Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: ACCT 260 – Accounting Information Systems
Credits: 2 semester hours
Pre/Co-requisites: None

Course Description: Accounting software will be used to study the processes and procedures by which an organization's financial information is accumulated, classified, processed, analyzed and communicated. Topics include business cycles, controls, integrated accounting software, and spreadsheets.

Course Objectives:

- Students will be able to complete the following objectives in a computerized accounting environment.
- Interpret and use information provided by financial accounting systems in making business decisions.
- Prepare financial statement for businesses and communicate financial accounting information.
- Evaluate accounting events and transactions and record events utilizing the accounting cycle.
- Prepare and adjust necessary adjusting and closing entries.
- Prepare a trial balance.
- Prepare financial statements.
- Prepare a post-closing trial balance.
- Prepare general and subsidiary ledgers.
- Record current liability transactions, including payroll/calculate payroll and payroll deductions.

Instructor: Emily Rodacker, MBA

Phone: 800.233.1737 ext. 3546
Email: emily.rodacker@minotstateu.edu

Lecture/Lab Schedule: Online

Textbook: *Computerized Accounting with Quickbooks 2013*, Kay, 15th Edition

Software Requirements: Students may be required to use Moodle, e-mail, MS Word, Excel, PowerPoint, Quickbooks and the internet for this course when applicable.

Course Requirements:

- Completion of assignments, tests and projects.
- Grading is the accumulation of assignments, quizzes and tests for total points.

90-100 = A   80-89 = B   70-79 = C   65-69 = D   <65 = F

Tentative Course Outline: Through this course you will explore the features and applications of Quickbooks and learn how to use the software in professional and personal settings.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware and software.

Classroom Policies:

- **Assignments:** All assignments are due on the specified due date by 11:55pm CST. All assignments are due before the final project is completed. Make sure your name and assignment appear in the filename of your document. For example, Ch1Lab1ERodacker. Zipped folder names should be named similar to: Lesson3ERodacker. Follow the instructions provided for submitting assignments. Late work will incur point deductions: 10 points for each day it is late. Any assignment turned after 3 days late results in a 0. You are permitted to work ahead.
- **Academic Integrity:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: http://www.dakotacollege.edu/pdf/studenthandbook.pdf

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Disabilities and Special Needs: If you need any special accommodations or materials in alternative formats, please let me know immediately. If you have already met with Student Development personnel, please provide me with information regarding your needs as soon as possible so that I can make appropriate accommodations.