

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
Meeting time: M 3:00 pm to 5:14 pm	Email: day@dixie.edu (preferred contact method)
Location: Hazy 149	Office Hours: MW 9:00 am - 11:30 am (or by appointment)
Term: Fall 2014	

COURSE REQUIREMENTS:

1. A Windows PC compatible laptop computer **is required** for this course and should be brought to every class period!
2. CYMA Accounting Software (to be distributed by the professor and included in the course fee)

COURSE DESCRIPTION:

This course is required for students pursuing a degree in Accounting. Provides an exceptional learning environment that places students in real-life, small business accounting practice and advising setting. Commercial accounting and tax software will be used to prepare financial statements and analysis and in tax compliance, return filing, and planning. Course fee required.

We are proud that *CYMA* Systems have significantly discounted their highly respected commercial accounting software for educational use. 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.

In-class quizzes may be given 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, 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.

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 present a 10 minute power-point presentation summarizing the semester events for each client. This presentation should include a brief background of the initial client meeting, paying special attention to the needs and issues surrounding the client. The presentation should then address the services your team provided to assist the client.

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.

OTHER ASSIGNMENTS AND PAPERS:

You will be assigned a number of other assignments and papers. These assignments and papers are listed in the “Schedule & Assignments” portion of the Syllabus. Unless other instructions are provided, each paper should be 2 to 3 pages in length. These assignments and papers should be your own work, and not the work of your teammate(s) or any other student in the class.

Allowing another student and/or team to copy your work is considered cheating and will result in receiving no credit for these assignment(s) and/or paper(s).

RESEARCH ASSIGNMENTS:

You will be assigned one accounting research topic during the semester. You will become the expert with regard to your assigned topic. Your grade in this area is based upon the level of research and applicable knowledge gained and shared with the class. Your assignment will require a 15 minute power point presentation. You are to assume the role of professor as you present your research topic to the class. You will also be required to complete a rubric evaluating all of the other students’ presentations.

Late research assignments and late rubrics will NOT be accepted!

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.** 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 not prepared for class discussions or inattentive will suffer in this area.**

Your attendance is required in this class. Role will be taken every day. Students are allowed to be absent or tardy once, during the semester, without penalty. Students will lose ½% of their grade for each day he or she is tardy or absent after the 1st instance. (This means you can be absent 1 time OR tardy 1 time. If you anticipate being absent from class because of a college sponsored activity, follow the Dixie State University policy instructions carefully to avoid the grade reduction penalty.

If any electronic device, including cellphones, disrupts the class, the person responsible will be penalized ½% of their grade for each disruption.

GRADING:

Grading is not on a curve. Your grade will be based on the scale listed below. **Note: Percentage structure is approximate and may change slightly at the discretion of the instructor!**

There are NO grade improvement projects available in this class!

Assignments/Modules/Papers	50%	A	93.0 - 100%	C	73.0 - 76.9%
Research Assignment/Rubrics	10%	A-	90.0 - 92.9%	C-	70.0 - 72.9%
Client Assistance	30%	B+	87.0 - 89.9%	D+	67.0 - 69.9%
Participation/Professionalism	<u>10%</u>	B	83.0 - 86.9%	D	63.0 - 66.9%
Total Points	<u>100%</u>	B-	80.0 - 82.9%	D-	60.0 - 62.9%
		C+	77.0 - 79.9%	F	below 60.0%

OTHER USEFUL INFORMATION

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

Important dates to remember:

Mon, Aug 25	Classes begin
Thurs, Aug 28	Last day for waitlist
Fri, Aug 29	Last day to add classes online
Mon, Sep 1	Labor Day (no classes)
Wed, Sep 4	Drop/Audit fee begins (\$10 per class)
Wed, Sep 4	Residency Application deadline
Tue, Sep 9	\$50 Late registration/payment fee
Mon, Sep 15	Last day for refund
Mon, Sep 15	Pell Grant Census
Mon, Sep 15	Last day to drop without a “W” grade
Wed, Sep 17	Classes dropped for nonpayment
Fri, Sep 19	Last day to add/audit classes
Wed, Oct 1	Fall 2014 Associates Degree Graduation Application deadline
<i>Fri, Sep 28</i>	<i>Block classes begin*</i>
Wed, Oct 15	Midterm grades due
Thurs & Fri, Oct 16-17	Semester break
Mon, Oct 20	Last day to drop individual classes
Mon, Oct 27	Spring and Summer 2015 class schedules available online
Mon, Nov 3	Spring 2015 Bachelor’s Degree Graduation Application deadline
Tue, Nov 11	Career Day (no classes before 4 pm)
Fri, Nov 14	Last day for complete withdrawal
Oct 17-20	Spring Registration Opens
Wed-Fri, Nov 26-28	Thanksgiving break (no classes)
Fri, Dec 12	Last day of classes
Mon-Fri, Dec 15-19	Final exams

*See the Academic Calendar on the DSU website for more information on block deadlines

Dmail: Important class and university information will be sent to your Dmail account. This information includes your DSU 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 DSU. All DSU students are automatically assigned a Dmail account. If you don't 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 email, so please check it often.

University approved absences: Dixie State University Policy explains in detail what needs to happen if you anticipate being absent from class because of a university-sponsored activity (athletic events, club activities, field trips for other classes, etc). Please read this information and follow the instructions carefully! The policy can be found at: <http://www.dixie.edu/humanres/policy/sec5/523.html>

Disability Accommodations: Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class should 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 in the North Plaza Building. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

Classroom expectations: It is the responsibility of an instructor to manage the classroom environment to ensure a good learning climate for all students. This means not talking when the professor is talking, following instructions, and speaking and acting respectfully to the professor and fellow students. For more details, please see the disruptive behavior policy at: <http://www.dixie.edu/humanres/policy/sec3/334.html>

Academic integrity: In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to, refraining from cheating, plagiarizing, falsification, misrepresentation, and/or inappropriately colluding or collaborating. The University shall consistently hold students accountable for instances of academic dishonesty and apply appropriate consequences. For more information, see the Student Academic Misconduct section of DSU policy at <http://dixie.edu/humanres/polstu.html>

Campus resources: Several campus resources are available to help you succeed. Check out the links for each one to get more information.

If you need help understanding the content of your courses, go to the **Tutoring Center** located on the 4th floor of the Holland Centennial Commons in Room 431. You can visit them online at <http://www.dixie.edu/tutoring/>

If you need help writing papers, essays, etc go to the **Writing Center** on the fourth floor of the Holland Centennial Commons in room 421. You can also visit them online at <http://dixiewritingcenter.com/>

If you need to use a **computer** to do schoolwork on campus, go to the Smith Computer Center or the Holland Centennial Commons on the second, mezzanine, or third floors.

If you are assigned to take a test in the **Testing Center**, go to the North Plaza. You can get information on their website at <http://www.dixie.edu/testing/>

The **Library** has all kinds of information and resources. Visit the Dixie State University Library on the 2nd, and 3rd floors of the Holland Centennial Commons, or go to the library website at <http://library.dixie.edu/>

SEE NEXT PAGE FOR SCHEDULE & ASSIGNMENTS