Email: lisa.swallow@umontana.edu
Credits: Three (3)
Prerequisite(s): None

COURSE DESCRIPTION

Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions, trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems, and cash control.

STUDENT PERFORMANCE OUTCOMES

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

1. Use the double-entry system of accounting to journalize and post transactions for sole proprietorships.
2. Prepare a trial balance; complete a worksheet; prepare an Income Statement, a Statement of Owner's Equity, and a Balance Sheet; and prepare a post-closing trial balance.
3. Journalize and post adjusting and closing entries.
4. Use a general journal, special journals, general ledger, and subsidiary ledgers.

MOODLE

Having trouble with Moodle? Unable to post or log in? Can't submit assignments? Avoid waiting until the last minute to contact the UM Solutions Center. If you are experiencing technical difficulties and need immediate assistance, here are important resources:

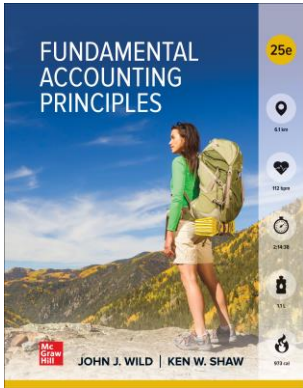
Email: umonline-help@mso.umt.edu

Phone: 406.243.4999 or 866.225.1641 (toll-free)

REQUIRED COURSE MATERIALS

Fundamentals of Accounting Principles, 25e. Wild and Shaw. Copyright 2019
Connect Online Access for Fundamental Accounting Principles
ISBNs: 1260386953, 9781260386950, 126078018X, 9781260780185

This course will cover Chapters 1-8 of the text. The Connect Access Card is mandatory. Connect is the online learning platform that you will use to do homework, do reading quizzes, take exams, and do special practice sets. [Register for it here!](#) You will find both the e-book and Connect Access at this link. You need to register before the first day of class.



CONNECT PLATFORM – READING QUIZZES/HOMEWORK/SPECIAL PRACTICE SETS/EXAMS

The Connect Homework Manager is a Web-based tool for submission of homework and includes automated grading for end-of-chapter assigned problems, chapter reading quizzes and Special Practice Sets (every two chapters). The welcome video shows you where the Connect homework, reading quizzes and Special Practices are located.

If during the course you encounter technical issues with Connect, contact Customer Support directly for resolution at 800-331-5094.

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 and watch the pre-recorded lecture for that chapter. You are expected to do the assigned readings. Some topics that are very important are covered in great detail in the lectures. 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, the readings are necessary. You are responsible for all material covered in assigned readings, whether or not we cover it in the pre-recorded lectures. Reading ahead is encouraged, as it will aid your understanding of material presented in the pre-recorded lecture. Re-reading after watching the pre-recorded lecture is also encouraged, as it will help solidify the concepts just presented. If you read information that is not covered, 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 is required in order to master the material. You are responsible for reviewing the assigned material.

FREE PASS POLICY

There will be cases when you may be unable to submit an assignment on time, whether for personal reasons or due to some technical glitch. To handle these situations, I have a free-pass policy mentioned in the grading policy above. Your two (2) lowest homework scores for the grading period are dropped. If you experience a problem, (failed hard drive, network down, illness, whatever) that is the time to use one of your two (2) free passes. That's what they are for. Use your free passes wisely. **The free pass policy applies only to the CONNECT weekly chapter homework assignments and for the Reading Quizzes. You get two free passes for each category.**

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 thru study teams. Interpersonal dialog enhances the learning curve and teaches the kind of cooperation that creates success in the market place. 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.

TEST POLICY

Outside of exigent circumstances, students are expected to complete exams at their regularly schedule time. In all cases, you must notify me prior to the exam unless the emergency makes that impossible.

EVALUATION

Grades will be awarded based on achievement in areas identified below **(free passes subtracted from Reading Quizzes and Chapter Homework)**. The points available are as follows:

| | | |
|---------------------------------|------------------|-------------------|
| Intro – Week 1 | | 10 |
| Reading Quizzes in Connect | Chapters 1-8 | 90 |
| Chapter Homework in Connect | Chapters 1-8 | 150 |
| Special Practice Set in Connect | C1,2 C3, 4 C5, 6 | 75 |
| 3 Exams | C1,2 C3, 4 C5, 6 | 275 |
| Cumulative Final | | <u>200</u> |
| Total | | <u>800</u> |

GRADING SCALE

| | |
|-----------|---|
| 90 - 100% | A |
| 80 - 89% | B |
| 70 - 79% | C |
| 60 – 69% | D |
| Below 60% | F |

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. [Click here to review the Student Conduct Code.](#)

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. [For the DSS site and information about other options, please click here.](#) 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.

