

Course #:	ACCT 4600-01	Asst. Prof.:	Steven M. Day, CPA, MAcc
Course Title:	Accounting Practicum - 45123	Office:	Room 129, Udvar-Hazy Business Bldg.
Credit Hours:	3 semester hours	Phone:	435-652-7831 / 435-668-0284 (cell)
Meeting time:	T 12:00 pm to 2:15 pm	Email:	day@dixie.edu
Location:	Hazy 149	Office Hours:	MW 9:00 – 10:30 T 9:00 – 11:00
Term:	Fall 2013		and/or by appointment.

COURSE REQUIREMENTS:

1. A Windows PC compatible laptop computer is required for this course!
2. CYMA Accounting Software (to be distributed by the professor)

COURSE DESCRIPTION:

This course is designed to provide Accounting students with an experiential learning environment that will place them in real-life, small business practice settings similar to post-graduation employment. Students will use leading Accounting software to provide financial statement preparation and analysis, tax compliance and planning, and application of payroll and sales tax compliance and reporting.

We are proud that *CYMA* Systems have significantly discounted their highly respected commercial accounting software for educational use. As such, students are able to purchase their own *CYMA* software at a fraction of their normal pricing.

Prerequisites: ACCT 3500 and advanced standing in the business baccalaureate program. However, the Accounting faculty strongly advises the completion of ACCT 4400 **prior** to this class. **This class serves as the senior-year Accounting capstone course, and should be taken in the final semester of the Accounting baccalaureate program.**

COURSE OBJECTIVES: (See Student Learning Outcomes)

Students successfully completing this course will be able to:

- (1) Evaluate several business models and offer appropriate entity structure recommendations. (*Identify, Gather, Compile, Communicate*)
- (2) Describe several income tax planning ideas as they relate to various business situations. (*Identify, Gather, Communicate*)
- (3) Interview local small business owners and evaluate their accounting needs. (*Identify, Gather, Compile, Communicate*)
- (4) Determine the tax and filing requirements for Utah based small businesses. (*Identify, Gather*)
- (5) Evaluate previous tax filings for small businesses. (*Identify, Gather, Compile, Communicate*)
- (6) Evaluate financial statements for small businesses and make recommendations to business owners to enhance the accounting information's relevance and reliability for decision makers. (*Identify, Gather, Compile, Communicate*)
- (7) Explore various accounting practice management techniques. (*Gather, Compile, Communicate*)
- (8) Offer *QuickBooks* training to local small business owners. (*Identify, Gather, Compile, Communicate*)
- (9) Complete *CYMA* G/L practice modules designed to provide "after-the-fact" accounting experience. (*Identify, Gather, Compile*)

HANDOUT AND REFERENCE MATERIAL READING:

Reading handouts and reference material is crucial for understanding the concepts presented in this course. You are required to read the assigned material **prior** to the class discussions. These class discussions assume that you are well prepared to discuss the topic(s) of the day. You will be randomly called on in class to provide valuable input to the class. **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. These lectures and discussions serve to discuss the subject matter and to bring real-time application and experience into the class. The primary goal is to extend the class into real-life applications in the Accounting profession. **Lectures will evolve into discussions and your participation is required!**

As a courtesy to the professor and other students, please raise your hand to participate in class discussions.

CYMA MODULES (See Team Work Rules):

During this semester, you will participate in a variety of *CYMA* G/L module exercises. During these exercises, you will complete several *CYMA* modules assignments. Format, organization, accuracy, and completeness are all considered during the grading process. **Late *CYMA* module solutions will NOT be accepted!**

Students are allowed to work in teams of two while completing the *CYMA* module assignments. This does not mean that you are allowed to split any portion of the assignment(s) between the teammates. Additionally, **you should NOT allow another student and/or team to copy your work. This is considered cheating and will result in receiving no credit for your *CYMA* assignment(s).**

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) Business Entity Selection.
- (3) Income Tax Planning and Evaluation.
- (4) Other Tax and Business Filing Requirements.
- (5) Evaluating Business Financial Statements.

Your professor will be instrumental in instructing and supporting your team as you provide accounting services. You should see your role as a “staff accountant” in a small CPA firm. Your professor will assume the role as “Partner” in the CPA firm. As such, you and your teammate are required to set up weekly meetings with the professor to provide client updates, and to receive instruction and direction for the upcoming week.

