



Business Studies Division
1400 Tanyard Road, Sewell, NJ 08080
856-468-5000

BUS 207: Accounting Information Systems

Syllabus

Lecture Hours/Lab/Credits: 2/2/3

Catalog Description

Prerequisite: CIS 120 – Spreadsheets – Excel

This course is designed to introduce the accounting student to information systems widely used in the accounting environment. Students will utilize QuickBooks Pro Accounting Software and Sage 50 Complete Accounting Software (formerly Peachtree Accounting) to process transactions, prepare reports, and navigate through the accounting cycle. In addition, emphasis on the development of efficient spreadsheets as applied to financial and managerial accounting concepts will be implemented. After completion of this course, students will be prepared for an industry recognized credential, QuickBooks Certification. The testing fee for certification is included in the cost of the course.

Textbook and Course Materials

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at rcgc.bncollege.com.

Evaluation Assessment

Online Proctoring

All courses offered at RCSJ, whether they are web-enhanced, hybrid, or fully online, may include assessments that make use of Online Proctoring. To find out more about Online Proctoring, and to learn about the minimum technical requirements, visit rcsj.edu/elearning/online-proctoring.

Grading Distribution

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

- Exams
- Quizzes
- Terms Identification
- Essays
- Presentations

- Group Discussions
- Attendance and Participation

Grading

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. **Written and Oral Communication:** Students will communicate effectively in both speech and writing.
2. **Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. **Scientific Knowledge and Reasoning:** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. **Technological Competency:** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. **Society and Human Behavior:** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. **Humanistic Perspective:** Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. **Historical Perspective:** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. **Global and Cultural Awareness:** Students will understand the importance of a global perspective and culturally diverse peoples.
9. **Ethical Reasoning and Action:** Students will understand ethical issues and situations.
10. **Information Literacy:** Students will address an information need by locating, evaluating, and effectively using information.

BUS 207 Core Competencies

This course focuses on three of RCSJ's Core Competencies:

- Technological Competency
- Information Literacy
- Quantitative Knowledge and Skills

Student Learning Outcomes: Accounting Information Systems

Successful completion of BUS 207 will help students:	RCSJ Core Competencies	Evaluation / Assessment (Additional means of evaluation may be included by individual instructors)
Utilize QuickBooks Pro Accounting software to enter transactions, prepare reports, and complete the accounting cycle of a Service Business and a Merchandising Corporation.	Technological Competency/Information Literacy Quantitative Knowledge and Skills	Exams, Quizzes, Assignments, Project
Utilize Sage 50 Complete Accounting software to enter transactions, prepare reports, and complete the accounting cycle of a Service Business.	Technological Competency/Information Literacy Quantitative Knowledge and Skills	Exams, Quizzes, Assignments, Project
Enhance Excel skills pertaining to financial transactions.	Technological Competency/Information Literacy Quantitative Knowledge and Skills	Exams, Quizzes, Assignments, Project

Topic Outline

- Review of Basic Accounting Principles and Tour of QuickBooks
- Normal Account Balances, Debit And Credit Rules, Financial
- Statement Content
- Start QuickBooks
- Open Company
- Change Company Name
- Identify Parts Of The Screen
- Identify Menus And Toolbars
- Navigating In QuickBooks
- Save Company Files
- Backup
- Close Company
- Exit QuickBooks
- Customizing QuickBooks and The Chart of Accounts
- Customize QuickBooks
- Customize With QuickBooks Editions
- Customize With QuickBooks Using Preferences
- Customize With QuickBooks Favorites
- Customize Chart Of Accounts
- Add New Accounts
- Delete Accounts
- Edit Accounts
- Print Chart of Accounts
- Export Reports to Excel
- Customize QuickBooks Snapshots
- Customize QuickBooks Calendar
- Banking
- View and Print Check Register
- Make Deposits
- Write Checks
- Print Journal
- Reconcile Bank Statements
- Online Banking
- Enter Credit Card Charges
- 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
- View Vendor List
- Add New Vendor
- Print Vendor List
- Items and Services List
- Add New Item
- Print Item 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
- Print Payroll Forms
- Print Form W-2
- Reports and Graphs
- Review The Accounting Cycle
- 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

