



## Tips for Success in Accounting

- After your first class, **read your syllabus thoroughly** so you know what to expect in the months to come. Refer to your syllabus frequently throughout the semester.
- **Attend class.**
- **Use office hours.** Instructors are not that scary, and they want to help!
- **The key to learning about accounting problems is practice!**
  - It is very important for accounting students to **practice problems repeatedly**. Work and rework the practice problems given in class, the text, or workbooks.
- **Complete assignments** the same week that topic is covered in lecture. Sitting down and trying to knock it out just before the due date/time is less beneficial.
- Be sure to **read the assigned chapters** before class. The quality and organization of your notes will likely improve if you **prepare for each lecture**.
- Be sure to always **double-check the problems** for accuracy and completeness.
- **Time management is very important in accounting classes.** Be sure to keep up with the work, completing assignments as soon as possible after they are assigned.
- **Fill out the study guide** if provided by your instructor.
- If certain problems require that information be entered into specific forms, ledgers, or templates, **be sure to practice the problems using those forms**.
- Be sure to carefully **examine the illustrations that accompany the readings** in the text.
- As each section of the chapter is read, **record notes in the margins of the text**, identifying the main points, key terms, supporting details, and examples. This is especially important in income tax accounting courses.
- If the test is multiple choice, true/false, fill in the blank, **practice making up and answering sample questions**. If the test is in essay form, **make up essay questions** from the notes or try converting section headings in the text into questions.
- **Utilize the textbook website.** Some accounting textbook websites provide answers for certain problems or step-by-step instructions for certain problems so that students can check their accuracy.

Please note: This information is compiled in conjunction with the Ness School of Management and Economics.