

Dickinson State University
ACCT 301 – Computerized Accounting

Instructor - Roger Kilwein

Updated on 01/10/05

I. Spring Semester 2005

3 Credit Hours

Section 1 meets 1 to 2:15 p.m. on Mondays and Wednesdays - Room 19 May Hall

Section 2 meets 8 to 9:15 p.m. on Tuesdays and Thursdays – Room 7 May Hall

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Web page: <http://www2.dsu.nodak.edu/users/rkilwein/>

Office Hours: Mondays – 8 to 9 a.m. and 10 to 11:00 a.m.; Tuesdays 10:00 to 11:00 a.m. and 1 to 2 p.m.;
Wednesdays – 8 to 9 a.m. and 10 to 11:00 a.m.; Thursdays 10:00 to 11:00 a.m. and 1 to 2 p.m.;
and Fridays – 8 to 9 a.m. and 10 to 11:00 a.m.

Course Text: The narrative for all projects will be posted on my web page and no textbook needs to be purchased. Each student will need one zip disk that is to be used exclusively for this class. (No other files should be on the zip disk).

II. Course description:

Catalog description: Using Great Plains Dynamics Accounting Software to do accounting projects. Students learn to journalize, post, print reports, print financial statements, and find and correct posting errors.

Further description: Dynamics is considered high-end commercial accounting software that is very expensive to purchase and probably is too expensive to purchase for you home computer. All assignments will need to be completed at DSU. Microsoft Great Plains Dynamics has donated the use of this software to Dickinson State University.

III. Student Learning Outcomes

DICKINSON STATE UNIVERSITY MAJOR LEARNING OUTCOMES

- Students will demonstrate critical thinking in a variety of contexts for life long learning.
- Students will demonstrate proficiency in communication skills in a variety of forms including the effective use of current technologies and other information resources.
- Students will demonstrate knowledge of national and international multiculturalism and importance of global citizenship.
- Students will demonstrate knowledge of the arts and humanities including participation in artistic activities.
- Students will demonstrate discipline-specific knowledge and career skills related to their field/s of study.
- Students will demonstrate knowledge of the importance of health, wellness, and maintaining a healthy lifestyle.

BUSINESS ADMINISTRATION STUDENT OUTCOMES

- Learn fundamental concepts and tools of analysis in the core areas of business administration, accounting, economics, marketing and finance.
- Develop good written and oral communication skills.
- Develop analytical and critical-thinking skills necessary to make sound business and personal decisions.
- Demonstrate a working knowledge of the global environment of business and multi-cultural issues.
- Have significant dexterity with the use of computers and computer applications in business.

- √ Find work opportunities in the local, state, regional, and national labor markets.
- Take advantage of opportunities for growth within the academic environment and become a participant in intellectual and social activities sponsored by student and/or community organizations.
- Take advantage of opportunities for growth within the academic environment and become participants in intellectual and social activities organized by student and community organizations.

Accounting Major Student Learning Outcomes

- The undergraduate program in Accounting will enable students to:
- √ Apply the conceptual framework of financial accounting and reporting in business situations.
- Demonstrate an understanding of the various costing systems and the role cost plays in decision-making.
- Demonstrate an understanding of the federal tax laws and their application to both individuals and business entities.
- Demonstrate an understanding of auditing theories, standards and procedures.
- Demonstrate an understanding of the legal environment of business.
- Use authoritative pronouncements, professional literature and other resources to solve accounting problems.
- Demonstrate the ability to successfully write professional accounting examinations.
- Demonstrate the ability to apply technology as it impacts the accounting profession.
- Apply the standards of ethical conduct to their personal and professional lives.
- Demonstrate an understanding of the international dimensions of accounting and the business environment.
- √ Communicate accurately and effectively, both verbally and in writing, with clients, customers, co-workers, and supervisors in the workplace.
- √ Exhibit a desire for professional growth and improvement of performance as a professional accountant.
- √ Plan and prepare for employment and career advancement.