- New Company Setup—Review of Concepts
- 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
- Project: Accounting for a Service Company
 - All work from chapter to be completed by students. In addition,
 - Exercises 9-1 through 9-5 will be completed to demonstrate skill
 - in using QuickBooks for a Service Company
- Record Owner's Investment
- Record Purchase Transactions
- Record a Memorized Transaction
- Record a Sales Transactions
- Make Adjusting Entries
- Print Reports
- Close the Accounting Period
- Project: Merchandising Corporation: Sales, Purchases and Inventory
 - All work from chapter to be completed by students. In addition,
 - Exercises 10-1 through 10-3 will be completed to demonstrate skill
 - using QuickBooks for a Merchandising Company
- 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
- **INTRODUCTION TO SAGE 50 COMPLETE ACCOUNTING—SCA**
- Introduction to Bellwether Garden Supply
- Normal Account Balances, Debit And Credit Rules, Financial
- Statement Content
- Start Sage 50 Complete Accounting (SCA)
- Mouse and Keyboard Basics
- Windows Interface
- SCA Windows
- Bellwether Garden Supply: Sample Company
- Set Global Options
- SCA User Interface
- Browse Chart of Accounts

- Backup
- Menu Bar
- Add Employees
- Add Names to Reports
- Save Lists as PDF Files
- Manual vs. Computerized Accounting
- Vendors
- Accounts Payable System
- Maintain Vendors
- Purchase Orders
- Purchase Invoices
- Payments
- Print Checks
- Vendor Ledgers
- Vendor Credit Memos
- Export Reports to Excel
- Customers
- Accounts Receivable System
- Maintain Customers/Prospects
- Enter a Quote
- Convert Quote to Sales Order
- Print Sales Order
- Ship Items from Sales Order
- Enter Sales Discounts
- Enter Sale to a Customer
- Distribute Sale to a Specific Account
- Post Invoices
- Print Invoices
- Enter Receipts
- Analyze Customer Payments
- Customer Ledgers
- Customer Credit Memos
- Employees
- Employee Defaults
- Employee Maintenance
- Payroll System
- Transfer Cash to the Payroll Checking Account
- Payroll Entry for a Salaried Employee
- Payroll Entry for an Hourly Employee
- Print Payroll Checks
- Journal Entry for Payroll
- General Ledger, Inventory, Internal Control
- Chart of Accounts
- Budgets
- General Journal
- Set Up Perpetual Inventory System
- Inventory and Purchases
- Inventory and Sales
- Inventory Adjustments
- Security and Internal Control

- Audit Trail
- Audit Trail Report
- Job Cost
- Job Costing and Sales
- Job Cost and Payroll
- Job Cost Reports
- Financial Statements
- Balance Sheet
- Gross Profit by Departments
- Income Statement
- Statement of Cash Flows
- Statement of Retained Earnings
- Financial Statements
- Export Financial Statements to Excel
- New Company Setup and Beginning Balances
- New Company Setup
- Chart of Accounts
- Enter Chart of Accounts Beginning Balances
- Export the Chart of Accounts and Beginning Balances to Excel
- Maintaining Accounting Records for Service Businesses
- Recording Deposits, Checks, and ATMs
- Backing Up Transaction Register
- Account Reconciliation—Banking
- Display the Account Register
- Print the Cash Receipts Journal
- Print the Cash Disbursements Register
- Edit Journal Entries
- Display the General Ledger Trial Balance
- Print Financial Statements
- Export Financial Statements to Excel
- Completing Quarterly Activities and Closing the Fiscal Year
- General Ledger System
- Transaction Register and Bank Statement
- Change Accounting Periods
- Unadjusted Trial Balance
- Adjusting Journal Entries
- Financial Statements
- Close the Fiscal Year
- Postclosing Trial Balance
- Export Postclosing Trial Balance to Excel
- PROJECT: Sherry Pierce, Accounting—Service Business
- Excel
- Introduction and Accounting for Merchandising Businesses
- Formulas
- Lower of Cost or Market
- Sales Taxes and Trade Discounts
- Inventories
- Reporting Merchandise Inventory in the Financial Statements
- Receivables
- Allowance Method for Uncollectible Accounts

