



**TRINITY VALLEY COMMUNITY COLLEGE  
MASTER SYLLABUS**

**Course Title:**

**Accounting Information Systems**

**Course Prefix and Number:**

**ACNT 2332**

**Department – Division:**

**Business and Computer Science**

**Course Type** – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

**Course Catalog Description**

A study of the role of accounting information systems and related subsystems, including data collection, retrieval, manipulation, filtering, and sorting of data. Identify the nature and purposes of an accounting information system; identify concepts and terms that provide the foundation of accounting information systems.

**Prerequisites/co requisites**

ACNT 1311 and ACCT 2401

**Topical Outline**

1. Exploring Microsoft Office Accounting
2. Customers and Receivables
3. Vendors and Payables
4. Employee and Payroll
5. Banking
6. Company and Financial
7. Fabrikam, Inc. A Service Company
8. Maintaining Accounting Records for Service Business
9. Completing Quarterly Activities and Closing the Fiscal Year  
Project One Fargo Medical Center  
Project Two Student Designed Service Business
10. Vendors and Inventory
11. Acquisition and Payments
12. Sales and Collections
13. Account Reconciliation and Financial Statements
14. Microsoft Office Accounting Tools and Fixed Assets
15. Integration with Microsoft Office—Excel and Word

**Course Learning Outcomes**

1. To develop marketable skills in Accounting and related clerical activities.
2. To acquire an understanding of Accounting principles and terminology.
3. To develop desirable work habits and attitudes needed for success in business.
4. To understand how the basic principles of Accounting may be applied to personal and business use activities.
5. To contribute to general education an understanding of common economic concepts and the language of business.
6. To appreciate the opportunities business offers in a free enterprise system.
7. Utilize software, (general ledger, spreadsheet, etc.) for accounting and business applications, select appropriate software to complete a task; complete a comprehensive project that entails the major course competencies and outcomes; and analyze a relevant topic with a written or oral project.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
<input type="checkbox"/>	A. To communicate clearly and effectively in both oral and written English.

	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
X	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
X	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

#### **Required Text(s)**

Computerized Accounting with Microsoft Office Accounting Professional 2007 , by Yacht, Carol and Crosson, Susan McGraw-Hill Irwin Publishing.

Includes Microsoft Office Accounting Professional 2007 CD-ROM—120 trial version

#### **Optional Text(s)**

none

#### **Material/Technology to be supplied by the student.**

Internet tools will be utilized in the completion of this course.

#### **Course Requirements/Grading System –**

**METHODS OF INSTRUCTION:** Instruction will be by lecture/computerization/demonstration/discussion of Accounting problems with emphasis on student teacher interaction.

**METHODS OF EVALUATION:** Students will be evaluated by written/computerized projects/evaluations of their knowledge of the Accounting Principles that deal with the facts, theories, principles and application of Generally Accepted Accounting Principles.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date