West Virginia University at Parkersburg  Uniform Course Syllabus (UCS)

ACCT 310 Accounting Information Systems

Credit Hours: 3

Scheduled hours per week
  Lecture: # 3
  Lab: #
  Other: e-course

Catalog Course Description: This course is an examination of accounting information systems within a context of computerized technology. The course focuses on accounting terms, concepts, and technology found within the accounting information systems environment; accounting cycles and control of accounting information systems; theory and practices relating to systems development; and reporting practices related to accounting information systems.

Prerequisites: ACCT 201 Principles of Accounting I

Corequisites: None

Course Learning Outcomes:

Students should be able to:

Create, navigate, backup, and restore company data for a service or merchandising business using QuickBooks Accountant.

Customize the chart of accounts to suit specific business needs.

Create vendors, customers, item and employees lists, and track inventory.

Process payroll timesheets and pay employees, payroll liabilities, payroll reports, and payroll taxes.

Create the checking account and check register for a small business, including making deposits, writing checks, and reconciling a bank statement.

Record customer transactions such as how to create invoices, record sales, record customer payments, and print customer reports.

Record vendor transactions, including purchase orders, pay bills, and print vendor reports.

Complete the accounting cycle by creating a trial balance and entering adjusting entries.

Create a number of different reports and graphs including Balance Sheet, Profit & Loss, Adjusted Trial Balance, Statement of Cash Flows, Cash Flow Forecast, A/P and A/R reports.

Export reports to Microsoft Excel® software templates or a PDF printer.

Understand the EasyStep Interview feature to set up a new company in QuickBooks.

Create a merchandising corporation with sales, purchases, inventory, and to record transactions for the first month of operations, including recording payroll, and create paychecks using QuickBooks.

Apply advanced features of QuickBooks software including budgets, estimates, progress billing, credit card sales, accounting for bad debts, memorized reports, and the audit trail.

Analyze and interpret financial forms and reports (adjusted trial balance, general ledger, journal, profit and loss, income and expense graph, balance sheet, statement of cash flows, cash flow forecast, and accounts receivable aging summary report for decision making using ratios, charts, and other venues.)

Extract tax information from QuickBooks for local, state, and income tax summary reports.

Create a proposal, executive summary, and develop an entrepreneur company with various financial reports exported to Excel to demonstrate mastery of using QuickBooks.
Exploring QuickBooks with Rock Castle Construction | Quick Tour of QuickBooks Accountant

Install QuickBooks
Start QuickBooks
Open Company
Change Company Name
QuickBooks Navigation
Home Page
QuickBooks Icon Bar
Install QuickBooks
QuickBooks Menu
Save Company Files
QuickBooks Backup (.QBB) Files
QuickBooks Restore Files
Close Company
Exit QuickBooks

Customizing QuickBooks and the Chart of Accounts
Customize QuickBooks
Customize with QuickBooks Editions
Customize QuickBooks using Preferences
Customize QuickBooks with Favorites
Customize Chart of Accounts
Display Account Numbers
Add New Accounts
Delete Accounts
Edit Accounts
Print Chart of Accounts
Customize QuickBooks Security
Customize QuickBooks Company Snapshot

Banking
View and Print Check Register
Make Deposits
Write Checks
Print Journal
Reconcile Bank Statements
Online Banking

Customers and Sales
View Customer List
Add New Customer
Edit Customer Information
Add a Job
Recording Sales in QuickBooks
Cash Sales
Credit Sales: Create Invoices
Online Billing
Credit Sales: Create Reminder Statements
Credit Sales: Record Customer Payments
Record Bank Deposits
Print Journal Entries
Customer Reports

Vendors, Purchases, and Inventory
Vendor Navigation
Vendor List
Items and Service List
Create Purchase Orders
Receive Inventory
Receive Bills
Enter Bills against Inventory
Pay Bills
Receive Inventory with Bill
Enter Bills
Pay Sales Tax
Vendor Reports

Employees and Payroll
Payroll Setup
Employee Navigation
Customize QuickBooks Payroll
Employee List
Time Tracking
Transfer Time to Sales Invoices
QuickBooks Payroll Services
Create and Print Paychecks
Pay Payroll Liabilities
File Payroll Tax Forms
Payroll Reports

