



Course #:	ACCT 3005, Section 01		Doctor of Philosophy (Accounting);
Course title:	Accounting Essentials Boot Camp		Graduate Certificate (Information Systems);
Credit hours:	3 undergraduate semester hours		Certified Public Accountant, Certified
Prerequisites:	None		Management Accountant, Certified Internal
Fees:	\$25 (Technology)		Auditor, Certified QuickBooks Specialist,
Term:	Spring 2015		Certified QuickBooks ProAdvisor, Microsoft
Meeting time:	F, 0800 to 1445		Office Specialist Access, Network+
Location:	Udvar-Hazy 220	Office:	Room 131, Udvar-Hazy
Version #:	Syllabus Version S15.1	Telephone:	435-652-7747 (office); 435-652-7873 (fax)
Instructor:	Kevin S. Barrett:	Email:	barrett@dixie.edu
	2012 Dixie State Teacher of the Year;	Home page:	http://www.dixie.edu ; Canvas link
	Professor, July 2003;	Office hours:	TR 1015 - 1245 & by appointment

COURSE DESCRIPTION:

This course is designed to help students achieve a working knowledge of the Accounting Cycle so that they can move seamlessly into Accounting 3010's (Intermediate I) more in-depth study of the Accounting Cycle.

COURSE OBJECTIVES, STUDENT LEARNING OUTCOMES, and ASSESSMENT ACTIVITIES:

This course is made up of one module, The Accounting-Cycle Module. While studying the Accounting-Cycle module, students shall gain a clear understanding and appreciation of the critical economic role Accounting plays as the language of business, thus accomplishing this module's major learning objective. Understanding and appreciation will take place as students:

- Create journal entries that transfer the raw economic data contained in economic events into the Accounting Information System and close temporary accounts;
- Post those journal entries into accounts, and
- Create trial balances and financial statements.

A comprehensive project-oriented test is the primary assessment tool for evaluating students' mastery of the journalization process and the creation of financial statements. Reinforcing activities are the primary assessment tools for evaluating mastery of the posting process and the creation of trial balances. A practice exam and exam retakes are available to increase the likelihood of achieving mastery.

COURSE REQUIREMENTS AND POLICIES:

- **Enhancing the Likelihood of Successfully Completing this Course.**

To enhance the likelihood of understanding accounting concepts and applications, (1) use the textbook as needed to supplement, clarify, and/or reinforce classroom learning activities, (2) come to all classes on time and stay for the entire class, (3) participate in classroom learning activities, (4) complete reinforcing activities in a timely fashion, and (5) begin practice exams as soon as possible and then practice until mastery is achieved.

- **Developing Teaming, Critical-Thinking Skills, and Oral Communication Skills.**

- Participating on a daily basis in the classroom learning activities will enhance your critical thinking and oral communication skills. I will evaluate your participation contributions on a daily basis and use the resulting rankings to compute your participation points. Your participation ranking depends upon how useful your contributions are to our classroom learning dynamics. Completing projects that reinforce classroom learning activities in teams of two will enhance your oral communication, teaming, and critical-thinking skills.

- **Professionalism:**

- **Absenteeism.** Our student-instructor relationship is similar to an employer-employee relationship (you get paid in grades, depending on how well you complete tasks that I believe will help you learn and master Accounting). Missing a day of work is not cool because you can't complete work-related tasks. And, if persisted in, leads to unemployment. Thus, I strongly encourage you to always attend class.

- **Timeliness.** Grading late work is very disorienting to me because I am typically unable to recapture the mindset that I used when I graded timely submissions. **For that reason, I will not accept late work unless I have agreed to do so in advance of the due date, typically in connection with a compelling life emergency.**
- **Electronic Devices.** In the event that your electronic device detracts from our learning environment, you have the choice of providing your instructor and class peers with sufficient Harmon's pastries (or pizza if preferred by the class) and libations to meet their caloric intake dreams or taking a ten-percent reduction in your final grade.
- **Orderliness.** All submitted assignments will be graded, at least in part, on accuracy, completeness, logic, difficulty, clarity, neatness, and organization.

