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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## **COURSE SYLLABUS**

**Term: Spring 2019 (2018-2)****Course: ACCT 225: Accounting Information Systems**

<b>Instructor Information:</b>			
<b>Instructor Name</b>	<b>George F. Grzesiowski (Mr. G) MBA/ABD/CPA Professor and Program Director for Accounting</b>		
<b>Office Number:</b>	<b>516</b>		
<b>Phone Number:</b>	<b>219-473-4283 (Office) Cell: 219-716-5002 (Best)</b>		
<b>Email:</b>	<a href="mailto:ggrzesiowski@ccsj.edu">ggrzesiowski@ccsj.edu</a>		
<b>Hours Available:</b>	<b>Monday</b>	<b>7:00 AM – 8:30 AM 10:00 AM – 1:30 PM 3:15 PM – 4:15 PM</b>	
	<b>Wednesday.</b>	<b>7:00 AM – 8:30 AM 10:00 AM – 1:30 PM 3:15 PM – 4:15 PM</b>	
	<b>Or, by appointment</b>		
<b>Instructor Background: See Autobiography posted in Blackboard</b>			

<b>Course Information:</b>	
<b>Course Time:</b>	<b>On-Line (Arranged)</b>

<b>Classroom:</b>	None
<b>Prerequisites:</b>	ACCT 210/211
<b>Required Books and Materials:</b>	Computer Accounting with QuickBooks Online, 1 <sup>st</sup> Edition by Donna Kay, McGraw-Hill Education, 2018
<p><b>Learning Outcomes/ Competencies:</b>  Students in this course will:</p> <ol style="list-style-type: none"> <li>1. Use QuickBooks in a Windows environment.</li> <li>2. Process vendor transactions &amp; analyze payments and amounts owed to vendors.</li> <li>3. Process customer transactions. &amp; analyze the collections of payments from customers.</li> <li>4. Set up and process payroll tax information.</li> <li>5. Understand how to transfer funds in the General ledger.</li> <li>6. Add a new account and budget amounts for the year.</li> <li>7. Understand how inventory works with purchases and sales using the job cost system.</li> <li>8. Describe the purpose and content of financial statements.</li> <li>9. Change, delete, and add accounts in the chart of accounts.</li> <li>10. Use QuickBooks to journalize transactions, post to the ledger, and complete the accounting cycle.</li> <li>11. Complete the computer accounting cycle for two months.</li> <li>12. Use QuickBooks to organize and monitor accounts payable &amp; accounts receivable.</li> <li>13. Use QuickBooks to journalize and post payroll entries.</li> <li>14. Explain how QuickBooks computes and tracks merchandise inventory.</li> <li>15. Demonstrate competency in accounting by completing a series of comprehensive problem.</li> </ol> <p>This course meets the following learning objectives for the Accounting Program:</p> <ol style="list-style-type: none"> <li>1. Demonstrate knowledge of current accounting principles, and the use of accounting information by management.</li> <li>2. Develop critical thinking, problem solving, and communication skills</li> <li>3. Apply accounting theory in a practical manner.</li> <li>4. Demonstrate technology skills necessary to solve accounting problems.</li> <li>5. Meet the requirements for entry-level careers in accounting.</li> <li>6. Demonstrate the capability to critically and reflectively engage ethical issues in accounting, particularly questions pertaining to social responsibility and professional practice.</li> </ol>	
<p><b>Course Description:</b></p> <p>This course emphasizes computerized accounting information systems, transaction cycles, systems development, and internal control. Course includes the use of business software such as QuickBooks. By mastering the skills emphasized in this class, the student will be better prepared to enter the accounting workplace.</p>	

Review each chapter power point.

Work through the chapter.

Complete the Practice Quiz, Exercise, and Project for each chapter. Post your answers in Blackboard.

(Note: we are not using Connect)

**XPM:**

**eXplore** QuickBooks Online using the chapter with walk through screen captures. Don't worry about making mistakes while we eXplore, letting us focus on learning how to navigate and use QBO.

**Practice** entering information and transactions into QBO with end-of-chapter exercises.

**Master** QBO with QBO projects. The projects cover QBO tasks from setting up a new QBO Sample Company is used for Chapter (**eXplore**) and Exercises (**Practice**).

The Sample Company resets each time it is opened so you don't have to worry about carryforward errors.

QBO company and entering transactions to generating QBO reports

Your QBO Access Code is used to set up a new QBO company for the Projects (**Master**) at end of each chapter.

Projects 1-10 use the same QBO company you create with your access code. This QBO company doesn't reset but the text is designed to minimize carry forward errors.

**TIP:** Check and Cross Check your work in the Projects to catch errors before saving in QBO.

To access the QBO Sample Company, complete the following steps.

1. Open a web browser. (Note: Intuit recommends using Google Chrome.)
2. Go to the <https://qbo.intuit.com/redirect/testdrive>
3. Follow onscreen instructions for security verification or cookies.

Note: If you are unable to access the Sample Company using the above link, use Google to search for “qbo.intuit.com Sample Company”, then select Test Drive Link.

The sample company will reset each time it is reopened.

