

# ACCT 4311



Accounting Information Systems

## Section 701 Spring 2020

### Syllabus

#### Basic Information

**INSTRUCTOR NAME:** Dr. Carol Sullivan, CPA, CMA, CISA

**OFFICE:** 2258 ST (Science and Technology Building)

**OFFICE PHONE:** (432) 552-2179

**E-MAIL:** Sullivan\_C@utpb.edu

**OFFICE HOURS:** W 10:00-11:00 am and T/TH 1:00-3:00 pm CST and by appointment.

This course is a Web Course and is conducted within Canvas at <http://utpb.instructure.com>

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

#### Course Description

##### Course Catalog Description:

A systems approach is used to evaluate, plan and implement business information systems. The use of appropriate technology is analyzed and employed.

##### Measurable Learning Outcomes:

By the end of this course, you will be able to:

- Implement typical accounting information systems that exist in an organization.
- Prepare information from an accounting information system for use in decision-making.
- Design accounting information systems.
- Document accounting information systems.
- Assess accounting information systems for appropriate internal control structures.

##### Prerequisites:

ACCT 3301 or ACCT 3310 and ACCT 3333 (MNGT 3333) or COSC 3315.

# Materials

## REQUIRED COURSE TEXTBOOK:

Accounting Information Systems, 14th edition by Romney and Steinbart, Pearson, Prentice Hall, 2018  
ISBN: 978-0-13-447402-1

## Recommended Materials

Current investment related information from publications such as *Bloomberg Business Week*, *The Wall Street Journal*, *the Financial Times* (of London), business sections of national/local newspapers, and financial TV programs especially those on *Bloomberg*, *CNBC*, and *CNN*, on cable. Also watch *The Nightly Business Report* (weekdays) on PBS—where and *if* available and *On the Money with Becky Quick* (weekends) on CNBC, and similar financial programs on CNBC, Fox News and/or Business News Channel, etc., where available. **(Optional/Strongly Recommended)**

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

### Exams:

Two exams and a final exam will be given. The exams may include problems, short-answer questions, and mini-cases. Exams must be taken during the scheduled testing period. There will be no make-up exams, but the final exam score (converted back to 100 points) can count for 1 missed exam or lowest exam score.

### Projects:

**Computer Proficiency Projects:** There are three computer projects, designed to make sure that your basic Microsoft Office skills are proficient. A 20% per class day (up to 2 days) penalty will be assessed on late assignments.

**Team Annual Meeting Presentation Project:** The purpose of this project is to prepare financial information that management, employees, shareholders, creditors, taxpayers, or any other interested parties would find useful in making decisions. This project is the culminating activity related to financial information dissemination.

**QuickBooks Project:** The purpose of these assignments is to allow you to gain skills with a "real-world" accounting package. The cycles (purchasing, expenditure, revenue, general ledger) will be of primary concern.

### Discussion Board Participation:

Discussion Board participation stimulates active learning and helps the lessons sink in deeper. It also increases our chances to build on the experiences and talents of everyone in the class. Please **participate** with the Discussion Board in a meaningful way and **respond to at least 2** other students' posts.

### Grading:

Course Activity	Points	Percentage of Total Grade
Projects	125	25
Discussion Board	25	5
Exam #1	100	20
Exam #2	100	20
Final Exam (Comprehensive)	150	30
<b>Total</b>	500	100

### Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

*\*Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

**Communication, Grading & Feedback:** To contact me, send an email to [Sullivan\\_c@utpb.edu](mailto:Sullivan_c@utpb.edu). I will respond to emails within 24 hours during the week and 48 hours on the weekend. All the course activities that are not self-graded will be graded within one week after the set due date based on the rubrics provided. You can check your grades by going to **Grade Book** in the course in Canvas.

## Time Management:

A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful.)

# Policies

## Discussion Board

Discussion Board is primarily for discussing course related topics and issues.  
Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior (below)**.

## Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

## **Make-Up/Late Submission Policy**

There will be no make-up exams. If you miss an exam and have an excuse approved by UTPB, then your final will count for the missed exam. All exams must be taken during the scheduled testing period. Please contact the instructor if you miss an exam.

