

ACCT 260 – Accounting Information Systems

Course Syllabus

Course Prefix/Number/Title: ACCT 260 – Accounting Information Systems

Credits: 2

Instructor: Kara Bowen

Office: Thatcher Hall 109, Bottineau campus

Phone: 701-228-5432

Email: kara.bowen@dakotacollege.edu

Skype: klbowen1

Class Schedule: Online

Textbook:



Computerized Accounting with Quickbooks 2013

Donna Kay, MARYVILLE UNIVERSITY

Spiral Bound with CD,

©2014,

ISBN-13 9780077826840

MHID 0077826841

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.

Technology Requirement

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

Course Objectives

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

General Education Goals, Objectives, and skills

Goal 2: Demonstrates knowledge and application of technology

Objective 1: Completes an assignment using an appropriate application software

Skill 2: Creates, edits, and formats a spreadsheet application

Skill 4: Conducts Internet research

Skill 5: Demonstrates the ability to send and receive e-mail

Objective 2: Uses electronic resources for course related assignments and information

Skill 1: Selects appropriate electronic resources

Skill 2: Recognizes differences in Internet resources based on address extensions

Objective 4: Employs problem solving and critical thinking skills in order to solve a variety of different problems

Skill 1: Locates, evaluates, and applies research information

Skill 2: Analyzes information to determine its validity

Skill 3: Draws conclusions from information collected

Goal 3: Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

Skill 3: Solves word problems

Skill 4: Applies mathematical knowledge in personal life, such as keeping track of a checkbook, identifying rates of interest, etc.

Objective 3: Employs problem solving and critical thinking skills in order to solve a variety of different problems

Skill 2: Analyzes materials to determine their validity

Skill 3: Draws conclusions from information collected

tGoal 4: Demonstrates effective communication

Objective 2: Reads at a level that allows participation in collegiate studies and chosen careers

Skill 5: Assimilates and connects information and ideas from multiple written sources

Objective 3: Uses information resources effectively

Skill 1: Finds, consults, and uses a variety of information resources

Skill 2: Evaluates the relevance and reliability of sources

Skill 3: Uses information resources ethically and honestly, preserving the meaning of the source and documenting the use of the source in the style appropriate for the student's discipline or field

Skill 4: Integrates source material smoothly and clearly into the student's own text

Graded and Ungraded Work Expectations

Homework assignments, quizzes, and projects, are completed using Moodle and QuickBooks. Short answer questions (writing assignments) are completed on the Moodle site.

| Assignment | # | Points Each | Total Points | % |
|---------------------|----|-------------|--------------|-----|
| Short Answer | 12 | 5 | 60 | 6% |
| Homework | 12 | 35 | 420 | 42% |
| Quizzes | 12 | 10 | 120 | 12% |
| Cases | 4 | 100 | 400 | 40% |
| Total Points | | | <u>1,000</u> | |

Grading Standards:

A=100-90%

B=89-80%

C=79-70%

D=69-60%

F=Below 60%

Delivery Method

All assignments are completed and submitted online. Students are not expected to come to campus for this course.

Technology Required

Students must have access to a computer with Internet Explorer 5.0 or higher or with Netscape 4.0 or higher. Students must use QuickBooks for all homework and cases.

Course Requirements

*See "Classroom Policies"

Relationship to Campus Theme

This course uses technology as it relates to accounting with the use of QuickBooks.

Classroom Policies

Attendance: You are responsible for regularly logging in to the Moodle site and QuickBooks to complete assignments and retrieve course information. Any due dates given for assignments will be strictly followed. Late assignments will receive 0 credit unless arrangements have been made with The instructor.

Assignments: Assignments are visible on the Moodle site. Follow the instructions on the Moodle site. For homework assignments and cases, the instructions direct you to the QuickBooks textbook for assignment specific instructions. Short Answer questions are completed on the Moodle site.

Method of Instruction: Students are expected to follow the instructions on the Moodle site which includes reading the textbook, completing assignments and cases in QuickBooks. Example problems will be provided for each chapter. If you need additional help, contact the instructor via email, phone, or Skype.

Course Outline

The following schedule is tentative and may be changed throughout the course. Changes will be communicated through the Moodle site.

| | | |
|------------|-------------|-----------|
| Chapter 1 | 1/13/2014 - | 1/19/2014 |
| Chapter 2 | 1/20/2014 - | 1/26/2014 |
| Chapter 3 | 1/27/2014 - | 2/2/2014 |
| Chapter 4 | 2/3/2014 - | 2/9/2014 |
| Chapter 5 | 2/10/2014 - | 2/16/2014 |
| Chapter 6 | 2/17/2014 - | 2/23/2014 |
| Chapter 7 | 2/24/2014 - | 3/2/2014 |
| Chapter 8 | 3/3/2014 - | 3/9/2014 |
| Chapter 9 | 3/10/2014 - | 3/16/2014 |
| Chapter 10 | 3/31/2014 - | 4/6/2014 |
| Chapter 11 | 4/14/2014 - | 4/20/2014 |
| Chapter 12 | 4/28/2014 - | 5/4/2014 |

Academic Integrity

There will be *zero tolerance* of any form of academic dishonesty. If any evidence appears of students not doing their own work, plagiarism, or outright cheating on exams the matter will be investigated. If it is concluded that such dishonesty occurred, the student in question will receive an automatic “F” for the course. The matter will be reported to the appropriate university office and the instructor will participate in any proceeding against the guilty party.