- **Exams.**

Midterm exams are completed at the Testing Center as an individual effort. Each midterm exam has no time limit and is available in the Testing Center for seven days. The Testing Center's hours of operation are available online. The final exam will consist of a comprehensive, computer-lab QuickBooks Project.

- **Reasonable Accommodation Statement.**

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the Disability Resource Center Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

- **Academic Integrity.**

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information and procedures about what constitutes acceptable on-campus behavior.

- **Changes to Syllabus.**

Information contained in this syllabus, other than grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor. You are responsible for changes announced in your absence.

- **Dmail Notice.**

Important class and college information will be sent to your Dmail email account (e.g., your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC). All DSC students are automatically assigned a Dmail account (go to www.dixie.edu and select "Dmail," for complete instructions). **You will be held responsible for information sent to your Dmail, so please check it often.**

RECOMMENDED TEXT:

Not applicable. Instructor provided material.

GRADING:

- This is the grading scale that will map your performance on assessment activities to a letter grade:

92.5-100%	89.5-92.4%	86.5-89.4%	82.5-86.4%	79.5-82.4%	76.5-79.4%	72.5-76.4%	69.5-72.4%	66.5-69.4%	62.5-66.4%	59.5-62.4%	0-59.4%
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

This scale is approximate because it imperfectly reflects my analysis of cumulative assessment performances that end up close to the demarcation line between grade increments. In such cases, I review all assessment activities to see if they were completed and performed at a reasonable level of competence. I typically give qualifying individuals the benefit of the doubt, awarding them the higher grade.

- These are the assessment activities, your completion of which accumulates points that are transformed into percentages that are summed and then mapped into grades using the previously noted grading scale:

	Participation	Reinforcing Activities	Exams	Total
Estimated	10%	10%	80%	100%

- For policies regarding incomplete or withdrawal, please refer to the current university catalog.

TENTATIVE SCHEDULE (F; 0800 - 1445 (Hazy 220)):

Day	Date	Readings, Holidays, Due Dates, Test Dates	Topics, Activities (LA - Learning, RA - Reinforcing)
The Accounting Cycle (AC) Module			
F	01-16		<ul style="list-style-type: none"> • Introduction • Riches

Day	Date	Readings, Holidays, Due Dates, Test Dates	Topics, Activities (LA - Learning, RA - Reinforcing)
			<ul style="list-style-type: none"> • Communication • Financial Statements Overview • Accounting Cycle Overview • Conceptual Framework for Accounts • LA-AC #1.1: Sparkle's Basic Economic Events • RA-AC #1.1: Flash's Basic Economic Events • Practice Exam • Forgotten-Economic-Events Conceptual Framework • Cash versus Accrual Learning Activity • LA-AC #1.2: Sparkle's Forgotten Economic Events • RA-AC #1.2: Flash's Forgotten Economic Events
M	01-19	• Martin Luther King Jr. Day	• No classes
T	01-20	• RA-AC #1.1 due by 5:00 PM	• Please slip printed version under my office door.
R	01-22	• RA-AC #1.2 due by 5:00 PM	• Please slip printed version under my office door.
F	01-23	<ul style="list-style-type: none"> • RA-AC #1.3 due • RA-AC #2.1 due • RA-AC #2.2 due • RA-AC #2.3 due • Test I 	<ul style="list-style-type: none"> • Closing Process Overview • LA-AC #1.3: Sparkle's Closing Entries • RA-AC #1.3: Flash's Closing Entries • RA-AC #2.1: Code Facts' Basic Economic Events • RA-AC #2.2: Code Facts' Forgotten Economic Events • RA-AC #2.3: Code Facts' Closing Entries • Testing Center (F, Sa, Su)