



## Accounting Study Skills

**Check out this website for information and assistance with Financial and Managerial Accounting**

<http://www.accountingcoach.com/accounting-topics.html>

### 10 Basic Tips For Succeeding In Your Accounting Course

1. **Don't PROCRASTINATE!!!:** Procrastination makes everything harder. Setting a schedule and task list for yourself will help you manage time and keep on track.
2. **Look over the Syllabus and Textbook:** It is important to know what you are getting into. Pay attention to what subjects you will be discussing over the course of the semester and review your chapters before class.
3. **Attend Class:** It is difficult to learn if you aren't present. Professors often give examples and point out questions that will be on exams.
4. **Be an Active Participant in your Learning:** Take responsibility for your actions and your learning. If you don't know something... ASK... do not expect the professor to have ESP and read your mind if you are struggling.
5. **Read Before Class:** Complete your assignments before class. It is hard to understand the material that the professor discusses if you have not completed the homework prior to the class.
6. **Take Strong Notes:** Pay attention to reoccurring information; illustrate concepts or ideas and make sure that you organize your notes. This will help you greatly on exams.
7. **Revise Regularly:** Complete all homework assignments and be sure to go back and make corrections. If you are struggling, talk to your professor or another classmate. Make sure you get the correct information and review it until you know it... don't just memorize!
8. **Practice Exercises:** Complete practice exercises to gain a better understanding of the material. There are many practice exercises online or in your book that you can use. Try doing them on your own without the aid of a peer or an answer key, this will help you learn the information and process.
9. **Staying on Track:** Stay focused and on track; it is very difficult to catch up if you are always falling behind. If you have problems or questions, speak to your professor.
10. **Relate the things that you learn to everyday life:** This makes it easier for you to remember things, especially if you are thinking outside of the Accounting text or classroom realm.

### Completing Homework Problems:

- **Read the Problem:** Understand what the instructions are saying and what is needed to complete it.
- **Work the Problem:** Try to complete the problem without assistance from the text. If you are struggling, look back at the chapter. **DO NOT** do this until you have attempted the problem 3 times. Constantly checking the book takes time and makes it harder for you to learn the material.
- **Keep up with Assignments:** Stay on track; it is difficult to catch back up or understand what is going on if you keep putting it off.
- **Check your Work:** Use the text to check your work
- **Come with Questions:** Come to class with questions on problems. Be prepared to ask for help.

### Reading the Textbook:

- Get into the Accounting Mindset, this subject is very technical and logical.
- Read the text so that you can understand the **Why**. It is helpful if you are able to explain information to others
- Do practice problems so that you can understand **How** the **Why** is done.
- Review and Remember both the **Why** and **How**. Rework difficult problems until you understand them.

### Preparing And Taking The Exams:

1. **Be Purposeful in Your Preparation:** Concentrate on items that the professor spoke about in class and homework problems that you have completed.
2. **Understand and Know How to Complete Problems:** Without the assistance of your book or another source.
3. **Practice Your Speed:** There never seems to be enough time to complete an exam. Do practice tests to work on your speed and anxiety. Have the **Whys** and **Hows** present at forefront of your mind.
4. **Exams Test Your Reasoning and Understanding of the Material:** Be sure to know how to argue your point.
5. **Read the Question:** Be sure to read over the exam questions so that you understand everything that you need to do. Many points are lost because students are careless.
6. **Scan the Exam:** Look over the exam before starting. Create a strategy to complete the exam.
7. **Do Not Panic!!!** Half of the battle is staying calm, even when it seems like you don't have enough time. Take some deep breaths and work to the best of your abilities.

University College, Illinois State University  
Julia N. Visor Academic Center

Phone: (309) 438-7100

Website: [www.ucollege.ilstu.edu](http://www.ucollege.ilstu.edu)

### Sources & Additional Resources:

<http://www.coursehero.com/study-skills/accounting-homework-help/study-strategies-for-accounting/>  
<http://www.accountingcoach.com/accounting-topics.html>  
<http://www.csun.edu/~vcaact00g/m1a.txt>