



Course #: Accounting 3500-01	Prof.: Derrick Esplin, CPA, CMA, MAcc
Course Title: Acct Practicum Techniques	Office: Room 127, Udvar-Hazy Business Bldg.
Credit Hours: 3 semester hours	Phone: 435-652-7926 / 435-619-4460 (cell)
Meeting time: Tu, Th 9:00 am to 10:15 am	Email: derrickesplin@dixie.edu
Location: Hazy 230	Office Hours: M,W, F 10:00 am – 11:00 am
Term: Fall 2013	T, Th noon – 1 pm and by appointment

### A. CLASS HOURS

Accounting 3500 meets twice a week, on Tuesday and Thursday, from 9:00 A.M. to 10:15 A.M. in room # 230 of the Hazy Building.

### B. TEXT

QuickBooks 2012 – the Missing Manual by Bonnie Biafore (textbook recommended, not required). **A laptop computer is required for all students attending the class.**

### C. FEES

\$149. The \$149 fee will pay for the online QuickBooks Specialist certification via Universal Accounting (UA). You will need to contact Courtney Sellers at UA to pay this fee. Her direct number is 800-682-0716, ext. 1108 or you can email her at [csellers@universalaccounting.com](mailto:csellers@universalaccounting.com). You will have access to the online training programs within 5-10 minutes of your payment going through.

The \$149 includes the cost of certification and provides you with a full year access to the training materials so you can review what you have learned anytime that you would like even after certification. If you were to call UA yourself and go through this certification process on your own it would cost you \$815. The certification designation, once earned, is forever and the QuickBooks Specialist certification is nationally recognized and carries credential weight in many organizations.

### D. COURSE DESCRIPTION

Required for students pursuing a degree in Accounting. Provides hands-on instruction using QuickBooks Accounting software to prepare financial statements and related analysis. Payroll tax compliance, reporting and planning will be covered, with emphasis on interpretation and practical application. Designed to provide Accounting majors with skills needed in ACCT 4600. Course fee required. Prerequisites: ACCT 3020 and ACCT 3400. Co-requisite ACCT 4400. 3 credit hours.

## E. LEARNING OUTCOMES

### Mission

*The mission of the Udvar-Hazy School of Business is to prepare students for successful employment, advanced learning and service to community. We are committed to providing an environment that embraces experiential learning, stimulates academic excellence and incorporates ethical considerations.*

### Goals

1. Provide students with accounting and core business knowledge and skills that enable attainment of advanced accounting degrees and success in a rapidly changing, competitive professional environment. (Core Theme One – A Culture of Learning)
2. Develop students’ awareness of and analytical and decision-making skills regarding business ethical issues. (Core Theme Two – A Culture of Values)
3. Establish partnerships with the community and alumni to provide an education that responds to local and industry needs and affords valuable, applied learning opportunities and community engagement. (Core Theme Three – A Culture of Community)
4. Employ highly qualified faculty members who foster open, innovative, analytical, and student-focused learning environments. Support academically and professionally active faculty who model continuous improvement in their practice and service. (Core Theme One – A Culture of Learning)

### Accounting Department - Student Learning Outcomes

Accounting professionals are looked upon as trusted business advisors and must develop and maintain high standards of professionalism, ethics, and technical competency. Irrespective of the interest area in which the individual works, be it accounting and bookkeeping, auditing, tax, or consultation, accountants are expected to be able to: **identify** relevant issues; **gather** information related to those issues; **compile and synthesize** that information into a format useful for its intended users; and **communicate or report** the results in an effective and reliable manner. Therefore, it is important that we as educators instill those competencies into our students. Upon completion of an accounting degree at Dixie State University, students will demonstrate the ability to:

1. **Identify:** identify accounting, tax, auditing and ethical issues in structured and unstructured fact-based situations.
2. **Gather:** perform research using the professional body of knowledge in the accounting discipline.
3. **Compile/Synthesize:** use a range of techniques to perform analysis, synthesize information and draw conclusions.
4. **Communicate/Report:** communicate effectively in quantitative and qualitative terms through writing and speaking.

