Acct 290
MASTERING THE ACCOUNTING CYCLE
Fall 2014 – Section 003
SYLLABUS

Instructor: Kathy Hurley  
Office: MBEB 3121
E-mail: kathyhurley@boisestate.edu  
Phone: 426-1271
Office Hours: Monday 1:30 – 3:00 pm; Wednesday 10:30 – 11:45 am; or by appointment.

Class Time: Monday 6:00 – 8:45 pm  
Room: MBEB 1208

Graduate Assistants: Zach Bolen, zacharybolen@boisestate.edu  
David Cowles, davidcowles@boisestate.edu
Grader: Kelli Zemanek, kellizemanek@u.boisestate.edu

Pencil, Ruler, LARGE eraser

Hybrid Course Schedule: This course is scheduled from 6:00 – 8:45 pm on Mondays. Using a hybrid schedule, we will end class at 7:45 pm. The lecture portion of class will comprise of videos posted on Blackboard. You are responsible for watching the videos “at your leisure” prior to coming to class each week. In class, I will highlight key points from the lectures, answer questions, administer the weekly accounting quiz, and conduct hands-on work sessions.

Course objective: This course is designed to provide you with the solid foundation necessary for your study of the more complex financial accounting issues that are presented in Intermediate Accounting and Audit classes. The course will:

1) Reinforce basic accounting principles introduced in Acct205 through concept reviews, hands-on practice, and weekly quizzes; and
2) Give you hands-on experience with accounting procedures and internal controls using the Systems Understanding Aid (SUA) project.

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. The Systems Understanding Aid (SUA) project provides you with the hands-on experience you would receive working for a small company, which is the best way to obtain an understanding of the accounting cycle.

Systems Understanding Aid (SUA) 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 you will be required to follow Waren Sports Supply’s policies and procedures in order to properly:

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 the year-end adjustments to the accounts, including preparing a worksheet, and

The content of each daily course session is designed to assist you along the way as you complete the SUA.

DO NOT THROW AWAY the envelope your SUA materials come in. You need it to turn in the project! Projects not turned in in the SUA envelope will immediately lose 10 points!
My responsibility is to provide you with the necessary tools and instructions to complete the SUA project accurately and learn the accounting cycle. In addition, a few mandatory work sessions are scheduled during regular class time so that the graduate assistant and I can help you get started on each assignment, give you one-on-one assistance, and immediately answer your questions.

Your responsibility is to read all materials thoroughly and pay attention to details. Please print the Instructions and Assignments document found on Blackboard as it provides you with assignment details and due dates.

To be successful in this class:
1) Read the instructions carefully and follow them exactly;
2) Read the Reference book that is included in your packet;
3) Read and follow the instructions and flowcharts in the Instructions, Flowcharts and Ledgers book included in your packet;
4) Watch the assigned videos posted on Blackboard prior to class each week;
5) Complete SUA quizzes on Blackboard by the submittal date;
6) Participate in Blackboard Discussions;
7) Complete the assigned exercises and SUA assignments on time;
8) Pay attention to details; and
9) Allow enough time to complete the project.

Quizzes: There will be two types of quizzes – 6 quizzes for each type.
- SUA Quizzes will focus on the project requirements and instructions. They are found on Blackboard. These quizzes are open note/open book and can be opened numerous times but submitted only once.
- ACCT Quizzes will focus on accounting concepts such as the normal balance of accounts, correct use of debits and credits, journal entries and financial statement basics, e.g. Income statements include revenue and expense accounts. These quizzes will be given in class and are timed. Time limits range from 5 – 20 minutes per quiz. WARNING: The time limit is short because these quizzes are designed to test your fluency in basic accounting concepts that you need to be comfortable with prior to taking Acct304.
- Quizzes cannot be made up!!! If you are not in class or miss a due date, you will not be able to take the quiz at another time.
- Because there are no make-ups, you will be allowed to drop your lowest quiz grade from each type of quiz.

Final quiz: The final quiz will be taken at the beginning of class on Monday, October 13, 2014. This quiz is over project procedures and accounting concepts. Notes and course materials may not be used on this quiz. This quiz will not be dropped.

Blackboard Discussions: You are encouraged to use the Blackboard Discussion Board to ask and answer questions about the project. 10% of your participation grade is based on your participation in the Blackboard Discussions. We have found that students benefit from both the in-class work sessions and the online interaction on Blackboard.

Threads are set up for each transaction and specific topics. Please use the appropriate thread for your posts and read the previous posts prior to asking a question because your question may have already been asked and answered. Do NOT add additional threads. The professor and GAs will monitor the discussion threads and post comments when necessary; however, it is primarily for student interaction.

During the first five weeks the instructor and GAs will NOT answer questions via e-mail. All questions and answers need to be posted on Discussion Board so that all students receive the same information. We will
accept email questions once we move into Week 6 if they are specific questions related to your personal year-end worksheet; otherwise, continue to post general questions to the appropriate Blackboard Thread.

**Participation:** Your participation grade will be based on attendance, watching the videos prior to attending class, Blackboard discussions, and your contributions in class.

**Tutoring/Assistance:** Kelli, Zach and David are the primary tutors for this class. We will post tutoring hours on Blackboard under Staff Information and outside my office door.

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

1) Systems Understanding Aid (SUA) Project: You **must receive a C or better** on the project **in order to pass the class.** This means earning 140/200 points. See grading rubric for requirements.

