

Course ID:	ACCT 3500, Section 1	Instructor:	Kevin S. Barrett, PhD (Accounting), CPA,
Course Name:	Accounting Practicum Techniques		CMA, CIA; Graduate Certificate (Information
Credit Hours:	3 undergraduate semester hours		Systems), MOS Access, Network+, OCP-DBA
Prerequisites:	Accounting 3020, Accounting 3400;		(in progress); Tenured, Full Professor, Fall 2007
	Co-requisite: Accounting 4400	Office:	Udvar-Hazy Business Building, RM 131
Term:	Spring 2011	Telephone:	435-652-7747
Meeting Time:	TR: 1430 - 1545	Email:	barrett@dixie.edu
Location:	Udvar-Hazy Room 200	Web Domain:	Blackboard Vista
Course Fees:	Under Review	Office Hours:	MTWR 1200 - 1300 and by appointment

COURSE DESCRIPTION:

This course is designed to help Accounting students develop the practical skills that will enable them to provide the accounting services required of the small and middle-sized businesses serviced by the Accounting Practicum course (Accounting 4600).

COURSE OBJECTIVES:

Students who successfully complete this course will:

- Have an in-depth working knowledge of the QuickBooks accounting software package.
- Have an in-depth working knowledge of the Peachtree accounting software package.
- Have a working knowledge of QuickBooks' Internet-based payroll application and Peachtree's software-based payroll feature.
- Have a working knowledge of the TaxWorks tax-preparation software package.
- Have a working knowledge of the TaxWise tax-preparation software package.
- Be QuickBooks certified.

COURSE CULTURE, REQUIREMENTS AND POLICIES:

Developing Teaming and Oral Communication Skills.

- The Sunrise-Tire and Just-Like-Home learning activities are group-oriented learning activities. As you work in groups of two to complete those activities, you will have the opportunity to enhance your oral-communication and teaming skills. To promote a wider range of team interaction, each new team-oriented learning activity must be completed with a new teammate with whom you have never completed a learning activity.
- A peer rubric must be completed and submitted to me as an e-mail attachment so as to communicate to me your assessment of the extent to which your peers met the assessment objectives featured in the rubric.

Developing Critical Thinking Skills.

Your critical thinking skills will be enhanced as you:

- Monopoly:
 - Formulate and execute a winning strategy for Monopoly.
 - Determine the proper way to record and post business transactions and then generate the applicable trial and adjusted trial balances and financial statements.
 - Figure out the correct way to depict your manual accounting information system within QuickBooks and Peachtree electronic domains.
- Wild Water Sports, Sunrise Tires, Just Like Home:
 - Figure out how to correctly depict small business activities within the context of QuickBooks, Peachtree, TaxWorks, and TaxWise.
 - Discriminate between business expenses and personal expenditures.
 - Offer meaningful advice that clients can follow to protect the integrity of their business entity.

Developing Practical Technological Skills.

This course is specifically designed to provide you with learning and certification activities, the completion of which will help you develop an in-depth working knowledge of QuickBooks, and a working knowledge of Peachtree, Taxworks, and TaxWise.

Team-Oriented Learning Activities.

A solution submitted by a given team for a team-oriented learning activity must be the sole product of that team. That is, cross-team pollination is strictly prohibited. Violations of this “no-pollination” constraint will result in an “F” for the course for all offending parties.

Exams.

This is a project oriented class designed to prepare you for the working environment that you will encounter in the Accounting 4600 Accounting Practicum class. Thus, there are no traditional exam assessment events in this

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.

Professionalism.

- **Absenteeism.** I conceptualize our student-instructor relationship in much the same way that I conceptualize an employer-employee relationship. There is zero tolerance for unexcused absences in the work place and excused absences are typically granted for unusual and infrequent events. Missing my class without obtaining an excused absence from me is unprofessional and will result in a ten-percentage-point reduction of your final grade.
- **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.**
- **Electronic Devices.** In the event that your interaction with an electronic device detracts from our learning environment, you have the choice of providing your instructor and class peers with sufficient Papa John pizza and libations (i.e., ice cold Coca Cola) 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.

Changes to Syllabus.