Reports and Graphs
Trial Balance
Adjusting Entries
Adjusted Trial Balance
General Ledger
Financial Statements
Profit and Loss
Income and Expense Graph
Balance Sheet
Statement of Cash Flows
Tax Reports
Income Tax Preparation Report
Income Tax Summary Report
Income Tax Detail Report
Export to TurboTax
Management Reports
Cash Flow Forecast
Save Reports to Electronic Files
**Small Business Accounting with QuickBooks | New Company Setup**

- EasyStep Interview
- QuickBooks Company Setup
- Add the People You Do Business With
- Add the Products and Services You Sell
- Add Your Bank Accounts

**Accounting for a Service Company**

- Record Owner’s Investment
- Record Purchase Transactions
- Record Sales Transactions

**Merchandising Corporation: Sales, Purchases, and Inventory**

- Set Up a New Company
- Customize QuickBooks
- Create a Customer List
- Create a Vendor List
- Create an Item List
- Create a Sales Tax Item

**Merchandising Corporation: Payroll**

- QuickBooks Payroll Services
- Process Payroll Manually
- Print Employee List
- Print Paychecks

**Advanced QuickBooks Features for Accountants**

- Budgets
- Estimates
- Progress Billing
- Credit Card Sales
- Bad Debts

**Live Project: QuickBooks in Action: An Authentic Project**

- Proposal
- Executive Summary
- Company Setups
- Lists
- Transactions
- Memorized Reports
- Documentation
- Presentation

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### Bachelors of Applied Science in Business Administration

**(BASBA) Program Outcomes**

**Business Information Technology concentration (BIT):**

- Communicate effectively and professionally both orally and in writing including complex report generation.

- Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.

- Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.

- Use accounting software such as Quickbooks to manage accounting functions for statement preparation by accountants or external analysts.

- Build on the competencies developed in the AAS in Business Technology to demonstrate competence in the use of electronic tools --hardware and software --to research, manage, and present information including word processing, spreadsheet, and presentation software.
- Demonstrate and integrate the use functional areas of business including accounting, finance, management, and marketing in a professional business or administrative office.

### Bachelors of Science in Business Administration (BSBA) Program Outcomes

#### Accounting Specialization (ACCT):

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<tr>
<th>Outcome</th>
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<tr>
<td>Communicate effectively and professionally both orally and in writing including complex report generation.</td>
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<tr>
<td>Demonstrate the use of quantitative skills in analysis of complex business decisions with a global perspective.</td>
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<td>Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.</td>
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<td>Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.</td>
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<td>Interpret and analyze accounting information for internal control, planning and performance evaluation.</td>
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<td>Demonstrate knowledge of generally accepted accounting principles and procedures and apply these to financial reporting situations to corporate and board of directors’ level executives.</td>
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<td>Be able to demonstrate knowledge of the global business environment and how financial reporting differs from the United States to other countries.</td>
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<td>Demonstrate an ability to communicate complex auditing procedures and apply auditing techniques to provide assurance of the validity of financial reporting.</td>
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<tr>
<td>Demonstrate an understanding of the United States Income tax code and how to research complex tax situations to provide maximum benefit to the organization.</td>
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<td>Be able to demonstrate an understanding of the legal environment of business.</td>
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<tr>
<td>Be able to demonstrate an understanding of the ethical responsibilities of those in accounting practice and the importance of strong ethical standards to the functioning of the financial world.</td>
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<tr>
<td>Be admission-ready for a Master of Business Administration program if desired.</td>
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<tr>
<td>Be ready to sit for the Certified Public Accountant (CPA) exam if desired.</td>
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### Bachelors of Applied Science in Business Administration (BASBA) Program Outcomes

#### Accounting and Financial Management Concentration (AFM):

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<td>Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.</td>
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<td>Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.</td>
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<tr>
<td>Build on the accounting---related competences developed in the AAS program and</td>
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Students should be able to:

- Apply computerized software, QuickBooks, to complete accounting tasks for service and merchandising organizations.
- Understand ethical values and behavior for problem solving and decision making.
- Apply problem solving skills and analyzing financial accounting reports using QuickBooks.
- Evaluate a company’s earning potential and liquidity by means of financial analysis.
- Understand global business environments.

**Special projects or requirements of the course:**

- Hands-on QuickBooks Applications
- On-line Assessment QuickBooks Theory Tests
- Web-Based Research Accounting | Government Support Sites
- Create a proposal, executive summary, and QuickBooks Entrepreneur Company with exporting financial reports.

**Additional information:** None