- Notes Receivable
- Fixed Assets and Intangible Assets
- Accounting for Depreciation
- Straight-Line Method
- Units-of-Production Method
- Current Liabilities and Payroll
- Computing Net Pay
- Corporations: Organization, Stock Transactions, and Dividends
- Paid-In Capital from Issuing Stock
- Long-Term Liabilities: Bonds and Notes
- Installment Notes
- Charts
- Column
- Pie
- Line
- Scatter
- Bar
- Pivot
- Pivot Tables
- Create Pivot Table
- Recommended Pivot Tables
- Field List

Affirmative Action Statement

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance, 856-415-2154 or ajones@rcsj.edu or (Cumberland) Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 856-691-8600, ext. 1414 or nalridge@rcsj.edu. For disability issues or any barriers in the learning or physical environment related to a document condition/disability please contact: Gloucester campus – Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or dcook@rcsj.edu; or Cumberland Campus – Meredith Vicente, Senior Director, Physical & Learning Disabilities, Center for Academic & Student Success (CASS) at 856-691-6900 ext. 1282 or mvicent1@rcsj.edu

Department of Special Services

The Department of Special Services is located in the Instructional Center, room 425A. The Special Services Department is committed to providing support services and ensuring equal access to eligible students with documented disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments. If you are an eligible student with a documented disability please visit our website at RCSJ.edu/SpecialServices or call the office at 856-415-2265 or 856-415-2247 to speak to the Assistant Director Carol Weinhardt, cweinhar@rcsj.edu.

Reporting Allegations of Sexual Assault and Resource Referrals (8/2020) Gloucester Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community must be reported to 9-1-1, Security, the Sheriff's Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment or sexual misconduct to the Title IX Officer.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office Deptford Township Police Dept. Gloucester Co. Prosecutor's Office Sexual Assault Response Team	856-681-2200 856-845-2220 856-384-5500 856-384-5555
Non-Confidential Reporting 9-1-1 and Campus Security	9-1-1 Gloucester County Emergency Management Dispatch Campus Security Blue Light Emergency Phones OR ext. 4444 from any campus desk phone	9-1-1 or push RED button on Campus Blue Light Emergency Phones 856-681-6287
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President Diversity and Equity/Title IX and Compliance John F. Ryder Director Student and Veteran Affairs	856-415-2154 College Center, Room 116 ajones@rcsj.edu 856-468-5000, ext. 6456 College Center, room 202 jryder@rcsj.edu
Confidential On-Campus Counseling and Support Services	Lois Y. Lawson-Bridgell, Ph.D. MSW, LSW, Director Counseling & Wellness Services Center William Leonard, Ph.D. Intervention Teams Consultant Crystal Noboa, LSW, MSW Director, The Center for People in Transition (PIT) Diane Mussoline, EdS, LMFT Director of Behavioral Services	856-464-5236 l Lawsonb@rcsj.edu College Center, Room 206 856-415-2119 wleonard@rcsj.edu College Center, STEM Office C-168 856-415-2264 cnoboa@rcsj.edu Workforce Development Bldg., room 809 856-494-5665 dmussoli@rcsj.edu College Center, Room 200A
Confidential Off-Campus Full-Service Support	Center for Family Services/ Services Empowering Rights of Victims (SERV)	1-866-295-7378 Camden and Gloucester counties centerffs.org/serv
Hospitals with Sexual Assault Nurse Examiners	Inspira Medical Center Jefferson Washington Township Hospital	700 Mullica Hill Rd. Mullica Hill, NJ · 856-508-1000 435 Hurffville-Crosskeys Rd., Turnersville, NJ · 856-582-2500