

Dakota College at Course Syllabus

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

Number of Credits: 3 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.

Instructor: Emily Rodacker

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Lecture/Lab Schedule: Online

Textbooks: *Computer Accounting with Quickbooks 2019, Kay 19E*

Connect access only 9781260118780

Connect access & book 9781264014156

Software Requirements: Firefox web browser recommended for Connect. Students will also be required to use Quickbooks and may also be required to use e-mail and Microsoft Excel when applicable.

System Requirements: Students will need to use McGraw Hill Connect to complete assignments. Visit the McGraw Hill Connect System Requirements page at

http://highered.mheducation.com/sites/0000065899/student_view0/getting_started/system_requirements.html

Course Objectives

It is expected that students will be able to:

- Interpret and use information provided by financial accounting systems in making business decisions.
- Prepare financial statements 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 deductions.

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 students will learn about the accounting principles, the accounting cycle, and accounting for business transactions through discussion questions, homework assignments, quizzes, and tests.

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 11:59pm CST.
- **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 Course Adaptations: If you need any 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.