

Course #:	ACCT 4600-50	Asst. Prof.:	Steven M. Day, CPA, MAcc
Course Title:	Accounting Practicum - 24745	Office:	Room 132, Udvar-Hazy Business Bldg.
Credit Hours:	3 semester hours	Phone:	435-652-7831 / 435-668-0284 (cell)
Meeting time:	M, 5:15 pm to 7:45 pm	Email:	day@dixie.edu
Location:	Hazy 148	Office Hours:	MW 11:00 – 12:00 TR 10:30 – 11:30 F 8:00 – 9:00, and by appointment
Term:	Spring 2011		

REQUIRED TEXT:

QuickBooks Pro 2010/Peachtree Complete 2010 (Glenn Owen) Payroll Accounting 2010 or 2011 (Bieg-Toland) 1 set of books are required for each assigned team of 2 class members.

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 compliance and reporting.

Prerequisites: ACCT 3400 and advanced standing in the business baccalaureate program. However, this faculty member 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: *Students successfully completing this course will be able to:*

- (1) Complete various *QuickBooks* practice modules designed to provide *QuickBooks* proficiency.
- (2) Complete various *Peachtree* practice modules designed to provide *Peachtree* proficiency.
- (3) Understand the many concepts and underlying laws and regulations related to Payroll Accounting.
- (4) Properly compute and record various payroll and payroll tax entries.
- (5) Evaluate several business models and offer appropriate entity structure recommendations.
- (6) Describe several income tax planning ideas as they relate to various business situations.
- (7) Interview local small business owners and evaluate their accounting needs.
- (8) Determine the tax and filing requirements for Utah based small businesses.
- (9) Evaluate previous tax filings for small businesses and determine whether proper filing requirements have been met.
- (10) Make recommendations to small business owners to enhance accounting information's relevance and reliability for decision makers.
- (11) Offer *QuickBooks* and *Peachtree* training to local small business owners
- (12) Evaluate small business financial statements and make recommendations for Improving Financial Position and Cash Flows.

HANDOUT AND REFERENCE MATERIAL READING:

Reading the various texts and reference material is crucial for understanding the concepts presented in this course. You are required to read the texts and reference material that will be discussed in class **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. 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 required!**

QUICKBOOKS, PEACHTREE, and PAYROLL MODULES (See Team Work Rules):

During this semester, you will participate in a variety of *QuickBooks*, *Peachtree*, and *Payroll* module exercises. During these exercises, you will complete several *QuickBooks*, *Peachtree*, and *Payroll* modules assignments. These modules exercises should be completed and assignments submitted in teams of two. Format, organization, accuracy, and completeness are all considered during the grading process. **Late QuickBooks, Peachtree, and Payroll module solutions will NOT be accepted!**

SMALL BUSINESS CLIENT ASSISTANCE (See Team Work Rules):

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* and *Peachtree* 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 required as you are an ambassador for the Accounting Program at Dixie State College. During the semester, you and your team-mate are required to schedule all necessary appointments with your assigned clients.

At the end of the semester, your team is required to hand in a one or 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 provided by your team 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.

EXAMS:

Two exams are scheduled during this semester. Both of the exams are scheduled as take-home exams. The first exam is a *QuickBooks* module exam and the second exam is a *Payroll* module exam. **Both exams will be open book, open notes BUT individual effort. Any form of cheating may result in a Failing grade for the course!** More information regarding these exams will be discussed during the first class period.

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, experience excessive absences, or allow their cell phones to disrupt the class or any client meeting will suffer in this area. **Finally, as mentioned above, your participation and professionalism will be required as you are an ambassador for the Accounting Program at Dixie State College!**

TEAM WORK RULES:

The primary purpose of requiring team work assignments is to develop and enhance software application, accounting research, client consultation, and training skills, while working in a small group environment. As a result, assignment requirements may NOT be split between team members. Teams may use any research source available, including the text or any other written or web resources to complete any of the assignments. Any form of plagiarism or using the work of any other team is prohibited. **Not following these rules is considered cheating and may result in a Failing grade for the course!**

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	95.0 - 100%	C	73.0 - 76.9%
<i>QuickBooks & Peachtree</i> modules	120 Points	A-	90.0 - 94.9%	C-	70.0 - 72.9%
<i>Payroll</i> module assignments	80 Points	B+	87.0 - 89.9%	D+	67.0 - 69.9%
Client Assistance	400 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>900 Points</u>	C+	77.0 - 79.9%	F	below 60.0%

Note: All points are approximate and may change 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 (See DSC Policy Links listed below).

DISABILITY 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.

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. If you do not know how to access your dmail account, go to www.dixie.edu and click on “Log in to student services”.

DSC POLICY LINKS:

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>

RESOURCES:

Available Resources: Library, Computer Lab, Writing Center, Testing Center, and Tutoring Center statements and links (as appropriate)

Library – <http://library.dixie.edu>

Computer Labs – located in the basement of the library. The Smith Computer Center, and the Hazy Building room 200.

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

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

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

SEE NEXT PAGE FOR SCHEDULE & ASSIGNMENTS