## F. COURSE OBJECTIVES

Students who successfully complete this course will:

1. Have an in-depth working knowledge of the QuickBooks accounting software package for purposes of routine financial accounting record keeping in a small to mid-size business (I, G, CS, CR)
2. Be able to prepare and analyze financial statements (I, G, CS, CR)
3. Prepare all facets of payroll (pay checks, W-2's, 940's, 941's) and payroll tax compliance (I, G, CS, CR)
4. Have a working knowledge of the TaxWorks tax-preparation software package (I, G, CS, CR)
5. Be QuickBooks Certified (I, G, CS, CR)

## G. COURSE CULTURE, REQUIREMENTS AND POLICIES:

### Developing Teaming and Oral Communication Skills:

1. The learning activities in this class are groups-of-two 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.
2. 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:

- Figure out how to correctly depict small business activities within the context of QuickBooks and TaxWorks.
- 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 TaxWorks.

**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 course.

**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 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.

**H. GRADING**

Grading is not on a curve. Your grade will be based on the percentage of total points earned.

1.	LEARNING ACTIVITIES	70%	
2.	CERTIFICATION	<u>30%</u>	
	TOTAL	100%	
A	93.0 - 100.0%	C	73.0 - 76.9%
A-	90.0 - 92.9%	C-	70.0 - 72.9%
B+	87.0 - 89.9%	D+	67.0 - 69.9%
B	83.0 - 86.9%	D	63.0 - 66.9%
B-	80.0 - 82.9%	D-	60.0 - 62.9%
C+	77.0 - 79.9%	F	BELOW 60%

### **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.

### **DMAIL Statement**

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 DSC. All DSC students are automatically assigned a Dmail email account. If you don't know your user name and password, go to [www.dixie.edu](http://www.dixie.edu) choose MyDSC & Logins and then Login to Student-Mail. And follow the instructions. You will be held responsible for information sent to your Dmail email. So please check it often.

### **RESOURCES:**

**Available Resources:** Library, Computer Lab, Testing Center and Tutoring Center statements and links (as appropriate):

Library - <http://library.dixie.edu>

Computer Labs - located in the basement of the library. The Smith Computer Center, and the Hazy Building, room 200.

Testing Center - <http://new.dixie.edu/testing>

Tutoring Center - <http://dsc.dixie.edu/tutoring/>

**SEE NEXT PAGE FOR TENTATIVE CLASS MEETING SCHEDULE**



*Udvar-Hazy School of Business  
Accounting Department  
225 South 700 East  
St. George, UT 84770*

<b>ACCOUNTING 3500 - PRACTICUM TECHNIQUES SCHEDULE OF ASSIGNMENTS AND READINGS</b>		
<b>DAY</b>	<b>DATE</b>	<b>CLASS</b>
TUES	AUG 20	Indroduction - Load QuickBooks Accountant 2013
THURS	AUG 22	QuickBooks Boot Camp (QBBC) Begins
TUES	AUG 27	QBBC
THURS	AUG 29	QBBC
TUES	SEP 3	QBBC
THURS	SEP 5	QBBC
TUES	SEP 10	QBBC
THURS	SEP 12	QBBC Concludes - (QB Cert Due Sunday, Sep 15th)
TUES	SEP 17	Wild Water Sports (WWS) Task 1 (T1) Begins
THURS	SEP 19	WWS - T1
TUES	SEP 24	WWS - T1
THURS	SEP 26	WWS - T1
TUES	OCT 1	WWS - T1
THURS	OCT 3	WWS - T1 concludes (T1 due Sunday, Oct 6th)
TUES	OCT 8	WWS - T2 begins
THURS	OCT 10	No School - Fall Break
TUES	OCT 15	WWS - T2
THURS	OCT 17	WWS - T2
TUES	OCT 22	WWS - T2
THURS	OCT 24	WWS - T2
TUES	OCT 29	WWS - T2
THURS	OCT 31	WWS - T2 concludes (T2 due Sunday, Nov 3rd)
TUES	NOV 5	WWS - T3 begins
THURS	NOV 7	WWS - T3
TUES	NOV 12	No School - Career Day
THURS	NOV 14	WWS - T3
TUES	NOV 19	WWS - T3
THURS	NOV 21	WWS - T3 concludes (T3 due Sunday, Nov 24th)
TUES	NOV 26	Payroll Module (PM) Begins
THURS	NOV 28	No School - Thanksgiving
TUES	DEC 3	PM
THURS	DEC 5	PM Concludes (PM due on day of final for the class)
TUES	DEC 10	No School - Finals Week
THURS	DEC 12	Final time allocation: 8 am to 10 am

**This schedule is subject to change.**