2) Point breakdown for all assignments/quizzes
   - Quizzes (10 @ 20 points each) 200
   - Final Quiz 75
   - Assignments 100
   - Participation 25
   - Systems Understanding Aid Project 200
   - Total 600

**Grade Scale:**
- A 92 – 100% (on rare occasions I will award an A+ for exceptional work)
- A- 90 – 91%
- B+ 88 – 89%
- B 82 – 87%
- B- 80 – 81%
- C+ 78 – 79%
- C 72 – 77%
- C- 70 – 71%
- D 60 – 69%
- F below 60%  
  (Fractions of a percent will be evaluated at the discretion of the instructor.)

**Cheating:** Students are strongly encouraged to work together and learn from one another in this class. With that said, assignments and quizzes need to be your own work product. Please make the responsible and ethical decision and do your own work. Boise State University’s Student Code of Conduct addresses Academic Dishonesty in Article 4, Section 1. It states:

A violation [of the Student Code of Conduct] may include cheating, plagiarism, or other forms of academic dishonesty. All assignments submitted by a student must represent her/his own ideas, concepts, and current understanding or must cite the original source. Academic dishonesty includes assisting a student to cheat, plagiarize, or commit any act of academic dishonesty. Attempts to violate academic integrity do not have to be successful to be considered academic dishonesty. Academic dishonesty includes turning in substantial portions of the same academic work to more than one course without the prior permission of the faculty members. ([http://deanofstudents.boisestate.edu/scp-codeofconduct-article4/](http://deanofstudents.boisestate.edu/scp-codeofconduct-article4/))

**Drop Policy:** In accordance with University policy, the last day to drop this course is September 15, 2014 (August 29, 2014 is the last day to drop without a W).
## COURSE SCHEDULE AND ASSIGNMENTS

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>VIDEOS TO WATCH BEFORE CLASS</th>
<th>IN-CLASS</th>
<th>ASSIGNMENTS DUE TODAY! Submit BB quizzes by 5:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MON</td>
<td>8/25</td>
<td>* Accounting Review&lt;br&gt; * McCall Co. Part 1</td>
<td></td>
<td>Bring your SUA packet to class with you. 😊</td>
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<tr>
<td>2</td>
<td>MON</td>
<td>9/1</td>
<td>* Accounting Basics Parts 1 &amp; 2&lt;br&gt; (even though you don’t have class today)</td>
<td>LABOR DAY – NO CLASS</td>
<td>* SUA Quiz 1 on BB&lt;br&gt; * Acct Quiz #1 on BB by 11:59 pm on 9/3/2014</td>
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<tr>
<td>3</td>
<td>MON</td>
<td>9/8</td>
<td>* Flowcharts and Internal Controls&lt;br&gt; * Flowcharts and Project Methodology&lt;br&gt; * Accounting Concepts for Sales &amp; Cash Receipts (S&amp;CR)</td>
<td>* Acct Quiz 2&lt;br&gt; * Review Accounting Cycle&lt;br&gt; - Flowcharts&lt;br&gt; - Journals &amp; Ledgers&lt;br&gt; - Sales &amp; Cash Receipts</td>
<td>* McCall Co. Part 2&lt;br&gt; * SUA Quiz 2 on BB submit by 5:45 pm</td>
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<tr>
<td>4</td>
<td>MON</td>
<td>9/15</td>
<td>* Transaction #3&lt;br&gt; * Transaction #4&lt;br&gt; * Receiving Report</td>
<td>* ACCT Quiz 3&lt;br&gt; * Review S&amp;CR Concepts&lt;br&gt; * WORK SESSION</td>
<td>* SUA General Journal entries&lt;br&gt; * SUA Quiz 3 on BB</td>
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<tr>
<td>5</td>
<td>MON</td>
<td>9/22</td>
<td>* Accounting Concepts for Purchases &amp; Cash Disbursements (P&amp;CD)&lt;br&gt; * Transaction #2&lt;br&gt; * Transaction #13&lt;br&gt; * Payroll</td>
<td>* Acct Quiz 4&lt;br&gt; * Review P&amp;CD Concepts&lt;br&gt; * Payroll&lt;br&gt; * WORK SESSION</td>
<td>* Sales &amp; Cash Receipts Cycle&lt;br&gt; * SUA Quiz 4 on BB</td>
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<tr>
<td>6</td>
<td>MON</td>
<td>9/29</td>
<td>* Bank Reconciliation&lt;br&gt; * Posting Transactions from Journals to General Ledger&lt;br&gt; * Using a Year-end Worksheet – Part 1</td>
<td>* Acct Quiz 5&lt;br&gt; * Review Month-end Procedures&lt;br&gt; * Trial Balances&lt;br&gt; * WORK SESSION</td>
<td>* Purchases &amp; Cash Disbursements/Payroll Cycles&lt;br&gt; * SUA Quiz 5 on BB</td>
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<tr>
<td>7</td>
<td>MON</td>
<td>10/6</td>
<td>* Adjusting Entries&lt;br&gt; * Using a Year-end Worksheet – Part 2&lt;br&gt; * Financial Statements&lt;br&gt; * Closing Entries and Finishing the Project</td>
<td>* Acct Quiz 6&lt;br&gt; * Review Year-end Procedures&lt;br&gt; WORK SESSION</td>
<td>* Bank Reconciliation&lt;br&gt; * Unadjusted Trial Balance&lt;br&gt; * SUA Quiz 6 on BB</td>
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<tr>
<td>8</td>
<td>MON</td>
<td>10/13</td>
<td>* Quickbooks&lt;br&gt; * Final Quiz</td>
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<td>* Adjusted Trial Balance</td>
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**COMPLETED PROJECT DUE by 5 pm WEDNESDAY, 10/15/2014 TO Kathy or MBEB 3124 (Acct. Office)**