



Course #: ACCT 3600-50	Instructor: Steven M. Day, CPA, MAcc
Course Title: Accounting Practicum	Office: Room 132, Udvar-Hazy Business Bldg.
Credit Hours: 3 semester hours	Phone: 435-652-7831 / 435-668-0284 (cell)
Meeting time: R, 6:15 pm to 8:45 pm	Email: day@dixie.edu
Location: Hazy 200	Office Hours: TR 8:00 – 8:50 am TR 10:30 – 12:00
Term: Spring 2010	and by appointment

REQUIRED TEXT:

Handouts and reference material will be provided by instructor.

COURSE DESCRIPTION:

This course is designed as the senior-year Accounting capstone course.

COURSE OBJECTIVES: *Students successfully completing this course will be able to:*

- (1) Complete various *QuickBooks* practice modules designed to provide *QuickBooks* Proficiency.
- (2) Understand the many concepts and underlying Laws and Regulations related to Payroll Accounting.
- (3) Evaluate several business models and offer appropriate Entity Structure Recommendations.
- (4) Describe several Income Tax Planning ideas as they relate to various business situations.
- (5) Interview local small business owners and evaluate their Accounting Needs.
- (6) Determine the Tax and Filing Requirements for Utah based small businesses.
- (7) Evaluate previous tax filings for small businesses and determine whether Proper Filing Requirements have been met.
- (8) Make recommendations to small business owners to Enhance Accounting Information’s Relevance and Reliability for decision makers.
- (9) Offer *QuickBooks* Training to local small business owners
- (10) Evaluate small business financial statements and make recommendations for Improving Financial Position and Cash Flows.

HANDOUT AND REFERENCE MATERIAL READING:

Reading the handouts and reference material is crucial for understanding the concepts presented in this course. You are expected to read the handouts and reference material that will be discussed in class prior to the lecture. I present the lectures under the assumption that you have already read the assigned material. **Pop quizzes may be given from time to time to assure that the reading assignments are being completed!**

LECTURES/DISCUSSIONS:

Lectures and discussions will be offered for each module assigned in the “Schedule & Assignments” section of the syllabus. The lectures and discussions serve to discuss the subject matter and to bring real-time application and experience into the class. The goal is to extend the class into real-life applications in the current profession. **Lectures will evolve into discussions and your participation is expected!**

QUICKBOOKS MODULES:

During the first 4-5 weeks of class, you will participate in an intensive *QuickBooks* training exercise. During this exercise, you will receive instruction and complete several *QuickBooks* modules. These module solutions will be handed in and evaluated. Format, organization, accuracy, and completeness are all considered during the grading process. **Late *QuickBooks* module solutions will NOT be accepted!**

OTHER MODULES AND SUPPLEMENTARY ASSIGNMENTS:

This course will also incorporate various accounting topics including, but not limited to:

- (1) Payroll Accounting.
- (2) Business Entity Selection.
- (3) Income Tax Planning and Evaluation.
- (4) Other Tax and Business Filing Requirements.
- (5) Evaluating Business Financial Statements.
- (6) Communicating with the Small Business Owner.

Various module and supplementary assignments will be given over the course of the semester. Again, format, organization, accuracy, and completeness are all considered during the grading process. **Late module and supplementary assignment solutions and hand-written solutions will NOT be accepted!**

SMALL BUSINESS CLIENT ASSISTANCE:

Dixie State College and Dixie Business Alliance have teamed up to offer free accounting services to emerging or struggling small businesses. You will participate in teams of two in providing these services to include:

- (1) *QuickBooks* Setup, Evaluations, Reconciliations, and Training.
- (2) Payroll Accounting.
- (3) Business Entity Selection.
- (4) Income Tax Planning and Evaluation.
- (5) Other Tax and Business Filing Requirements.
- (6) Evaluating Business Financial Statements.

Your instructor will be instrumental in instructing and supporting your team as you provide these accounting services. Grading will be based upon your efforts as viewed by your instructor, your client(s), and your teammate. Your participation and professionalism will be expected as you are an ambassador for the Accounting Program at Dixie State College.