So make certain to allow enough time to complete all chapter activities before closing the sample company. Otherwise, you will lose the work you have entered when you reopen the Sample Company.

**Learning Strategies:**

The course is supported by a blackboard site

**Open Door Policy**

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

**Experiential Learning Opportunities:**

Practice using QuickBooks on-line

**Assessments:****Major Assignments:****Assessment:**

Exercises, Chp.1-10 (30 each)	300 points	30% of grade
Projects 1.1-10.1 (50 each)	500 points	50% of grade
Practice Tests 1-10 (20 each)	<u>200</u> Points	<u>20%</u> of grade
	1000	100%

**Class Participation And Attendance**

As needed, come in during office hours for any help required.

**Grading Points Scale:**

Grade	Percent	Points
A	92-100	920-1,000
A-	90-91	900-919
B+	88-89	880-889
B	82-87	820-879
B-	80-81	800-819
C+	78-79	780-789
C	72-77	720-799
C-	70-71	700-719
D+	68-69	680-699
D	62-67	620-679
D-	60-61	600-619
F	59 and below	599 & below

<b>Course Schedule:</b>		
<b>Class Date</b>	<b>Class Discussion/Activities</b>	<b>Assignments</b>
<b><u>Week 1:</u></b> <b>Thursday 1/17</b> <b>To Wed. 1/23</b>	Chapter 1 QuickBooks Online Navigation and Settings	<b>Practice Test 1</b> <b>Chapter 1 Exercises</b> <b>Project 1.1</b>
<b><u>Week 2:</u></b> <b>Thursday 1/24</b> <b>To Wed. 1/30</b>	Chapter 2 QBO Chart of Accounts	<b>Practice Test 2</b> <b>Chapter 2 Exercises</b> <b>Project 2.1</b>
<b><u>Week 3:</u></b> <b>Thursday 1/31</b> <b>To Wed. 2/6</b>	Chapter 3 QBO Transactions	<b>Practice Test 3</b> <b>Chapter 3 Exercises</b>
<b><u>Week 4:</u></b> <b>Thursday 2/7</b> <b>To Wed. 2/13</b>	<b>Chapter 3 (continued)</b>	<b>Project 3.1</b>
<b><u>Week 5:</u></b> <b>Thursday 2/14</b> <b>To: Wed. 2/20</b>	<b>Chapter 4</b> <b>Banking</b>	<b>Practice Test 4</b> <b>Chapter 4 Exercises</b>
<b><u>Week 6:</u></b> <b>Thursday 2/21</b> <b>To: Wed. 2/27</b>	<b>Chapter 4 (continued)</b>	<b>Project 4.1</b>
<b><u>Week 7:</u></b> <b>Thursday 2/28</b> <b>To: Wed. 3/13</b>	Chapter 5 Customers and Sales	<b>Practice Test 5</b> <b>Chapter 5 Exercises</b> <b>Project 5.1</b>
<b><u>Week 8:</u></b> <b>3/4 through 3/9</b>	<b>Spring Break</b>	<b>Nothing is due</b>
<b><u>Week 9:</u></b> <b>Thursday 3/14</b> <b>To: Wed. 3/20</b>	Chapter 6 Vendors and Expenses	Practice Test 6 Chapter 6 Exercises
<b><u>Week 10:</u></b> <b>Thursday 3/21</b> <b>To: Wed. 3/27</b>	Chapter 6 (continued)	<b>Project 6.1</b>
<b><u>Week 11:</u></b> <b>Thursday 3/28</b>	<b>Chapter 7</b>	<b>Practice Test 7</b>

<b>To: Wed, 4/3</b>	<b>Inventory</b>	<b>Chapter 7 Exercises</b>
<b><u>Week 12:</u> Thursday 4/4 To: Wed. 4/10</b>	Chapter 7 (continued)	Project 7.1
<b><u>Week 13:</u> Thursday 4/11 To: Wed. 4/17</b>	<b>Chapter 8</b>	Practice Test 8 Chapter 8 Exercises Project 8.1
<b><u>Week 14:</u> Thursday 4/18 To: Wed. 4/24</b>	<b>Chapter 9</b>	Practice Test 9 Chapter 9 Exercises Project 9.1
<b><u>Week 15:</u> Thursday 4/25 To: Wed. 5/1</b>	<b>Chapter 10</b>	<b>Practice Test 10 Chapter 10 Exercises Project 10.1</b>

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	Independent Study (On-line). Office hours available if help is needed.
<b>Turning In Your Work</b>	<b><i>Late assignments can be assessed a 20% penalty. After 1 week past due, <u>no credit</u> will be given.</i></b>  <b><i>Post all assignments in Blackboard</i></b>
<b>Classroom Behavior &amp; Using Electronic Devices</b>	Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations, no catching up on homework assignments, no naps.  Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.

<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> </ul> <p>Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</p>
<b>Participating in Class</b>	Independent Study
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<b>Student Success Center:</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a</p>

	“reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns, which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week. For more information, contact the Vice President for Enrollment and Retention, Dr. Dionne Jones-Malone, Office # 611, 219-473-4305.
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>