

BTEC 210 Accounting Information Systems

Credit Hours: 3**Scheduled hours per week**

Lecture: #

Lab: #

Other: e-course

Catalog Course Description: This course covers small business accounting using computerized software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software, ratios, and using the audit trail with an emphasis on analysis of business transactions and accounting reports.

Prerequisites: ACCT 201 Principles of Accounting**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 to create invoices, sales, customer payments, and to 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 .

Set up 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.

Topics to be studied:**Exploring QuickBooks with Rock Castle Construction | Quick Tour of QuickBooks Accountant**Install QuickBooks
Start QuickBooksQuickBooks Menus
QuickBooks Help Menu
Save Company Files

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Open Company
Change Company Name
QuickBooks Navigation
Home Page
QuickBooks Icon Bar

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

Banking

View and Print Check Register
Make Deposits
Write Checks

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

Vendors, Purchases, and Inventory

Vendor Navigation
Vendor List
Items and Service List
Create Purchase Orders
Receive Inventory
Receive Bills

Employees and Payroll

Payroll Setup
Employee Navigation
Customize QuickBooks Payroll
Employee List
Time Tracking
Transfer Time to Sales Invoices

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

Uniform Course Syllabus (UCS)

QuickBooks Backup (.QBB) Files
QuickBooks Restore Files
Close Company
Exit QuickBooks

Add New Accounts
Delete Accounts
Edit Accounts
Print Chart of Accounts
Customize QuickBooks Security
Customize QuickBooks Company Snapshot

Print Journal
Reconcile Bank Statements
Online Banking

Online Billing
Credit Sales: Create Reminder Statements
Credit Sales: Record Customer Payments
Record Bank Deposits
Print Journal Entries
Customer Reports

Enter Bills against Inventory
Pay Bills
Receive Inventory with Bill
Enter Bills
Pay Sales Tax
Vendor Reports

QuickBooks Payroll Services
Create and Print Paychecks
Pay Payroll Liabilities
File Payroll Tax Forms
Payroll Reports

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

Print Customer, Vendor, and Item Lists
 Customize QuickBooks
 Enter Company Information
 Customize QuickBooks Preferences
 Customize Chart of Accounts

Accounting for a Service Company

Record Owner's Investment
 Record Purchase Transactions
 Record Sales Transactions

Make Adjusting Entries
 Print Reports
 Close the Accounting Period

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

Customize Chart of Accounts
 QuickBooks Opening Adjustments
 Record Purchase Transactions
 Record Sales Transactions
 Make Adjusting Entries
 Print Reports

Merchandising Corporation: Payroll

QuickBooks Payroll Services
 Process Payroll Manually
 Print Employee List
 Print Paychecks

Print Payroll Journal Entries
 Pay Payroll Liabilities
 Process Payroll Forms
 Print Payroll Reports

Advanced QuickBooks Features for Accountants

Budgets
 Estimates
 Progress Billing
 Credit Card Sales
 Bad Debts

Memorized Reports
 Audit Trail
 Accountant's Copy
 Ask My Accountant
 Document Management

Relationship of Course to Program or Discipline Learning Outcomes:

Bachelors of Applied Science in Business Administration	
(BASBA) Program Outcomes	
<i>Business Information Technology concentration (BIT):</i>	
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.	X
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.	X
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.	

Associate of Applied Science in Business Technology (BTEC) Program Outcomes:	
At the conclusion of the AAS in Business Technology program, students will:	
Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.	X
Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.	X
Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.	
Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.	X
Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.	
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.	
Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.	

Relationship of Course to General Education Learning Outcomes:	
Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	X
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	X
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
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Students should be able to:

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Uniform Course Syllabus (UCS)

Apply computerized software package, 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 analyze financial accounting reports using QuickBook.

Evaluate a company's earning potential and liquidity by means of financial analysis.

Understand global business environment.

Special projects or requirements of the course:

Hands-on QuickBooks Applications

On-line Assessment QuickBooks Theory Tests

Web-Based Research Accounting | Government Support Sites

Additional information:

BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by: Carol C. Thomas, Professor

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