Your participation and professionalism are required as you are an ambassador for the Accounting Program!

During the semester, you and your team-mate are required to schedule all necessary appointments with your assigned client(s). You should consider your dress and demeanor during your client meetings. Grading will be based upon your efforts as viewed by your instructor, your client(s), and your teammate. **You are never allowed to meet with your client(s) without your teammate present!**

At the end of the semester, your team is required to submit a one to two page summary of semester events for each client. This write-up should include a brief background of the initial client meeting, paying special attention to the needs and issues surrounding the client. The report should then address the services your team provided to assist the client. Your team should also be prepared to present each report during our final class period as listed on the “Schedule & Assignments” section of the syllabus. Evaluations are also required to be completed and submitted by each team as follows: 1. Self-assessment rubric. 2. Team-mate rubric. 3. Client rubrics. Instructions will be discussed during the “Initial Client Assignments” discussion listed on the “Schedule & Assignments” section of the syllabus.

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, lectures, and client appointments. Participation shows the professor 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!

Your attendance is required in this class. Role will be taken at each scheduled meeting, and students will lose ½% of their grade for each date he or she is tardy or absent. Additionally, students who are inattentive will suffer in this area. If an electronic device disrupts any scheduled class, that person responsible will provide a class delicacy at our next scheduled class period.

GRADING:

Grading is not on a curve. Your grade will be based on the scale listed below.

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

Homework Assignments	35%	A	93.0 - 100%	C	73.0 - 76.9%
Client Assistance	50%	A-	90.0 - 92.9%	C-	70.0 - 72.9%
Participation/Professionalism/Bio	<u>15%</u>	B+	87.0 - 89.9%	D+	67.0 - 69.9%
Total Points	<u>100%</u>	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 60.0%

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 (See DSC Policy Links listed below).

DISABILITY STATEMENT:

If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516.

Dmail NOTICE:

You are required to frequently check your Dmail account. Important class and college information will be sent to your Dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. To access your Dmail account, visit www.go.dixie.edu/dmail. If you do not know your Dmail username or you have forgotten your PIN, visit www.go.dixie.edu/mydixie, and follow the respective instructions.

DSC POLICY LINKS & RESOURCES:

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/policy/sec3/334.html>

Academic dishonesty / Academic integrity policy:

<http://www.dixie.edu/humanres/policy/sec3/334.html>

Available Resources: Several college resources are available to help you succeed.

Disability Resource Center – <http://dixie.edu/drcenter>

Library – <http://library.dixie.edu>

IT Student Help Desk – <http://dixie.edu/helpdesk>

Writing Center – http://dixie.edu/english/dsc_writing_center.php

Testing Center – <http://dixie.edu/testing>

Tutoring Center – <http://dixie.edu/tutoring/>

Student Learning Outcomes

1. Identify
 - a. Accounting, tax, auditing and ethical issues in structured and unstructured fact-based situation
 - i. Level 1 Skill**
 1. Identify the problem and acknowledge reasons for enduring uncertainty and absence of single “correct” solution
 2. Identify relevant information and uncertainties embedded in the information
2. Gather
 - a. Perform research using the professional body of knowledge in the accounting discipline
 - i. Level 2 Skill**
 1. Interpret information
 - a. Recognize and control for own biases
 - b. Articulate assumptions and reasoning associated with alternative points of view
 - c. Qualitatively interpret evidence from a variety of points of view
 - d. Organize information in meaningful ways that encompass problem complexities
3. Compile/Synthesize
 - a. Use a range of techniques to perform analysis, synthesize information and draw conclusions
 - i. Level 3 Skill**
 1. After thorough analysis, develop and use reasonable guidelines for prioritizing issues and choosing among options
 2. Efficiently implement conclusions, involving others as needed
4. Communicate/Report
 - a. Communicate effectively in quantitative and qualitative terms through writing and speaking
 - i. Level 4 Skill**
 1. Acknowledge and explain limitations of endorsed solution
 2. Integrate skills in on-going process for generating and using information to monitor strategies and make reasonable modifications.

SEE NEXT PAGE FOR SCHEDULE & ASSIGNMENTS