ACCT290 – Mastering the Accounting Cycle  
Spring 2016 
Syllabus

**Instructor:** Kathy Hurley  
**Office:** MEBB 3121 
**E-mail:** kathyhurley@boisestate.edu  
**Phone:** 426-1271 
**Office Hours:** TTh 12:15 – 2:15 pm; Wednesday 10:30 – 11:45 am

Drop in at any time I am in my office or email me to make an appointment.

**Class Time:** TTh 10:30 – 11:45  
**Room:** MEBB 1208 
**Assistant:** Reagan Haldi – reaganhaldi@u.boisestate.edu 
**Graduate Assistant:** Paulina Gudgell – paulinagudgell@boisestate.edu 
Alexa Wheeler – alexawheeler@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 Acct 205 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. 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 Acct 304.

- **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 *Thursday, March 4, 2016.* 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.

Extra Credit Opportunity: Beta Alpha Psi, the accounting honor society, members are offering a mentoring program for accounting majors. I strongly encourage you to participate. More information about the program will be emailed to you and a Beta officer will come to class to answer your questions. If you participate and satisfactorily complete the mentoring program, I will reward you with 20 extra credit points.

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</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (10 @ 20 points each, drop lowest SUA)</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

Drop Policy: In accordance with University policy, the last day to drop this course is February 16, 2016 (January 15, 2016 is the last day to drop without a W).

SEE SCHEDULE OF ASSIGNMENTS ON SEPARATE DOCUMENT CALLED “CLASS SCHEDULE.”
I strongly recommend you print this document and keep it handy at all times.