ACCT290 - MASTERING THE ACCOUNTING CYCLE
SYLLABUS - FALL 2015, Section 001

Instructor:  Kathy Hurley
E-mail:  kathyhurley@boisestate.edu
Office:  MEBB 3121
Phone:  426-1271
Office Hours: Monday 1:30 – 4:00 pm; Wednesday 10:30 – 11:45 am
Drop in at any time I am in my office or email me to make an appointment if you cannot come in
during my office hours.
Class Time: MW noon – 1:15 pm
Room:  MEBB 1208
Assistant: Jess Bunn jessikabunn@u.boisestate.edu

Required Materials: Arens and Ward, Systems Understanding Aid (8th Edition),
Pencil, Ruler, LARGE eraser

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 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. In addition, mandatory work sessions are scheduled during regular
class time to allow you to work on the project in class with the professor and a GA available
to answer 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 Ledger book included in your packet;
4) Complete SUA quizzes on Blackboard by the submittal date;
5) Participate in Blackboard Discussions;
6) Complete the assigned exercises and SUA assignments on time; and
7) Pay attention to details and 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 will be taken on Blackboard. These quizzes are open note/open book and can be opened numerous times but submitted only once.

- **Accounting 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. There is a folder on Blackboard called “ACCT Quiz Preparation” under Course Documents with guides for each 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 Wednesday, October 14, 2015. 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; 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 class assistants will NOT answer course-related questions via e-mail. All questions and answers need to be posted on Discussion Board so that
every student receives 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, Blackboard discussions, and your contributions in class.

**Tutoring/Assistance:** Tutoring assistance is available in the Tutor Lab, MBEB 2301. Hours will be posted on Blackboard Announcements, as well as on Staff Information and Kathy’s bulletin board.

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

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 (on Blackboard under Course Documents).

**Point breakdown for all assignments/quizzes**

<table>
<thead>
<tr>
<th>Assignment/Quiz</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (10 @ 20 points each, drop lowest SUA quiz score and lowest accounting quiz score)</td>
<td>200</td>
</tr>
<tr>
<td>Final Quiz</td>
<td>75</td>
</tr>
<tr>
<td>Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Participation (in-class and discussion board)</td>
<td>25</td>
</tr>
<tr>
<td>Systems Understanding Aid (SUA) Project</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL</td>
<td>600</td>
</tr>
</tbody>
</table>

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 review BSU’s Student Code of Conduct, specifically sections 18, 19 and 20. It can be found at: [http://www.boisestate.edu/policy/policy_docs/2020_studentcodeofconduct.pdf](http://www.boisestate.edu/policy/policy_docs/2020_studentcodeofconduct.pdf)

**Drop Policy:** In accordance with University policy, the last day to drop this course is September 29, 2015 (August 28, 2015 is the last day to drop without a W).
# Course Schedule – ACCT 290 – Evening class

Instructor reserves the right to adjust schedule as necessary.

Booklets are found in Systems Understanding Aid (SUA) Packet: "IFL" = Instructions, Flowcharts & Ledgers; "Ref" = Reference book

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>IN-CLASS</th>
<th>READ before class*</th>
<th>SUA QUIZZES AND ASSIGNMENTS DUE TODAY!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MON</td>
<td>8/24/15</td>
<td>Introduction to Class &amp; Systems Understanding Aid</td>
<td>Ref: Preface</td>
<td>Print syllabus and bring to class.</td>
</tr>
<tr>
<td></td>
<td>WED</td>
<td>8/26/15</td>
<td>Accounting Review</td>
<td></td>
<td>Assignment 1: Accounting Transactions</td>
</tr>
<tr>
<td>2</td>
<td>MON</td>
<td>8/31/15</td>
<td>Accounting Review Acct Quiz 1</td>
<td>IFL: Pages 3 – 12</td>
<td>SUA Quiz 1 on BB submit by 11:45 am</td>
</tr>
<tr>
<td></td>
<td>WED</td>
<td>9/2/15</td>
<td>Finish Accounting Review Methodology/Flowcharts</td>
<td>Ref: Chapter 1</td>
<td>Assignment 2: Posting to T-Accounts, Adjusting Entries &amp; Trial Balances</td>
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<td></td>
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<td></td>
<td></td>
<td>Assignment 3: Closing Entries and Financial Statements</td>
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<tr>
<td>3</td>
<td></td>
<td>9/7/15</td>
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<td></td>
<td>LABOR DAY - NO CLASS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Ref: Chapter 2, 3</td>
<td>SUA Quiz 2 on BB submit by 11:45 am</td>
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<tr>
<td>4</td>
<td>MON</td>
<td>9/14/15</td>
<td>Sales &amp; Cash Receipts Acct Quiz 3</td>
<td>IFL: Pages 3 – 12</td>
<td>Suggested: Complete Transaction 1</td>
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<tr>
<td></td>
<td>WED</td>
<td>9/16/15</td>
<td>WORK SESSION</td>
<td>Ref: Chapter 4</td>
<td>Assignment 5: Sales &amp; Cash Receipts Cycle</td>
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<td>SUA Quiz 3 on BB submit by 11:45 am</td>
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<tr>
<td>5</td>
<td>MON</td>
<td>9/21/15</td>
<td>Purchases &amp; Cash Disbursements Acct Quiz 4</td>
<td>IFL: Pages 22-23</td>
<td>Assignment 6: Purchases &amp; Cash Disbursements/ Payroll Cycles</td>
</tr>
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<td></td>
<td>WED</td>
<td>9/23/15</td>
<td>Payroll WORK SESSION</td>
<td>Ref: Chapter 5</td>
<td>Assignment 7: Bank Reconciliation and Unadjusted Trial Balance</td>
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<td>SUA Quiz 4 on BB submit by 11:45 am</td>
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<tr>
<td>6</td>
<td>MON</td>
<td>9/28/15</td>
<td>Month-end procedures Bank Reconciliation Acct Quiz 5</td>
<td>IFL: Pages 12-13</td>
<td>Assignment 8: Adjusted Trial Balance</td>
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<tr>
<td></td>
<td>WED</td>
<td>9/30/15</td>
<td>Guest Speakers: CPA Exam WORK SESSION</td>
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<td>SUA Quiz 5 on BB submit by 11:45 am</td>
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<tr>
<td>7</td>
<td>MON</td>
<td>10/5/15</td>
<td>Adjusting Entries Acct Quiz 6</td>
<td>IFL: Pages 14-15</td>
<td>Assignment 7: Bank Reconciliation and Unadjusted Trial Balance</td>
</tr>
<tr>
<td></td>
<td>WED</td>
<td>10/7/15</td>
<td>Closing Entries Financial Statements</td>
<td>Ref: Chapter 1</td>
<td>Assignment 8: Adjusted Trial Balance</td>
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<td></td>
<td>SUA Quiz 6 on BB submit by 11:45 am</td>
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<tr>
<td>8</td>
<td>MON</td>
<td>10/12/15</td>
<td>Work Session</td>
<td></td>
<td>COMPLETED PROJECT: TURN IN by 5 pm – MBEB 3124 (Acct Office) or to Kathy in MBEB 3121</td>
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<tr>
<td></td>
<td>WED</td>
<td>10/14/15</td>
<td>Work Session</td>
<td>Review processes and procedures; flowcharts</td>
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</tbody>
</table>

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