

**Wheeling Jesuit University**  
**Department of Business and Technology**  
**ACCT321-01 Accounting Information Systems, 3 credit hours**  
**Spring 2019**

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Office Hours: By appointment

**Catalog Course Description:** This course is a practicum in commercial accounting systems. Students will perform general ledger, accounts payable, accounts receivable, billing, purchase order, inventory, payroll, and job costing functions using a commercial software package. The software will be used to design specialized reports for budgeting, financial analysis, product costing and for analyzing cost management techniques. Student learning will be developed and measured through computer intense projects and class discussion. Prerequisite: ACCT 202 S.

**Textbook: Computer Accounting with Quickbooks 2018, 18th Edition. By: Donna Kay**

**Websites:**

*Computer Accounting with QuickBooks 2018 Online Learning Center (OLC):*

<http://www.mhhe.com/kay2018>

The OLC contains practice quizzes for each chapter, data starter files, and presentation slides.

*Computer Accounting with QuickBooks 2018 Student Website:*

<http://www.My-QuickBooks.com>

[My-QuickBooks.com](http://www.My-QuickBooks.com) contains Excel reports and document templates for homework assignments.

**Student Learning Objectives:** This course will teach you how to use a computerized accounting system. Topics covered include General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and Job Costing. Upon completion of this course, students should be able to apply skills learned to establish an automated Quickbooks accounting system for a business; record accounting transactions in an automated system; have a better understanding of an accounting information system and be better prepared for further study or practice in accounting information systems; and be able to import and export data from QuickBooks to Excel.

**Evaluation Methods:**

The course will be taught by use of lectures, in-class exercises, homework assignments, and case projects.

Grading:

A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D	65-69
B-	80-82	F	64 or less

**Attendance Policy:**

Class attendance and participation is very important. Absences, above the maximum allowed by Wheeling Jesuit University standards, could result in the student receiving a grade of "FA" or failure for excessive absences for the class.

**Last Date to Drop the Course:**

The last day of the Add/Drop Period for this semester is Friday, January 11, 2019. The last day to withdraw from this course with a grade of a W is Tuesday, March 26, 2019.

**Disability Statement:**

Wheeling Jesuit University offers students with documented disabilities individual accommodations on a case-by-case basis with confidentiality in compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

In order to receive academic or physical accommodations, students with disabilities must provide current (within three years) and comprehensive documentation concerning the nature and extent of the disability and communicate their needs to the Disability Services Director, located in Ignatius Hall Room G24 or call 304-243-4484. Students are required to meet with the director to develop accommodation plans that they will present to their course instructors at the beginning of each semester. Students with disabilities that require specific housing accommodations must contact both the Director of Residence Life and the Disability Services Director.

Ultimately, all students with disabilities are responsible for their own academic achievement. They must attend classes, complete course assignments, and fulfill all university requirements for their chosen field of study. It is up to students with disabilities to seek out available assistance on campus and to utilize individualized accommodations that promote academic success.

**Academic Integrity Statement:**

Students are advised that WJU's Academic Integrity Policy will strictly be enforced in this course (see [www.wju.edu/studenthandbook](http://www.wju.edu/studenthandbook)). Questions regarding the policy may be directed to the Office of the Academic Vice-President.

Official E-mail: An official WJU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent only to a valid WJU e-mail address.

**Academic Resource Center:**

The Academic Resource Center (ARC) is a totally free academic-support service available to all enrolled Wheeling Jesuit University students and staffed almost exclusively by WJU students recommended for employment by WJU faculty. The ARC is located in Bishop Hodges Library and is open five days a week:

Sundays 6:00-8:00 p.m.  
Mondays-Thursdays 1:00-9:00 p.m.

Please visit the ARC's website (readily accessible on the Cardinal homepage under "Quick Links" or as the first listing under "Student Services" homepage) to learn about the ARC's services (emphasizing writing, math, and the sciences) and to schedule appointments.

**Title IX Statement:**

Wheeling Jesuit University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct, or assault we encourage you to report this. If you report this to a faculty member, she or he must notify our college's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about you options at WJU, please go to <http://wju.edu/titleix/>.

Syllabus is subject to change

**Spring 2019****ACCT 321-01 Accounting Information Systems - Tentative Class and Exam Schedule**

			<b>Project Due Dates</b>
January 7th:	Introduction and Chapter 1		
January 9th:	Chapter 1 Exercises		
January 14th:	Chapter 2		
January 16th:	Chapter 2 Exercises		
	<b>Project #1.1</b>	<b>10 points</b>	<b>January 14th. **</b>
January 21st:	Chapter 3		
January 23rd:	Chapter 3 Exercises		
	<b>Project #2.1</b>	<b>10 points</b>	<b>January 21st. **</b>
January 28th:	Chapter 4		
January 30th:	Chapter 4 Exercises		
	<b>Project #3.1</b>	<b>25 points</b>	<b>January 28th. **</b>
February 4th:	Chapter 5		
February 6th:	Chapter 5 Exercises		
	<b>Project #4.1</b>	<b>30 points</b>	<b>February 4th. **</b>
February 11th:	Chapter 6		
February 13th:	Chapter 6 Exercises		
	<b>Project #5.1</b>	<b>30 points</b>	<b>February 11th. **</b>
February 18th:	Chapter 7		
February 20th:	Chapter 7 Exercises		
	<b>Project #6.1</b>	<b>30 points</b>	<b>February 18th. **</b>
February 25th:	Chapter 8		
February 27th:	Chapter 8 Exercises		
	<b>Project #7.1</b>	<b>25 points</b>	<b>February 25th. **</b>
March 4th & 6th:	<b>No Class - Spring Break</b>		
March 11th:	Chapter 9		
March 13th:	Chapter 9 Exercises		
	<b>Project #8.1</b>	<b>10 points</b>	<b>March 11th. **</b>
March 18th:	Chapter 10		
March 20th:	Chapter 10 Exercises		
	<b>Project #9.1</b>	<b>10 points</b>	<b>March 18th. **</b>
March 25th:	Chapter 11		
March 27th:	Chapter 11 Exercises		
	<b>Projects #10.1</b>	<b>10 points</b>	<b>March 25th. **</b>
April 1st:	Chapter 13		
April 3rd:	Chapter 13 Exercises		
	<b>Project #11.1</b>	<b>50 points</b>	<b>April 1st. **</b>
April 8th:	Chapter 15		
April 10th:	Chapter 15 Exercises		
	<b>Project #13.1</b>	<b>50 points</b>	<b>April 8th. **</b>
April 15th:	Chapter 14 - Merchandise Company Case		
April 17th:	Chapter 14 Continued		
	<b>Project #15.1 (Use Project 11.1 backup file)</b>	<b>10 points</b>	<b>April 15th. **</b>

April 22nd: **No Class - Easter Break**

April 24th: **Chapter 12 - Service Company Case**

As Scheduled: **Final Exam: Case #12 due, worth 140 points**

**\*\* - Any assignment not received by the due date will result in a score of zero, unless student receives prior approval from the instructor.**

**Assignments and Point Values**

<b>Projects</b>	300 points
<b>In Class Exercises Chapters 1 - 11, 13, 15</b>	130 points
<b>Final Exam - Case #12</b>	<u>140</u> points
<b>Total Course Points</b>	570 points