

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 9:00 am – 11:00 am
Term: Spring 2013	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. 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.

C. 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.

D. COURSE OBJECTIVES

Students who successfully complete this course will:

- 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.
- Be able to prepare and analyze financial statements
- Prepare all facets of payroll (pay checks, W-2's, 940's, 941's) and payroll tax compliance
- Have a working knowledge of the TaxWorks tax-preparation software package.
- Be QuickBooks Certified

E. COURSE CULTURE, REQUIREMENTS AND POLICIES:

Developing Teaming and Oral Communication Skills:

- 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.
- 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.

G. 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 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.

DSC Policy Links:

Reference to “Policy for Absences Related to College Functions”:

<http://www.dixie.edu/humanres/policy/sec5/523.html>

Disruptive behavior policy/ classroom expectations:

<http://www.dixie.edu/humanres/policysec3/334.html>

Academic dishonesty/ Academic Integrity policy:

<http://www.dixie.edu/humanres/policysec3/334.html>

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

ACCOUNTING 3500 - PRACTICUM TECHNIQUES SCHEDULE OF ASSIGNMENTS AND READINGS		
DAY	DATE	CLASS
TUES	JAN 8	Introduction - Load QuickBooks Accountant 2012
THURS	JAN 10	QuickBooks Boot Camp (QBBC) Begins
TUES	JAN 15	QBBC
THURS	JAN 17	QBBC
TUES	JAN 22	QBBC
THURS	JAN 24	QBBC
TUES	JAN 29	QBBC
THURS	JAN 31	QBBC Concludes - (QB Cert Due Sunday, Feb. 3RD)
TUES	FEB 5	Wild Water Sports (WWS) Task 1 (T1) Begins
THURS	FEB 7	WWS - T1
TUES	FEB 12	WWS - T1
THURS	FEB 14	WWS - T1
TUES	FEB 19	WWS - T1
THURS	FEB 21	WWS - T1 concludes (T1 due Sunday, Feb 24th)
TUES	FEB 26	WWS - T2 begins
THURS	FEB 28	WWS - T2
TUES	MAR 5	WWS - T2
THURS	MAR 7	WWS - T2
TUES	MAR 12	Spring Break - No School
THURS	MAR 14	Spring Break - No School
TUES	MAR 19	WWS - T2
THURS	MAR 21	WWS - T2 concludes (T2 due Sunday, Mar 24th)
TUES	MAR 26	WWS - T3 begins
THURS	MAR 28	WWS - T3
TUES	APR 2	WWS - T3
THURS	APR 4	WWS - T3
TUES	APR 9	WWS - T3
THURS	APR 11	WWS - T3 concludes (T3 due Sunday, Apr 14th)
TUES	APR 16	Payroll Module (PM) Begins
THURS	APR 18	PM
TUES	APR 23	PM
THURS	APR 25	PM Concludes (PM due on day of final for the class)
TUES	APR 30	Final time allocation: 8 am to 10 am

This schedule is subject to change.