

1-2015

# ACTG 101.50: Accounting Procedures I

Timothy G. Olson

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**The University of Montana - Missoula**  
**COLLEGE OF TECHNOLOGY**  
**BUSINESS TECHNOLOGY DEPARTMENT**

Course Title:	Accounting Procedures I	Course Number:	ACTG 101.50
Faculty:	Tim Olson	Credits:	4
Office Hours:	Online Course	Office:	AD 11C
Office Phone:	243-7862	Date:	Spring 2015
Email:	Timothy.Olson@umontana.edu		

**PREREQUISITE:** 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. Take a trial balance; complete a worksheet; prepare an income statement, a statement of owner's equity, and a balance sheet; and take 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.
5. Journalize simple transactions for a sole proprietorship and prepare financial reports.
6. Understand and apply the business entity, cost, and matching principles.
7. Describe internal controls to safeguard assets and enhance the accuracy and reliability of accounting records.
8. Prepare journal entries for cash transactions and prepare bank reconciliation and related adjusting entries.
9. Describe the possible effects of a manager's unethical behavior and of accounting errors on the financial statements.

This course will cover Chapters 1-5, 7, and 8 of the text. There will be one quiz, four online tests, a practice set, audit test on the practice set, and a comprehensive final exam comprised of three parts – online test, and two hand-in portions.

**TEXT: Accounting Principles 11<sup>th</sup> Edition**, by Weygandt/Kieso/Kimmel (**required**)  
ISBN 978-1118342084 (chapters 1-18) **or** 978-1118130032 (chapters 1-26)

**Campus Cycle Shop** - Practice Set (**required**) ISBN 978-1118342091

**Working Papers, Volume 1** – Chapters 1 – 12 (**optional**) ISBN 978-1118342237

Calculator

**HOMEWORK:** Reading assignments and problems will be assigned each week. Refer to posted class plan document for this information. I will post answers to assigned homework each week for you to review and correct attempted problem.

**TESTS:** Tests will be taken online and will be timed. I will provide a period of time (a day or two) within which you must complete each test. Tests may not be made up unless prior arrangements are made. Refer to the posted class plan document for the **tentative** (I will post changes as they come up) test dates. There may be other projects (writing exercises or spreadsheet problems) during the semester. I will provide details and dates ahead of time.

**EVALUATION:** Points available are listed below. The total points earned will be divided by the total points available to determine the grades. The points available are as follows:

Quiz	Chapter 1	50
Test I	Chapters 1, 2	100
Test II	Chapters 3, 4	100
Test III	Chapters 5, 7	100
Test IV	Chapter 8	100
Practice Set		100
Audit Test	Practice Set	100
Final Exam	Worksheet Portion	100
Final Exam	Fin Stmt. Portion	70
Final Exam	Chapters 1-5	100
Other Projects	As assigned	<u>50</u>
Total		<u>970</u>

### **Mailing address for Professor Olson**

Tim Olson  
UM College of Technology  
909 South Avenue West  
Missoula, MT 59801

**This syllabus is subject to change.**

### **GRADING SCALE**

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

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.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>

Students with disabilities will receive reasonable accommodations in this online course. To request course modifications, please contact me as soon as possible. I will work with you and Disability Services in the accommodation process. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text).