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ACTG 101.01: Accounting Procedures I

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**MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA
BUSINESS TECHNOLOGY**

COURSE NUMBER AND TITLE: ACTG 101 Accounting Procedures I
DATE: Fall Semester 2018
CLASS: MTWR 9-9:50 am MC 235 CRN 70356
INSTRUCTOR: Dr. Barbara Reider, CPA
E-MAIL: barbara.reider@umontana.edu
OFFICE: MC 411
OFFICE HOURS: MW 11 -11:30 and W 3:30-4 (or by appointment)
CREDITS: 4
PREREQUISITES: None

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

ATTENDANCE: Attendance is required for this course. It is neither an on-line course nor a hybrid course.

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.

REQUIRED COURSE MATERIALS:

- Calculator
- Accounting Principles, 13th edition, Weygandt, Kieso, and Kimmel. This is a NEW edition of the book.
- Practice set for Chapter 7 is available on Moodle for you to print. It is no longer available for purchase.

EVALUATION: Professionalism, positive participation, attendance, homework, and exams will be evaluated for your course grade. The points available are as follows:

• Professionalism/positive participation/attendance/homework	15 points
• Exam #1 on Chapters 1 and 2	50 points
• Exam #2 on Chapters 3 and 4	50 points
• Exam #3 on Chapters 8 and 5	50 points
• Exam #4 on Chapter 6	30 points
• Final exam on Chapters 1-8	<u>80 points</u>
Total available points	275 points

GRADING SCALE:

90 to 100%	A	60 to 69.99%	D
80 to 89.99%	B	Below 60%	F
70 to 79.99%	C		

EXAM CONDUCT: Students must take exams on their regularly scheduled days unless they have an excused absence. Excused absences ONLY include (1) University-approved absences, (2) documented health emergencies, (3) civil service such as military duty and jury duty, and (4) other emergencies deemed appropriate by the instructor. In all cases, the instructor must be notified prior to the exam unless the emergency makes such notification infeasible.

During exams, you may not leave the room for any reason. Doing so results in the conclusion of that student's work. Students must use an approved calculator. If a student forgets a calculator, the student will work the math by hand.

Electronic dictionaries, cell phones, tablets, laptops, notes, smart watches, or other assistive items are not allowed.

I must be notified in writing (this includes e-mail) if you are unable to take an exam with DSS on our regularly-scheduled day in class. The only exception to taking an exam on our regularly-scheduled day is if DSS has a scheduling conflict.

Please work closely with DSS in making your appointments. This is your responsibility. Exams will not be available early. You must be diligent in staying caught up with the class.

MAKEUP EXAMS: Exams may not be made up unless prior arrangements are made. You must contact me by phone or email by the date and time of the exam in order to take a makeup. **There are no exceptions to this.**

HOMEWORK: Reading assignments and problems will be assigned regularly (all solutions to answers at the end of each chapter, Do-its!, brief exercises, and exercises are posted on Moodle. However, it is your responsibility to attempt the material before you look at the solutions.) Homework is due the class period for which it is assigned. We will review the homework in class, but you must complete it before class so that you can have the maximum benefit. The nature of accounting is such that each new concept builds upon the previous ones. The best way to approach this class is to read the assigned pages, listen to the lecture, and then reread the pages to do your homework. I do not accept late homework.

PROFESSIONALISM/POSITIVE PARTICIPATION/ATTENDANCE/HOMEWORK: Professional behavior is expected at all times. I expect you to attend class and to participate professionally in class activities. Consider this class a “professional business meeting.”

- Attendance is mandatory with your name card clearly marked.
- If you are absent, it is your responsibility to obtain missed material from your peers, so establish contact with other students in the class immediately.
- Contact me every time you miss class (preferably through e-mail).

You must:

- Remain in the class for the duration of the class (no arriving late, leaving early, or taking breaks)
- Bring all materials needed for the class.
- Adhere to the phone policy. If this is an issue, please contact me immediately!
- Remove earphones/buds during class.
- Be an active listener—not talking while others are talking, including the professor.
- Refrain from using any technology not required for class at that time.
- Participate as appropriate.