EXAMS:

Two exams are scheduled during this semester. Both of the exams will be taken in the classroom on the scheduled date. Students will not be allowed to leave anytime during the exam period. All exams will be closed-book, closed notes and individual effort. Any form of cheating may result in a Failing grade for the course. **No early or late Exams will be allowed!**

PARTICIPATION/PROFESSIONALISM/CLASS ATTENDANCE:

This is your education. Take ownership of your investment in this class by contributing in a positive manner in class discussions and lectures. Participation shows the instructor your concern for the subject matter and will directly affect your overall grade in this class. Disruptive or disrespectful behavior will cause students to lose all participation points. If a student does not show respect, maturity and professionalism in the classroom environment, he or she will most likely struggle in a post-academic environment. In addition, students who are tardy, inattentive or experience excessive absences will not receive full credit in this area.

GRADING:

Grading is not on a curve. Your grade will be based on the percentage of total points you earn. **There are NO grade improvement projects available in this class!**

Exams	200 Points	A	93.0 - 100%	C	73.0 - 76.9%
QuickBooks Modules	100 Points	A-	90.0 - 92.9%	C-	70.0 - 72.9%
Module & Supplement. Assign.	100 Points	B+	87.0 - 89.9%	D+	67.0 - 69.9%
Client Assistance	200 Points	B	83.0 - 86.9%	D	63.0 - 66.9%
Participation/Professionalism, etc.	<u>100 Points</u>	B-	80.0 - 82.9%	D-	60.0 - 62.9%
Total Points	<u>700 Points</u>	C+	77.0 - 79.9%	F	below 60.0%

Note: All points are approximate and may change slightly at the discretion of the instructor!



ACADEMIC INTEGRITY:

The Accounting profession is well known for a reputation of honesty, integrity, and high ethical standards. As a result, scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. Students are expected to have read and understand 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.

REASONABLE ACCOMMODATION STATEMENT:

If you are a student with a medical, psychological or a learning difference and are requesting reasonable academic accommodations due to this condition, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center within the first two weeks of the beginning of classes. Students are to contact the Center on campus to follow through with and receive assistance in the documentation process to determine the appropriate accommodations related to their condition. You may call 435-652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973 (located in the Student Services Center, Room #201 of the Edith Whitehead Building).

D-mail NOTICE:

Important class and college information will be sent to your D-mail 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 D-mail account. If you do not know your user name and password, go to www.dixie.edu and select "D-mail" for complete instructions. You will be held responsible for information sent to your D-mail, so please check it often.

SEE NEXT PAGE FOR SCHEDULE & ASSIGNMENTS

ACCOUNTING PRACTICUM 3600

Schedule & Assignments

Spring 2010

Hazy 200 / 6:15 pm Thursdays

Last Revised: January 12, 2010

Date	Week	Discussion Topic in Class	Assignment Schedule
<i>January</i>			
Tues. 12th	1	Team Selection/Introduction to Practicum	
Thurs. 21st	2	Introduction to QuickBooks	Student Bio
Thurs. 28th	3	QuickBooks Module Exercises	QuickBooks Module Exercises
<i>February</i>			
Thurs. 4th	4	QuickBooks Module Exercises	QuickBooks Module Exercises
Thurs. 11th	5	QuickBooks Module Exercises	QuickBooks Module Exercises
Thurs. 18th	6	Payroll Module	QuickBooks Module Exercises
Thurs. 25th	7	Entity Evaluation, Tax Planning/Compliance etc.	Payroll Module Exercises
<i>March</i>			
Thurs. 4th	8	Mid-Term Exam	Entity Evaluation/Tax Planning/Compliance etc. Exercises
Thurs. 11th	9	<i>Spring Break - No Class</i>	
Thurs. 18th	10	Initial Client Introductions/Evaluations/Scheduling	
Thurs. 25th	11	Client Meetings/Evaluations/Assistance/Training	
<i>April</i>			
Thurs. 1st	12	Client Meetings/Assistance/Training	
Thurs. 8th	13	Client Meetings/Assistance/Training	
Thurs. 15th	14	Client Meetings/Assistance/Training	
Thurs. 22nd	15	Final Client Meetings	
Thurs. 29th	16	Final Exam	Client/Team Evaluations