

Course ID:	ACCT 3500, Section 1		CMA, CIA; Graduate Certificate (Information Systems), MOS Access, Network+, OCP-DBA
Course Name:	Accounting Practicum Techniques		(in progress); Tenured, Full Professor, Fall 2007
Credit Hours:	3 undergraduate semester hours		
Prerequisites:	Accounting 3020, Accounting 3400;	Office:	Udvar-Hazy Business Building, RM 131
	Co-requisite: Accounting 4400	Telephone:	435-652-7747
Term:	Fall 2011	Fees:	\$25 (Technology)
Meeting Time:	TR: 1430 - 1545	Email:	barrett@dixie.edu
Location:	Udvar-Hazy Room 200	Web Domain:	Blackboard Vista
Course Fees:	Under Review	Office Hours:	TWR 1030 - 1310 and by appointment
Instructor:	Kevin S. Barrett, PhD (Accounting), CPA,	Version:	Syllabus version F11.1

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 for purposes of routine financial accounting record keeping in a small business.
- Have an in-depth working knowledge of the CYMA accounting software package for purposes of after-the-fact financial accounting record keeping in a small business.
- Have a working knowledge of the TaxWorks tax-preparation software package.
- Be QuickBooks certified.

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 advise 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.

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 course.

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 Harmon’s pastries 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.

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 RESOURCES:

- Bonnie Biafore. **QuickBooks 2011: The Missing Manual.** O’Reilly.
- QuickBooks Certification (to be announced).
- **Access to a Windows PC compatible computing device is required this semester.**

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, 0900 - 1045 (UH 149)):

Day	Date	Learning Activities, Assessments, Recesses	Day	Date	Learning Activities, Assessments, Recesses
T	08-23	<ul style="list-style-type: none"> • Load QuickBooks Accountant 2011 on your personal computing device • Wild Water Sports (WWS) - Task I (TI) begins 	F	10-14	• Fall Semester Break (no classes)
R	08-25	• WWS-TI	M	10-17	• Last Day to Drop this Class
T	08-30	• WWS-TI	T	10-18	• QBEC
R	09-01	• WWS-TI concludes	R	10-20	• After-the-Fact Account using CYMA (ATFAUC) begins
F	09-02	• WWS-TI due	T	10-25	• ATFAUC
M	09-05	• Labor Day Holiday (no classes)	R	10-27	• ATFAUC
T	09-06	• WWS-TII begins	T	11-01	• ATFAUC
R	09-08	• WWS-TII concludes	R	11-03	• ATFAUC
F	09-09	• WWS-TII due	T	11-08	• ATFAUC
M	09-12	• Last Day to Drop without a W	R	11-10	• Just-Like-Home (JLH) learning activity begins
T	09-13	• WWS-TIII begins	T	11-15	• JLH
R	09-15	• WWS-TIII concludes	R	11-17	• JLH
F	09-16	• WWS-TIII due	T	11-22	• JLH
T	09-20	• WWS Tax Return begins	W	11-23	• Thanksgiving Break (no classes)
R	09-22	• WWS Tax Return concludes	R	11-24	• Thanksgiving Break (no classes)
F	09-23	• WWS-Tax Return due	F	11-25	• Thanksgiving Break (no classes)
T	09-27	<ul style="list-style-type: none"> • QuickBooks Certification begins • QuickBooks-Error-Correction (QBEC) learning activity begins 	T	11-29	• JLH
R	09-29	• QBEC	R	12-01	• JLH
T	10-04	• QBEC	T	12-06	• JLH
R	10-06	• QBEC	R	12-08	• JLH
T	10-11	• QBEC	F	12-09	<ul style="list-style-type: none"> • Last Day of Classes • QuickBooks Certification ends
R	10-13	• Fall Semester Break (no classes)	T	12-13	• QuickBooks Certification due