ONGOING ACADEMIC SUPPORT SERVICES

EAB Navigator is an early alert system used to inform you of specific concerns and support systems in place to help you succeed in this course. Please check your umontana.edu email frequently; we will communicate your ongoing progress through the EAB platform to keep you apprised.

DIVERSITY, EQUITY AND INCLUSION

Missoula College values the diversity of its students, faculty, and staff as an essential strength that contributes to our shared educational mission. Students of all backgrounds and perspectives are recognized and respected in this class. Course content and activities are intended to honor diversity of gender, sexuality, ethnicity, race, culture, religion, age, disability, socioeconomic status, and all dimensions of diverse human experiences and their intersection. Please notify your instructor if components of this course present barriers to your inclusion. Students can also reach out to Dr. Salena Beaumont Hill in the [Office of Inclusive Excellence for Student Success](#), which provides student support for BIPOC and LGBTQ+ students and student groups. To explore making a formal report about discrimination or harassment, please visit the [Equal Opportunity / Title IX office](#). For counseling or advocacy related to discrimination, please visit [SARC](#)

UM FOOD PANTRY & 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 [ASUM Renter Center](#) at rentercenter@mso.umt.edu or 243-2017 for support. UM Food Pantry at umpantry@mso.umt.edu or 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.

Please carefully check due dates. Because of holidays, break, length of chapter, etc. days of the week that items are due vary greatly. All due dates are at 11 p.m. MST.

| Week of: | Chapters | Assignments |
|-------------------------|--|--|
| Two days 1/18-1/19 | Introduction to the course Chapter 1 – Accounting in Business | |
| January 22 | Chapter 1 Continued | Reading Quiz Chapter 1 – Tuesday 1/23 Chapter 1 Homework – Saturday 1/27 |
| January 29 | Chapter 2 -Analyzing and Recording Transactions | Reading Quiz Chapter 2 – Thursday 2/1 Chapter 2 Homework – Saturday 2/3 |
| February 5 | Chapter 2 Continued | Special Practice Set 1 & 2 – Tuesday 2/6 EXAM #1 – Saturday 2/10 8 a.m. – Sunday 2/11 11 p.m. |
| February 12 | Chapter 3 – Adjusting Accounts for Financial Statements | Reading Quiz Chapter 3 – Thursday 2/15 |
| February 19 | Chapter 3 continued | Chapter 3 Homework – Thursday 2/22 |
| February 26 | Begin Chapter 4 | Reading Quiz Chapter 4 – Thursday 2/29 |
| March 4 | Chapter 4 continued | Chapter 4 Homework – Tuesday 3/5 Special Practice Set 3 & 4 – Saturday 3/9 |
| March 11 | Chapter 5 – Accounting for Merchandising Operations | EXAM #2 – Monday 3/11 8 a.m. – Tuesday 3/12 11 p.m. Reading Quiz Chapter 5 – Thursday 3/14 |
| Week of March 18 | SPRING BREAK | |

March 25 Chapter 5 continued Chapter 5 Homework – Thursday 3/28

April 1 Begin Chapter 6 – Inventories and Cost of Sales Reading Quiz Chapter 6 – Thursday 4/4

April 8 Chapter 6 continued Chapter 6 Homework – Tuesday 4/9
Special Practice Set 5 & 6 – Saturday 4/13

April 15 Chapter 7 – Accounting Information Systems EXAM #3 – Monday 4/15 8 a.m. - Tuesday 4/16 11 p.m.
Reading Quiz Chapter 7 – Thursday 4/18

April 22 Chapter 7 continued Chapter 7 Homework – Tuesday 4/23
Chapter 8 – Cash, Fraud , and Internal Control Reading Quiz Chapter 8 – Thursday 4/25

April 29 Chapter 8 Homework – Tuesday 4/30
Note: no exam over Chapters 7-8

FINALS WEEK

**Comprehensive Final – Sunday 5/5 8 a.m. –
Monday 5/6 11 p.m.**