Information contained in this syllabus, other than grading and course requirements and policies, may be subject to change with advance notice, as deemed appropriate by the instructor. You are responsible for changes to the syllabus or learning activities announced in class during your absence.

Dmail Notice.

Important class and college information will be sent to your Dmail email account. This information includes 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. If you do not know your user name and password, 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.

REQUIRED TEXT:

- Jim Mazza and Gary Chavez. **Peachtree 2010.** Paradigm Publishing.
- Kathleen Villani and James B. Rosa. **QuickBooks Pro 2010.** Paradigm Publishing.
- Payroll (to be announced).
- QuickBooks Certification (to be announced).

GRADING:

- This is the approximate grading scale that will map your performance on assessment event (**AE**) 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 competent level. 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:

	Learning Activities	Certifications	Total
Estimated	70%	30%	100%

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

TENTATIVE CLASS MEETING AND EXAMINATION SCHEDULE (TR, 1430 - 1545 (UH 200)):

Day	Date	Learning Activities, Important Dates
T	01-11	<ul style="list-style-type: none"> • Introduction • Monopoly (entity selection discussion by Steve Day) • Monopoly play begins (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
R	01-13	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
M	01-17	<ul style="list-style-type: none"> • Martin Luther King Jr. Day (No Classes)
T	01-18	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
R	01-20	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
T	01-25	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
R	01-27	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification begins
T	02-01	<ul style="list-style-type: none"> • Monopoly play continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Last Day to Drop without a W
R	02-03	<ul style="list-style-type: none"> • Monopoly play ends (all business transactions must be recorded in both a QuickBooks and Peachtree domain)
T	02-08	<ul style="list-style-type: none"> • Monopoly financial statements and tax returns due • Wild Water Sports begins (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
R	02-10	<ul style="list-style-type: none"> • Wild Water Sports continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
T	02-15	<ul style="list-style-type: none"> • Wild Water Sports continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
R	02-17	<ul style="list-style-type: none"> • Wild Water Sports continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
M	02-21	<ul style="list-style-type: none"> • President's Day (No Classes)
T	02-22	<ul style="list-style-type: none"> • Wild Water Sports continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
R	02-24	<ul style="list-style-type: none"> • Wild Water Sports ends (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • QuickBooks Certification continues
T	03-01	<ul style="list-style-type: none"> • Wild Water Sports financial statements and tax returns due • Sunrise Tire begins (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application begins (within context of Sunrise Tire) • QuickBooks Certification continues
R	03-03	<ul style="list-style-type: none"> • Sunrise Tire continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
F	03-04	<ul style="list-style-type: none"> • Last Day to Drop Class
T	03-08	<ul style="list-style-type: none"> • Sunrise Tire continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
R	03-10	<ul style="list-style-type: none"> • Sunrise Tire continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
M	03-14	<ul style="list-style-type: none"> • Spring Break (No Classes)
T	03-15	<ul style="list-style-type: none"> • Spring Break (No Classes)
W	03-16	<ul style="list-style-type: none"> • Spring Break (No Classes)
R	03-17	<ul style="list-style-type: none"> • Spring Break (No Classes)
F	03-18	<ul style="list-style-type: none"> • Spring Break (No Classes)

Day	Date	Learning Activities, Important Dates
T	03-22	<ul style="list-style-type: none"> • Sunrise Tire continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
R	03-24	<ul style="list-style-type: none"> • Sunrise Tire continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
T	03-29	<ul style="list-style-type: none"> • Sunrise Tire ends (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Sunrise Tire) • QuickBooks Certification continues
R	03-31	<ul style="list-style-type: none"> • Sunrise Tire financial statements and tax returns due • Just Like Home begins (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
F	04-01	<ul style="list-style-type: none"> • Last day for complete withdrawal
T	04-05	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
R	04-07	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
T	04-12	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
R	04-14	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
T	04-19	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
R	04-21	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
T	04-26	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues
R	04-28	<ul style="list-style-type: none"> • Just Like Home continues (all business transactions must be recorded in both a QuickBooks and Peachtree domain) • Payroll Application continues (within context of Just Like Home) • QuickBooks Certification continues • Last day of class
T	05-03	<ul style="list-style-type: none"> • Just Like Home financial statements and tax returns due no later than 1600 hours