COURSE INFORMATION FORM

DISCIPLINE  Business Administration
COURSE TITLE  Accounting Information Systems
CR.HR  3  LECT HR  3  LAB HR  CLIN/INTERN HR.  CLOCK HR.  

CATALOG DESCRIPTION
Investigations, application and utilization of accounting software packages in a computerized business accounting system.

PREREQUISITES
BSAD 101

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:

1. Validate current computerized accounting procedures in the business world.
2. Automate a manual accounting system.
3. Specify the importance of proper preparation of input forms.
5. Apply decision-making skills using computerized accounting information.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>ESO</th>
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<tbody>
<tr>
<td>2. Critical Thinking</td>
<td></td>
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<tr>
<td>A. Sort and classify information:</td>
<td></td>
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<tr>
<td>4. Distinguish the relevant from irrelevant and integrate key relationships</td>
<td>(4)</td>
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<tr>
<td>B. Define, analyze, and evaluate information, materials and data</td>
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<td>1. Objectively consider new information from diverse sources and perspectives</td>
<td>(4)</td>
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<td>3. Unambiguously define problems and issues</td>
<td>(3, 5)</td>
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Revised 7/25/11
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

AAS in Business with an emphasis in Accounting
Students will demonstrate the ability to practice and apply accounting principles involved in the process of preparing and analyzing financial statements in accordance with Generally Accepted Accounting Principles for management purposes. Including, but not limited to, small business, partnerships and corporations.

Utilization of accounting software packages in a computerized business accounting system

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Tests (1)
2. Accounting simulations (2-5)
3. Evaluations of practical work completed utilizing accounting software programs (2-4)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introduction

II. Accounting review
   A. Accounting principles and concepts
   B. Accounting classifications and normal balances
   C. Special journals and subsidiary ledger
   D. Adjusting and closing entries

III. Commercial Accounting software (e.g.: Quickbooks, Peachtree, or other leading software)
   A. Introduction
   B. Sales and receivables: service business
   C. Payables and purchases: service business
   D. General accounting and end-of-period procedures: service business
   E. Practice set: service business
   F. Sales and receivables: merchandising business
   G. Payables and purchases: merchandising business
   H. General Accounting and end-of-period procedures: merchandising business
   I. Practice set: merchandising business