

**COURSE SYLLABUS**  
**Accounting Information Systems**  
**Accounting 453**  
**Spring 2018**

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Office Hours: M 1:30-4:00, T 9:30-11:30 & 2:00-4:00, R 9:30-11:30 & 2:00-3:30  
School: Gerald W. Schlieff School of Accountancy  
Class Hours: TR 12:30PM – 1:45PM  
Prerequisite: ACC 332 and 3 hours of Computer Science

**Required Text and Materials:**

**Accounting Information Systems 4<sup>th</sup> Edition** by Robert Hurt  
**Publisher: McGrawHill**  
**ISBN-13: 978-0078025884**

**Systems Understanding Aid (each student must have their own) – NEW COPY ONLY**  
**Publisher: Armond Dalton Publishers, Inc.; 9th edition**  
**ISBN-13: 978-0-912503-57-8**

**QuickBooks 4th edition (1 per group) – NEW COPY ONLY**  
**ISBN: 978-0-912503-59-2**

The Systems Understanding Aid and Quickbooks (individually or in a combo pack) can be purchased at the book store or at <http://armonddalton.com>

**Course Description:**

Accounting Information Systems – Overall data flow systems emphasizing financial information and computerized systems for accounting.

**Program Learning Outcomes:**

*Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at <http://www.sfasu.edu/cob/ug-plo.asp>.*

**Student Learning Objectives**

Upon successful completion of this course, the student should gain:

- An understanding of the primary information flows within a business organization
- A familiarity with the documentation techniques used for representing manual and computer-based information systems
- A familiarity with the basic client server technology and security for electronic transactions
- An understanding of the related concepts of transactions cycles.
- A familiarity with the various types of electronic systems used for transaction processing
- An ability to identify the functional departments involved in the revenue, expenditure and conversion cycles.

- An understanding of the risks associated with the various transaction cycles and recognize the controls that reduce risks.

**Cheating and Plagiarism:**

Cheating and/or plagiarism will not be tolerated. If a student or students are proven to have cheated or plagiarized material, a **grade of F will be given for the course.**

**Attendance Policy:**

Regular on-time class attendance is expected. You are responsible for all announcements made during class. You are also responsible for getting notes and learning what was covered in class if you have to miss a class. If you are late to class you forfeit attendance points for the day. It is disruptive to the other students and the professor when students come to class late, therefore you will not receive the same benefit of the students that arrived on time.

**In-Class Time:**

Time in class will be spent on lecture, discussion and projects. The student is responsible for lectures, chapter readings, homework assignments and class announcements. In addition, students should be prepared for class each day with their books, assignments, etc. **Bring your book to class.** Respect of your colleagues and the instructor is expected.

**Course Requirements:****Exams:**

Every effort will be made to give exams on the scheduled dates per the syllabus. All dates are tentative and subject to change. No make-up exams will be allowed. There will be no exceptions to this policy. Should a student arrive to class late to take an exam, if any other student in the class has already turned in his or her completed exam, the student arriving late will NOT be allowed to take the exam and will receive a "0" for that particular exam. No makeup exam will be allowed.

**Student Understanding Aid (SUA)**

This is a project to be completed individually. This project implements the accounting information system from recording transactions through the completion of financial statements. **You must complete the SUA from start to finish in order to receive any credit for the project. The financial statements must be handwritten. The instructor will not accept partial work.**

**QuickBooks Project:**

The QuickBooks project will be conducted in the lab. In order to get full credit you must be in the lab and ready to work by the start of class. Points will be deducted for being late, not coming at all, and for not working on QuickBooks while you are in the lab. QuickBooks will be installed on the lab computers for your use. However, you must purchase a **NEW copy** of the QuickBooks Book published by Armond Dalton that contains access to the files you need for the project. Your grade will be determined by participation (50%) and performance on assigned questions (50%). There are **no make ups** for missed participation days. Bring a **flash drive** to save your files with.

