Acct 290  
Mastering the Accounting Cycle  
Fall Semester 2017

Section: 2  
Class Time: 3 to 4:15 p.m., MW  
Room: MBEB 1208  
Professor: JoAnn Wood (joannwood@boisestate.edu)  
Office: MBEB 2130  
Phone: 426-6247  
Office Hours: 2 to 3 p.m., MW OR by appointment

Becoming a Professional: A Trail Guide for Accountancy Students  
Computerized Accounting Using QuickBooks Pro 2015, 4th edition

Drop Policy: In accordance with University policy, the last day to drop this course without a “W” is March 10; the last day to drop this course with a “W” is Friday, September 1.

Course objective: This course is designed to give you hands-on experience with accounting procedures, accounting software, and internal controls in order to provide you with a solid foundation for your study of the more complex financial accounting issues that are presented in Intermediate Accounting I and II. Being able to visualize how particular transactions and events affect the related financial statements is fundamental for success in the accounting classroom and in your career thereafter. Hands-on experience is the best way to obtain that skill. Your practical experience will be obtained by working through the requirements of the Systems Understanding Aid (SUA) and the Computerized Accounting Using Quickbooks (QB). It is a self-contained project that requires you to work as the accountant for a fictitious company, Waren Sports Supply. During your work with the SUA and in QB, you will:

1) Prepare, process and verify selected source documents (e.g., purchase orders),  
2) Record journal entries using these source documents and other information,  
3) Post the journal entries to the respective general and subsidiary ledger accounts,  
4) Prepare and perform month-end and year-end adjustments and procedures, including preparing a worksheet,  

This course will provide you with guidance on how to navigate an Accounting Degree, how to become an accounting professional, and how to prepare to find a job.

Academic Integrity: In order for you to be a successful and respected business professional, you must have high standards of honesty and integrity. These qualities are also expected of you in this class. Cheating and other forms of dishonesty, including plagiarism and copying work from other students (whether they are a current or former student) on quizzes or other assignments, will not be tolerated in this class; disciplinary action will be taken if you are caught engaging in such activities. Students are encouraged to review the issues related to academic dishonesty as explained in the Boise State Student Code of Conduct. This document can be found online at http://deanofstudents.boisestate.edu/student-code-of-conduct/. 

1
Tutoring Lab Hours: https://cobe.boisestate.edu/accountancy/student-resources/tutoring-hours/

Blackboard Discussions: Students benefit from working together on the SUA and QB, whether in face-to-face groups or on-line. To facilitate on-line cooperation and to allow you to ask questions, a discussion board within Blackboard will be created. All questions you have about the SUA should be posted on Blackboard (or asked in person during office hours or at the tutoring lab). The instructor and the GA will NOT answer questions via e-mail (until we get to assignment SUA-5) due to the fact that another classmate probably has the same question. It is the responsibility of students to help and to learn from each other. The GA will monitor Blackboard and respond as needed. We will accept email questions once we get to assignment SUA-5 and beyond if they are specific questions related to the year-end worksheet.

Becoming a Professional (BAP): You will be provided with a Becoming a Professional: A Trail Guide for Accountancy Students handbook on the first day of class. You will only receive ONE copy of this handbook. This handbook is VERY valuable and should be referred to often while obtaining your accounting degree and preparing to find a job in the accounting. You will be required to read the information in this handbook and participate in learning activities throughout the semester. Many of these learning activities will have points that can only be received by attending class.

BAP Reading Quizzes: You will have a total of seven SUA quizzes (each worth 20 points) on the reading assignments on the days indicated on the attached schedule. Your lowest quiz score will be dropped. Quizzes will be timed but will be done outside of class. You can use the BAP handbook when taking these quizzes.

Accounting Quizzes: Five accounting quizzes will be taken throughout the course. The quizzes will need to be taken until you receive a 90% on the quiz. Each quiz is created from a random pool of general accounting concepts you learned in Acct 205. The questions will not repeat as you retake the quiz. If you did not keep your Acct 205 textbook, additional accounting references can be found on Blackboard.

SUA Projects: You are to prepare for class in accordance with the schedule. Preparation includes (1) reading the Reference book that is part of the SUA, (2) working the assigned exercises and SUA assignments, and (3) identifying questions that you need answered. All of the SUA assignments are due via a printed document at the beginning of class. This course builds each week, you cannot afford to get behind; therefore, late assignments will not be accepted. When completing the SUA project, you MUST use and fill out the original source documents, ledgers, journals, etc. that come in the SUA packet (i.e., do not make photocopies of all the various documents and then use them to complete the project). If photocopies are found when you turn in the FINAL SUA packet, you will receive a “F” for that portion. To pass the class, you must earn more than 140 points on SUA 6.

SUA Quizzes: You will have a total of four SUA quizzes (each worth 20 points) on the reading assignments on the days indicated on the attached schedule. Your lowest quiz score will be dropped. Quizzes will be timed but will be done outside of class. You can use the SUA handbook when taking these quizzes. There will also be a CLOSED BOOK, in-class final SUA quiz (worth 50 points).
**QB Projects:** As you work the QB textbook, you will use the same SUA transactions to learn how transactions are processed in an accounting software. All of the QB assignments are due via a printed document at the beginning of class. This course builds each week, you cannot afford to get behind; therefore, late assignments will **not** be accepted. **To pass the class, you must earn more than 140 points on QB 5.**

**QB Quizzes:** You will have a total of four QB quizzes (each worth 20 points) on the reading assignments on the days indicated on the attached schedule. Your lowest quiz score will be dropped. Quizzes will be timed but will be done outside of class. You can use the QB handbook when taking these quizzes. There will also be a CLOSED BOOK, in-class final QB quiz (worth 50 points).

**Grading:** Your course grade will be determined based on your performance on the following course requirements:

- BAP Participation and Projects 80
- BAP Reading Quizzes *(drop lowest)* 120
- Accounting Quizzes (required 90%) 100
- SUA progress assignments (SUA-1 through SUA-5) 50
- Completed Systems Understanding Aid (SUA-6) 200
- SUA Quizzes *(drop lowest)* 60
- SUA Final Quiz 50
- QB progress assignments (QB-1 through QB-4) 80
- Completed QB Project (QB 5) 200
- QB Quizzes *(drop lowest)* 60
- QB Final Quiz 50
- Total 1050

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Also, regardless of your overall class percentage at the end of the semester, **you will not receive a passing grade in this course unless you earn at least 140 points** on the Completed Systems Understanding Aid (SUA-6) and the Quickbooks (QB 5).