Associate of Applied Science – Office Administration Student Outcomes

- The undergraduate program in Office Administration will enable students to:
- Manifest a comprehensive knowledge of administrative support tasks.
- Communicate accurately and effectively, both verbally and in writing, with clients, customers, co-workers, and supervisors in the workplace.
- Develop procedures for incoming and outgoing communications in a business environment.
- Demonstrate proficiency to information processing systems that include word processing, database, spreadsheets, and desktop publishing.
- Demonstrate an understanding, and an effective use of telecommunications.
- Demonstrate the ability to manage time and multiple tasks.
- Successfully complete an internship in a specific concentration area.
- √ Plan and prepare for employment and career advancement.

Business Education Major Student Outcomes

- The undergraduate program in Business Education will enable students to:
- Manifest a comprehensive knowledge of Business Education subject areas appropriate for the secondary school level.
- Express knowledge of learning theory through planning, teaching, and interaction with Business Education students.
- √ Enhance the learning environment by incorporating the use of technological equipment into the Business Education classroom.
- Communicate accurately and effectively, both verbally and in writing, with students, colleagues, and parents/community members.
- Organize a comprehensive instructing program through effective planning.
- Effectively instruct students as indicated in the corresponding lesson plan.
- Develop and utilize various evaluative strategies and instruments for determining student achievement and instructional efficacy.
- Provide a Business Education instruction program that accommodates the special needs of each student.
- Organize and manage a Business Education classroom for optimal teaching and learning.

- Exhibit attitudes, actions, and behaviors indicative of a professional educator.
- Exhibit a desire for professional growth and improvement of performance in the Business Education classroom.
- Demonstrate a valuing of student diversity in backgrounds, interest, experiences, and abilities.
- Make professional decisions using a reflective approach.

Course outcomes:

Upon completion of the course the student should be able to:

- √ Create accounting setup information required for a retail company.
 - Create accounting categories
 - Create the chart of accounts
 - Create the balance sheet and Profit/Loss reports format
- √ Understand the general ledger.
 - Print financial reports
 - Make reversing entries
 - Make adjusting entries
- √ Understand the payables ledgers
 - Purchases ledger
 - Manual payment ledger
- √ Understand the receivables ledger
 - Cash on account ledger
 - Purchases on account
- √ Find and correct accounting errors.

IV. **Course Content Outline:** This course will include two projects. Project 1 includes only the General Ledger of Dynamics. Project 2 includes the General Ledger, Receivables, and Payables modules of Dynamics.

Assignments for each chapter will be posted on the web. <http://www2.dsu.nodak.edu/users/rkilwein/>

V. **Teaching strategies:**

The instructor's will demonstrate the various screens and accounting procedure used in Great Plains Dynamics. Detailed instructions for each project will be distributed to each student. The instructor will help students that are not able to complete the assignments from the demonstrations and from the detailed written instructions.

VI. **Assessment of students performance in the course according to established rubrics as they relate to student learning outcomes:**

Assignments: Reports from the two projects are to be submitted according to the schedule listed on project handouts. Each report will be graded on a point system and returned to the student. Two major exams and three quizzes will be given during the semester. Roll is taken each day and count two points for each day you attend. Total points will graded as follows: A - 92%, B – 88%, C – 70%, D – 60%, F – 59% or lower. A summary of points earned for assignments will be posted on the class web page. Copying or imitating the work of other students is a serious violation of academic integrity and will reflect in your grade.

Attendance: Regular attendance is critical to success in this course. Roll will be taken each class period and 2 points will be added to your total points for each class attended. If you are at a school function or have a doctor's excuse, you will receive the points.

Final Exam: The final exam for the 8 a.m. section is on Tuesday, May 10, 2005 at 8 to 10 a.m.
The final exam for the 1 p.m. section is on Tuesday May 10, 2005 from 2 to 4 p.m.