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Spring 1-2016

ACTG 250.01: Accounting Capstone

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Missoula College of the University of Montana
Business Technology Department
Course Syllabus Spring 2016

Course Number and Title	ACTG 250 – Accounting Capstone
Date Revised	January 2015
Semester Credits	Four [4]
Contact Hours per Semester:	
Hours per week	2 lab hours and 2 lecture hours
Prerequisites	ACTG 215, ACTG 202
Faculty name and email	Lisa Swallow lisa.swallow@umontana.edu
Phone Number	243-7810
Office Location	AD17A
Office Hours	M, W 11-12

RELATIONSHIP TO PROGRAM: Accounting Capstone is a class integrating accounting software, income tax preparation, financial statement preparation and analysis, financial report writing and presentation skill development.

COURSE DESCRIPTION: A culmination to all course work done in accounting core; this is a preparation class for the accounting workplace. Course will utilize accounting software to apply learned technical skills. This course all requires completion of a comprehensive project in financial accounting, ratio analysis and spreadsheet utilization. This course also serves to sharpen students' writing, presenting and critical thinking skills.

STUDENT PERFORMANCE OUTCOMES:

1. Analyze and enter transactions and prepare financial statements in accounting software (Quickbooks)
2. Utilize business software to aid in making business decisions
3. Prepare journal entries and worksheet, prepare and analyze financial statements and tax return for a growth-oriented organization for a 2-year period. Write a technical business report analyzing results.
4. Write a business report outlining results of financial statements prepared, use ratio analysis to identify and discuss trends and appropriate business strategies for growth-oriented organization for a 2-year period

MATERIALS:

Quickbooks – Hand outs and Quickbooks Practice Set (Michelle Long, CPA MBA and Andrew Long)
Financial Practice set – Purchased hand out

USE OF PERSONAL ELECTRONIC DEVICES:

Cell phones or other electronic devices are great communication tools; however, while you are in class, put them aside. These are my guidelines:

- Your cell phone should be turned off or on vibrate. If you are expecting an important call/message, keep it on your desk. If a call/text comes in, take your phone and quietly leave the room to take care of your call/text. Return when finished.
- There will be no use of cell phones or other tablets during exams.
- You may bring an IPOD to class only during the days we are working on projects that do not include lectures.

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. 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. [Click here to see the DSS website](#)

HOMEWORK:

There will be projects, assignments and presentations required throughout the semester

ATTENDANCE/MAKEUP TESTS: You are expected to come to class. Make sure you read the text or faculty pack and complete all assignments and projects in a timely manner. *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: *Approximate* points will be given for projects and presentations. The total points earned will be divided by the total points available, to determine the grades. The *approximate* points available are as follows:

Quickbooks Accountant 2015 assignments	75
Excel assignments	40
Financial Statement Project [including report writing]	100
3 Tests	300
Total	515

GRADING SCALE

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

As per the University calendar, the week of May 9-13 will be finals week. *Plus/minus grades are not assigned.*