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### ACTG 203.02: Accounting Lab

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**University of Montana School of  
Business Administration Spring  
Semester 2017**

**ACTG 203 Accounting Lab:** Applying accounting cycle concepts to comprehensive hands-on financial statement cases and/or a practice set and exploring career options. **Prerequisites:** ACTG 201 with a grade of C or better. This course is offered every term. It is a one-credit course. It must be taken no later than the semester in which you take ACTG 305 or ACTG 321, whichever comes first. Non-accounting business majors who are enrolled in ACTG 305 or ACTG 321 must also co-enroll in ACTG 203.

Section 01:      MW 2:00 to 3:20      GBB 222

**Instructor:**              Ed Guay CPA/MBA  
**Office:**                      By Appt  
**Phone:**                      406.239-9206  
**E-mail:**                      [edward.guay@umontana.edu](mailto:edward.guay@umontana.edu)

**Office hours:**              By Appointment only I am a part-time instructor

**ACTG 203 will be held from January 23 through March 17 (the first eight weeks of the semester).**

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**Required materials:**

- Systems Understanding Aid, 9<sup>th</sup> Edition, Arens and Ward, Armond Dalton Publishers, 2016. THIS MUST BE PURCHASED NEW. **Do not open the SUA until you get instructions in class.**
  - Please print out (or have available electronically during class) the SUA Handbook and the Transaction Helpful Hints which will be posted on Moodle
- Chapter 2, Chapter 3, and portions of Chapter 4 from Intermediate Accounting, 8th Edition, Spiceland, Sepe, Nelson & Tomassini (McGraw-Hill). This is the book being used in ACTG 305 (earlier edition). **These selection are available on Moodle.**
  - Please print out (or have available electronically during class) Chapter 2, Chapter 3, and Chapter 4. Again, they are on the class Moodle site.
- Texas Instruments BA II Plus or Texas Instruments BA II Plus Professional.

**Recommended:**

- Assorted office supplies: highlighters, Post-it notes, paperclips, etc. You will probably find these useful when working on your SUA practice set.

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**Moodle:** You must have a Moodle account. If you have problems using this account, please go to the Help Desk in GBB 209 (the computer lab). I will post grades and announcements on Moodle. Please post your picture and list several interests. Check Moodle frequently!

**E-mail:** According to University policy, faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must use their UM accounts. E-mail from non-UM accounts will likely be flagged as spam and deleted without further response. To avoid violating the Family Educational Rights and Privacy ACT, confidential information (including grades and course performance) will not be discussed via phone or non-UM e-mail. All e-mail communications should be professional in tone and content. A professional e-mail includes a proper salutation, grammar, spelling, punctuation, capitalization, and signature.

**Disability Services for Students:** Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request modifications 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 Disability Services for Students website at <http://www.umt.edu/disability>

**University Student Conduct Code:** 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 University of Montana 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." Section V.A. available at [http://www.umt.edu/vpsa/policies/student\\_conduct](http://www.umt.edu/vpsa/policies/student_conduct)  
All students need to be familiar with the Student Conduct Code. It is the student's responsibility to be familiar with the Student Conduct Code.

**School of Business Administration Code of Professional Conduct:**

<http://www.business.umt.edu/Soba/SoBAEthics/CodeofProfessionalConduct.aspx>

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the [SoBA Professional Code of Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). If at any point a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.

**Please note that this includes having access to any material that I have not explicitly given you permission to use. If you are ever in doubt, please ask me!**

**Grievance Procedures:** The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration.

**Drop policy:** <http://www.umt.edu/catalog/acad/acadpolicy/default.html>

**Incomplete policy:** <http://www.umt.edu/catalog/acad/acadpolicy/default.html>

**School of Business Mission Statement:** The University of Montana's School of Business Administration enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment.

We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive.

As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted the following learning goals for our undergraduate students:

- Learning Goal 1: SOBA graduates will possess fundamental business knowledge.
- Learning Goal 2: SOBA graduates will be able to integrate business knowledge.
- Learning Goal 3: SOBA graduates will be effective communicators.
- Learning Goal 4: SOBA graduates will possess problem solving skills.
- Learning Goal 5: SOBA graduates will have an ethical awareness.
- Learning Goal 6: SOBA graduates will be proficient users of technology.
- Learning Goal 7: SOBA graduates will understand the global business environment in which they operate.

In addition, the Department of Accounting and Finance prepares ethically aware decision makers with effective analytical and qualitative business knowledge and skills to become professionals in their respective fields. We commit to high quality teaching and applying scholarship to professional practice and theory.

The undergraduate accounting program is committed to preparing students to apply accounting and business knowledge in organizations. The accounting faculty have adopted the following learning goals for our undergraduate accounting students:

- Learning Goal 1: Accounting majors will possess fundamental accounting knowledge.
- Learning Goal 2: Accounting majors will be effective writers.
- Learning Goal 3: Accounting majors will critically analyze and solve problems, using technology where appropriate.
- Learning Goal 4: Accounting majors will understand the importance of ethics to the accounting profession and demonstrate ethical decision making.

