



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

Course #: Accounting 3500-01
Course Title: Acct Practicum Techniques
Credit Hours: 3 semester hours
Meeting time: Tu, Th 9:00 am to 10:15 am
Location: Hazy 242
Term: Spring 2014

Prof.: Derrick Esplin, CPA, CMA, MAcc
Office: Room 127, Udvar-Hazy Business Bldg.
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Office Hours: M,W 9:00 am – 11:00 am
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 # 242 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.

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 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%



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Go to this link - <http://www.dixie.edu/reg/syllabus/> - for comprehensive information on the Semester Dates, the Final Exam Schedule, University resources such as the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions.

If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the North Plaza. The Disability Resource Center (<http://dixie.edu/drcenter/>) will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.

SEE NEXT PAGE FOR TENTATIVE CLASS MEETING SCHEDULE

ACCOUNTING 3500 - PRACTICUM TECHNIQUES SCHEDULE OF ASSIGNMENTS AND READINGS		
DAY	DATE	CLASS
TUES	JAN 7	Indroduction - Load QuickBooks Accountant 2012
THURS	JAN 9	QuickBooks Boot Camp (QBBC) Begins
TUES	JAN 14	QBBC
THURS	JAN 16	QBBC
TUES	JAN 21	QBBC
THURS	JAN 23	QBBC
TUES	JAN 28	QBBC
THURS	JAN 30	QBBC Concludes - (QB Cert Due Sunday, Feb. 3RD)
TUES	FEB 4	Wild Water Sports (WWS) Task 1 (T1) Begins
THURS	FEB 6	WWS - T1
TUES	FEB 11	WWS - T1
THURS	FEB 13	WWS - T1
TUES	FEB 18	WWS - T1
THURS	FEB 20	WWS - T1 concludes (T1 due Sunday, Feb 24th)
TUES	FEB 25	WWS - T2 begins
THURS	FEB 27	WWS - T2
TUES	MAR 4	WWS - T2
THURS	MAR 6	WWS - T2
TUES	MAR 11	Spring Break - No School
THURS	MAR 13	Spring Break - No School
TUES	MAR 18	WWS - T2
THURS	MAR 20	WWS - T2 concludes (T2 due Sunday, Mar 24th)
TUES	MAR 25	WWS - T3 begins
THURS	MAR 27	WWS - T3
TUES	APR 1	WWS - T3
THURS	APR 3	WWS - T3
TUES	APR 8	WWS - T3
THURS	APR 10	WWS - T3 concludes (T3 due Sunday, Apr 14th)
TUES	APR 15	Payroll Module (PM) Begins
THURS	APR 17	PM
TUES	APR 22	PM
THURS	APR 24	PM Concludes (PM due on day of final for the class)
TUES	APR 29	Final time allocation: 8 am to 10 am

This schedule is subject to change.