Starting Tuesday, August 28, I will take attendance. If you miss no more than three class days, participate positively and professionally during class, complete every homework assignment, and follow the policies above, you will receive the maximum 15 points. **An absence is an absence—there is no accommodation for absences (excused or unexcused) in excess of the three allowed. Late homework is not accepted. Do not e-mail me your homework. You must bring it with you to class. E-mailing me that you will miss class is not an excused absence—it is just the professional thing to do! (Wouldn't you notify your boss if you had to miss work?! You would still be absent from work, but at least your workplace would know why you were gone.)**

ACADEMIC MISCONDUCT: 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. The UM Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, “Students at the University of Montana are expected to practice academic honesty at all times.” **IMPORTANT:** It is the student’s responsibility to be familiar with the Student Conduct Code, including definitions of academic misconduct (found online at http://www.umt.edu/vpsa/policies/student_conduct.php).

DISABILITY SERVICES FOR STUDENTS: Students with disabilities will receive reasonable modifications in this course. The student’s responsibilities are to request them from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the website for the office of Disability Services for Students (found online at <http://www.umt.edu/dss/>). The phone number (voice/text) is 406.243.2243.

COURSE SUCCESS:

- Accounting is an extremely rigorous subject. The student is expected to take responsibility for learning the material. Education research shows that students are better able to master material and retain knowledge if they come to class prepared for the day’s topic. Therefore, I strive to optimize your learning experience by expecting you to read the assigned material and review the assigned chapter questions **before** these topics are discussed in class.
- Expect to spend at least 2 hours of outside class for each hour in class. This time may be increased if you are having difficulty. “Time” alone does not guarantee mastery of the material.
- Read the assigned material and attempt the homework **before** coming to class.

THIS SYLLABUS AND SCHEDULE ARE SUBJECT TO CHANGE

Date	Assignments (on your own)	Homework (prepare for class)
Monday, August 27	Chapter 1	
Tuesday, August 28	Chapter 1	
Wednesday, August 29	Chapter 1	
Thursday, August 30	Chapter 1	
Monday, September 3	No class—Labor Day	
Tuesday, September 4	Chapter 2	
Wednesday, September 5	Chapter 2	
Thursday, September 6	Chapter 2	
Monday, September 10	Chapter 2	
Tuesday, September 11	Chapter 2	
Wednesday, September 12	Chapter 2	
Thursday, September 13	Exam #1 on Chapters 1 and 2	
Monday, September 17	Chapter 3	
Tuesday, September 18	Chapter 3	
Wednesday, September 19	Chapter 3	
Thursday, September 20	Chapter 3	
Monday, September 24	Chapter 3	
Tuesday, September 25	Chapter 4	
Wednesday, September 26	Chapter 4	
Thursday, September 27	Chapter 4	
Monday, October 1	Chapter 4	
Tuesday, October 2	Chapter 4	
Wednesday, October 3	Exam #2 on Chapters 3 and 4	
Thursday, October 4	Chapter 8	
Monday, October 8	Chapter 8	
Tuesday, October 9	Chapter 8	
Wednesday, October 10	Chapter 5	
Thursday, October 11	Chapter 5	
Monday, October 15	Chapter 5	
Tuesday, October 16	Chapter 5	

Wednesday, October 17	Chapter 5
Thursday, October 18	Chapter 5
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Monday, October 22	Exam #3 on Chapters 8 and 5
Tuesday, October 23	Chapter 6
Wednesday, October 24	Chapter 6
Thursday, October 25	Chapter 6
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Monday, October 29	Chapter 6
Tuesday, October 30	Chapter 6
Wednesday, October 31	Chapter 6
Thursday, November 1	Exam #4 on Chapter 6
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Monday, November 5	Chapter 7 – practice set
Tuesday, November 6	No class—Election Day
Wednesday, November 7	Chapter 7 – practice set
Thursday, November 8	Chapter 7 – practice set
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Monday, November 12	No class—Veterans' Day
Tuesday, November 13	Chapter 7 – practice set
Wednesday, November 14	Chapter 7 – practice set
Thursday, November 15	Chapter 7 – practice set
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Monday, November 19	Out-of-class work on Chapter 7 – practice set
Tuesday, November 20	Out-of-class work on Chapter 7 – practice set
Wednesday, November 21	No class—Thanksgiving Holiday
Thursday, November 22	No class—Thanksgiving Holiday
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Monday, November 26	Chapter 7 – practice set
Tuesday, November 27	Chapter 7 – practice set
Wednesday, November 28	Review
Thursday, November 29	Review
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Monday, December 3	Review
Tuesday, December 4	Review
Wednesday, December 5	Practice final exam
Thursday, December 6	Review the practice final exam
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Final Exam: Wednesday, December 12 from 8 to 10 am
The final exam covers all material from the semester