**Course Learning Goals for ACTG 203:** Students will:

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| 1. Possess fundamental accounting knowledge. | 6. Prepare an income statement and a balance sheet in proper form. |
| 2. Interpret document flowcharts.            | 7. Attend to accuracy and details.                                 |
| 3. Use specialized journals.                 | 8. Deliver a neat and organized work product.                      |
| 4. Make adjusting entries.                   |  |
| 5. Manage a large project to completion.     |  |

**Grading:** This course must be taken for a letter grade.

Exam #1	100 points
SUA deadline #1	40
SUA deadline #2	40
SUA deadline #3	40
SUA deadline #4	40
	100
<b>Total points available</b>	<b><u>400</u></b>

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

**Exams:** Exams will cover all material presented in class, handouts, and material from the books. Students must use an approved calculator. Dictionaries, cell phones, tablets, notepads, notes, or other assisted items are not allowed.

You must adhere to and sign the following statement for each test:

- **I have not received, I have not given, nor will I give any assistance to another student taking this exam. I will not remove the exam from this room, either on test day or the day it is reviewed in class. This exam belongs to the Department of Accounting and Finance.**

- **I understand that such acts of academic dishonesty may be penalized to the full extent allowed by the University of Montana Student Conduct Code, including receiving a failing grade in the course. Further, I recognize that I am responsible for understanding the provisions of the University of Montana Student Conduct Code as they relate to this academic exercise.**
- **I understand the examination policies, which include not leaving the room for any reason during an exam. If I leave the room, I understand the instructor will consider my examination to be completed.**

Students must take exams on their regularly scheduled days unless they have an excused absence. Excused absences include ONLY (1) University-approved absences, (2) documented health emergencies, (3) civil services 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. Makeup exams may be significantly different than the regular exams.

**Systems Understanding Aid (SUA):** This is a comprehensive practice set that requires students to prepare and process business documents, records transactions in journals and ledgers, prepare adjusting entries, and prepare financial statements in proper form. The practice set requires at least 30 to 40 hours outside of class to complete. Note carefully the schedule for working on the SUA; the majority of the work will be done outside of class. If you procrastinate on this project, you are unlikely to be successful in this course. In class on February 13, I will go over the instructions and give you the transaction list for this semester (it changes every semester).

You must work on the SUA individually. No outside help is permitted. By this I mean you may work together with fellow students who are currently enrolled this semester in OUR section of ACTG 203 on our campus at UM, but no former students may assist you and no students at another university may assist you. No one else in any capacity may assist you. Do not bend or break the rules. "Working together" does not mean "copying." You will be given class time to work on the SUA and you may ask me for assistance. However, no outside help is permitted. Remember, the UM honor code and the SOBA honor code are in place at all times. I will vigorously enforce the honor codes. If I discover violations, your grades on any assignments and the second exam associated with the SUA will be a zero. If there is any evidence you are using a prior semester's SUA or any unauthorized assistance, you will earn zero points on the project and the second exam and fail the course.

You must bring your entire SUA packet to class every period we work on it. You will receive no attendance or participation credit during the class periods if you do not bring your packet. Do not procrastinate on the SUA. Do not use pen or white-out. Pencil is best. You will make mistakes! And you'll need to fix them every time.

**Attendance and participation:** 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.

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.
- Turn off your phone during class. NO TEXTING. NO E-MAILING.
- Be an active listener—do not talk while others are talking, including the professor.
- Refrain from using any technology not required for class at that time.
- Complete your homework according to the course schedule as announced.
- Participate as appropriate.
- Introduce yourself to me, probably more than once!

Failure to follow the guidelines of professionalism may result in you being asked to leave the classroom and it will affect your grade.

## **Chapter Coverage and Important Dates** (Subject to change!)

<b>Date</b>	<b>Assignments (on your own)</b>	<b>Homework (prepare for class)</b>
Monday, January 23	Read Chapter 2 Spiceland	To be announced
Wednesday, January 25	Read Chapter 2 Spiceland	To be announced
Monday, January 30	Read Chapter 3 Spiceland Read Chapter 2 Romney Read Chapter 3 Romney	To be announced
Wednesday, February 1	Read Chapter 3 Spiceland Read Chapter 4 Spiceland	To be announced
Monday, February 6	Read Chapter 4 Spiceland	To be announced
Wednesday, February 8	Exam #1	
Monday, February 13	Bring your unopened SUA to class Read SUA Handbook	
Wednesday, February 15	SUA	
Monday, February 20	No class—Presidents' Day	
Wednesday, February 22	SUA Deadline #1 Transactions through December 26	
Monday, February 27	SUA	
Wednesday, March 1	SUA Deadline #2 Transactions through December 31	
Monday, March 6	SUA Deadline #3 Month-end procedures	
Wednesday, March 8	SUA	
Monday, March 13	SUA Deadline #4 Year-end procedures	
Wednesday, March 15	Completed SUA must be submitted Exam #2	