## **Academic Dishonesty/Plagiarism/Cheating**

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

## **Attendance and Class Participation**

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

## **Tracking**

The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

## **Absenteeism**

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

## **Course Incomplete/Withdrawal/Grade Appeal**

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid,

documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

## **Accommodation for Students with Disabilities**

**Students with Disabilities:** The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored.

**ADA Officer for Students:** Mr. Paul Leverington

**Address:** Mesa Building 4243/ 4901 E. University, Odessa, Texas 79762

**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

## **Computer Skills, Technical & Software Requirements**

Office Software and QuickBooks. Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

### **Computer Technical Requirements**

See [Technical Requirements](#).

### **Online Student Authentication**

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB’s Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB’s Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method by: Presentation of approved photo ID\* through a web cam and video recorded proctoring during assessment (Respondus Monitor)

## Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#).

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## Preparation for Emergencies

### Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

### Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

## End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that

the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-2630
Advising	<a href="#">UTPB E-Advisor</a> (432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Outlook 365, my.utpb.edu	<a href="#">Information Resources Division (IRD)</a>
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635
Student Services	<a href="#">Dean of Students</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

### Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the

instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

### Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

## Schedule

\*\*\*This syllabus is subject to revision by announcement in Canvas. \*\*\*

Begin Date	Assignments/ Activities	Due Date (by 11:59 pm):
Week of 1/13/20	<b>Introductions: Please post a short bio</b> Chapter 1, AIS Overview (Chapter Quiz, Q1.8, P1.3, P1.8) Chapter 2, Transaction Process Overview (Chapter Quiz, Q2.2, P2.1, P2.5) <b>Word Project is Due on 1/21/20</b>	1/21/20
Week of 1/20/20	Chapter 3, Systems Documentation (Chapter Quiz, P3.12) Chapter 4, Relational Databases (Chapter Quiz, P4.3) <b>Excel Project is Due on 2/3/20</b>	2/3/20
Week of 1/27/20	Chapters 5 , Fraud and Abuse (Chapter Quiz, P5.5) Chapter 6 , Fraud and Abuse Techniques (Chapter Quiz, P6.4, P6.5, P6.7)	
Week of 2/3/20	Chapter 7, Control (Chapter Quiz, P7.1, P7.2, P7.4, P7.9) <b>Discussion Board Posts #1 and #2 are due on 2/10/20</b> <b>Access Project is due on 2/10/20</b>	2/10/20 2/10/20
Week of 2/10/20	<b>Exam #1 (Ch. 1-7) to be completed by 2/10/20</b>	2/17/20
Week of 2/17/20	Chapter 8, Security (Chapter Quiz, P8.1, P8.4) Chapter 9, Confidentiality (Chapter Quiz, P9.1, P9.2)	
Week of 2/24/20	Chapter 10, Integrity (Chapter Quiz, P10.1, P10.7)	
Week of 3/2/20	Chapter 11, Auditing (Chapter Quiz, P11.4) Chapter 12, Revenue Cycle (Chapter Quiz, P12.2, P12.11) <b>Team Annual Meeting Project is due on 3/16/20</b>	3/16/20
Week of 3/9/20	<b>Spring Break ... please stay safe and enjoy!</b>	

<b>Begin Date</b>	<b>Assignments/ Activities</b>	<b>Due Date (by 11:59 pm):</b>
<b>Week of 3/16/20</b>	Chapter 13, Expenditure Cycle (Chapter Quiz, P13.1, P13.2, P13.4) <b>Discussion Board Posts #3 and #4 are due on 3/23/20</b>	<b>3/23/20</b>
<b>Week of 3/23/20</b>	<b>Exam #2 (Ch. 8-13) is to be completed by 3/30/20</b>	<b>3/30/20</b>
<b>Week of 3/30/20</b>	<b>Start on QuickBooks Project</b> Chapter 14, Production Cycle (Chapter Quiz, P14.1, P14.2)	
<b>Week of 4/6/20</b>	<b>Work on QuickBooks Project</b>  Chapter 15, Payroll Cycle (Chapter Quiz, P15.2)	
<b>Week of 4/13/20</b>	<b>Work on QuickBooks Project</b>  Chapter 16, Ledger (Chapter Quiz, P16.1, P16.2) <b>QuickBooks Project is due on 4/20/20</b>	<b>4/20/20</b>
<b>Week of 4/20/20</b>	<b>Discussion Board Post #5 is due on 4/27/20</b>	<b>4/27/20</b>
<b>4/27/20</b>	Review for the Final Exam	
<b>5/4/20</b>	<b>Comprehensive Final Exam</b>	<b>5/4/20</b>