**GBI Case:** Details to be announced in class.

**Quizzes:**

Quizzes will be given randomly throughout the semester in class. No make-up quizzes will be given. If you come in to class after the quiz has started you will not be allowed to take the quiz. These quizzes are for bonus points only.

**Extra Credit/Bonus Points:**

NO INDIVIDUAL EXTRA CREDIT ASSIGNMENTS ARE GIVEN IN ANY SITUATION.

**Class Policies**

When assignments are made that are to be physically handed to the professor, they are due at the beginning of class. If you are late to class your assignment will not be accepted.

During exams you must have your phone off, not on silent, off so that it does not disturb the other students.

Recording and or videoing the lecture without prior approval is prohibited.

**Personal responsibility is a must to be successful in this class. Rather than offering me excuses on why something was not or cannot be done, I want to know how you took personal responsibility to get it done.**

**Grading Policy:**

Exams (4)	400
SUA	100
QuickBooks	100
GBI Case	<u>50</u>
	650

**Grading Scale:**

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or below

## Tentative Schedule

	Date	Topic	Assignments Due
T	16-Jan	Introduction	
R	18-Jan	Chapter 1	Read Chapter 1
T	23-Jan	Chapter 5	Read Chapter 5
R	25-Jan	Chapter 6	Read Chapter 6
T	30-Jan	Flowcharts	TBA
<b>R</b>	<b>1-Feb</b>	<b>Exam 1 - Chapters 1, 5, and 6</b>	
T	6-Feb	Chapters 2 and 12	Read Chapters 2 and 12
R	8-Feb	Chapter 13	Reach Chapter 13
T	13-Feb	Chapter 14	Read Chapter 14
R	15-Feb	Review	
<b>T</b>	<b>20-Feb</b>	<b>Exam 2 - Chapters 2, 12, 13, and 14</b>	
R	22-Feb	SUA	Read pages 3-16 of the SUA
T	27-Feb	Chapter 7	Read Chapter 7
R	1-Mar	Chapter 8	Read Chapter 8
T	6-Mar	Chapter 9	Read Chapter 9
<b>R</b>	<b>8-Mar</b>	<b>Exam 3 - Chapters 7, 8, and 9</b>	
T	13-Mar	Spring Break!	
R	15-Mar	Spring Break!	
T	20-Mar	SUA	
R	22-Mar	SUA	
T	27-Mar	SUA	
R	29-Mar	Easter Break!	
T	3-Apr	SUA	
R	5-Apr	Meet in Lab (BUS 314) - SUA /QB	SUA is due, late work will not be accepted
T	10-Apr	Meet in Lab (BUS 314) - QB Project	
R	12-Apr	Meet in Lab (BUS 314) - QB Project	
T	17-Apr	Meet in Lab (BUS 314) - QB Project	
R	19-Apr	Meet in Lab (BUS 314) - QB Project	
T	24-Apr	Meet in Lab (BUS 314) - GBI Case	QB is due, late work will not be accepted
R	26-Apr	Meet in Lab (BUS 314) - GBI Case	
T	1-May	Chapter 10	Read Chapter 10 & GBI is due
R	3-May	Chapert 11	Read Chapter 11
<b>R</b>	<b>10-May</b>	<b>Final Exam @ 10:30 - Chapters 10, 11, and QuickBooks</b>	

## **Student Academic Dishonesty (University Policy 4.1)**

*Abiding by university policy on academic integrity is a responsibility of all university faculty and students.*

### Definition of Academic Dishonesty

*Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at [http://www.sfasu.edu/policies/student\\_academic\\_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf)*

## **Course Grades (University Policy 5.5)**

*At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at <http://www.sfasu.edu/policies/course-grades.pdf>.*

## **Students with Disabilities**

*To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.*

## **Student Conduct (University Policy 10.4)**

*Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at <http://www.sfasu.edu/policies/student-conduct-code.pdf>.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.*