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Fall 9-1-2024

### ACTG 101.50: Accounting Principles I

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Missoula College  
University of Montana  
Business Technology

Accounting Procedures 1  
ACTG 101-50 CRN: 72482

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### Contact Information

- Bonnie Johnson, EMBA, CPA
- Office: tbd
- Email: bonnie.johnson@mso.umt.edu

### Class Meetings

- As an online course, there are no scheduled meeting

### Office Hours:

- MW: 11:00 a.m. - noon.
- by appointment

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### ***Communication:***

If you have any questions during the semester, please email me using your Missoula College email. I will do my best to respond to emails sent within 24 hours weekdays. I am generally not available on weekends or holidays.

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### ***Course Description***


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

**Prerequisite:** None.

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## Required Course Materials

	<p>Wild, Fundamentals of Accounting Principles, 25e            Connect Access Card            ISBN: 1260386953            Copyright 2021</p> <p><a href="https://connect.mheducation.com/class/b-johnson-actg101-50-fall-2024-crn-72482-">https://connect.mheducation.com/class/b-johnson-actg101-50-fall-2024-crn-72482-</a></p> <p>You will also need a calculator (not your phone)            Recommended calculator:            Texas Instrument BAI Plus or Plus Professional</p>
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## 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-proprietors.
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, and a General Ledger

## Course Assessment

Your grade is up to you! The more effort you initiate, the greater knowledge gained from the materials. Grades will be awarded on the basis on academic achievement in the areas below. Completing all the assignments in a timely manner is very important for the quality of the grade achieved.

Percentage	Grade	Assessment*	Points
>93%	A	Discussions	85
90% to 92.9%	A-	Chapter Quizzes (Connect)*	80
87% to 89.9%	B+	Chapter Homework (Connect)*	160
83% to 86.9%	B	Special Practice Sets (Connect)	75
80% to 82.9%	B-	4 Exams (100 pts each)	400
77% to 79.9%	C+	Cumulative Final Exam	200
73% to 76.9%	C	<b>TOTAL</b>	<b>1,000</b>
70% to 72.9%	C-	<b>Not late assignments will be accepted</b>	
67% to 69.9%	D+	<i>Absent exigent circumstances, missing assignments (including exams) will receive a zero</i>	
63% to 66.9%	D	<i>*Free pass policy applies</i>	
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.

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## ***Course Format and Policies***

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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 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

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## ***Homework***

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**CONNECT Homework Sets and Practice Problems:** During this course, to complete certain assignments, you will be required to access a website associated with the text for this course. To access the website, you need to register for an account with Connect. Registration instructions are attached to the end of this syllabus. Please register on the website within 24 hours.

*Disclaimer: I have not financially affiliated with Connect or McGrawHill and receive no monetary benefit from requiring this material*

**Grading policy for CONNECT Homework Sets is as follows:** There are Assignments for each chapter (8 in all). CONNECT assignments vary in the points assigned. The normalized score for each assignment is the fraction of correct answers out of all possible answers. I rank these normalized scores, drop the lowest 2 (free-pass) and aggregate.

**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 Quizzes. You get two free passes for each category.*

<https://connect.mheducation.com/class/b-johnson-actg101-50-fall-2024-crn-72482->

The Connect Homework Manager is a Web-based tool for submission of homework and

includes automated grading for end-of-chapter assigned problems. The URL is indicated below. Follow directions to create a student account.

IF DURING THE COURSE OF THE SEMESTER YOU ENCOUNTER TECHNICAL ISSUES, YOU NEED TO CONTACT CUSTOMER SUPPORT DIRECTLY FOR RESOLUTION at 800-331-5094. Or, if you prefer, you can also submit an online form at [Submitting the online form](#) ensures that the cases generated are quickly assigned to the appropriate support groups.

**Attendance.** Attendance in this course is judged based on participation in discussion boards and the timely completion of course assignments. .

**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.

Because the Final exam is cumulative in nature if you score 70% or higher on your final exam you can replace a previous exam score of less than 70% with the higher percentage from the final exam.

**Professionalism.** There is an expectation of professionalism in your conduct in communication as well as all work submitted: 1) Courtesy, timeliness, and respectful communication are expected at all times; 2) Spelling and grammar are expected to be appropriate for college students; 3) Avoid asking for “Special treatment” or exceptions to the course policies and/or standard.

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### ***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.

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## ***Potpourri***

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**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](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](mailto:umpantry@mso.umt.edu) or ASUM Renter Center at [rentercenter@mso.umt.edu](mailto: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.

Week of:	Chapters	Assignments
August 26 - August 31	Introduction to the course Chapter 1 – Accounting in Business	CONNECT Orientation Quiz Chapter 1 Chapter 1 Homework
September 1 - September 7	Chapter 2 -Analyzing and Recording Transactions	Quiz Chapter 2
September 8 - September 14	Chapter 2 - continued <i>EXAM #1 (Chpt 1 &amp; 2) Wednesday Sept 11</i>	Chapter 2 Homework <i>Special Practice Set 1 &amp; 2</i>
September 15- September 21	Chapter 3 – Adjusting Accounts for Financial Statements	Quiz Chapter 3
September 22- September 28	Chapter 3 continued	Chapter 3 Homework
September 29- October 5	Chapter 4 – Completing the Accounting Cycle	Quiz Chapter 4
October 6- October 12	Chapter 4 continued <i>EXAM #2 (Chpt 3 &amp; 4) Wednesday Oct 9</i>	Chapter 4 Homework
October 13- October 19	Chapter 5 – Accounting for Merchandising Operations	Quiz Chapter 5 <i>Special Practice Set 3 &amp; 4</i>
October 20- October 26	Chapter 5 continued	Chapter 5 Homework
October 27- November 2	Begin Chapter 6 – Inventories and Cost of Sales	Quiz Chapter 6
November 3- November 9	Chapter 6 continued <i>EXAM #3 (Chpt 5 &amp; 6) Wednesday Nov 6</i>	Chapter 6 Homework <i>Special Practice Set 5 &amp; 6</i>
November 10- November 16	Chapter 7 – Accounting Information Systems	Quiz Chapter 7 Chapter 7 Homework
November 17- November 23	Chapter 8 – Cash, Fraud , and Internal Control	Chapter 7 Homework Quiz Chapter 8
November 24- November 30	<i>THANKSGIVING BREAK</i>	
December 1- December 7	<i>EXAM #4 (Chpt 7 &amp; 8) Monday Dec 2</i> Review for Final Exam	Chapter 8 Homework Complete all Special Practice Sets
December 9 – December 13	FINAL EXAM	Due by end of day Wednesday December 11