

# ACCT 6313 – Accounting Information Systems

## **Course Description/Overview**

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An advanced casework-oriented course in computer-based information system theory and implementation. Topic coverage includes systems analysis, relational database theory, decision support systems, telecommunications, and networking.

### **Prerequisite Knowledge**

ACCT 3305

### **Course Technology**

QuickBooks Online Plus will be utilized. We will be using Blackboard and a publisher-provided online course management system.

### **Class Meeting Times**

This is an asynchronous online course. All activity and assignment due dates are according to Central Time (CT).

### **Technical Support**

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

## **Faculty/Instructor Information**

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Ms. Jenny Davis, MBA, CPA

*Instructor, Department of Accounting, Economics and Finance*

Office: RAS 255

Phone: 325-486-6498

E-Mail: [jenny.davis@angelo.edu](mailto:jenny.davis@angelo.edu)

Virtual Office Hours (via Zoom): By appointment. Please schedule appointments at least 24 hours in advance.

I am available for appointments during these times (CT):

M, T, R: 11:00 AM-1:30 PM

W: 12:00 PM-1:30 PM

F: 11:00 AM-1:00 PM

## Student Learning Outcomes

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Upon completion of this course students will be able to:

1. Identify differences between manual and computerized accounting systems.
2. Explain how accounting software mirrors the flow of information in the accounting and business cycles.
3. Use QuickBooks Online Plus software to execute the following:
  - Set up companies, including new and existing ones not using an Intuit product that require conversion.
  - Construct and maintain company chart of accounts.
  - Record transactions related to sales, purchases, and payroll for service and merchandising companies.
  - Create and maintain customers, projects, service items, and credit terms.
  - Record sales, customer payments, credit memos, customer refunds, customer discounts, returned checks, and uncollectible accounts.
  - Create and maintain vendors, inventory items, and purchase orders.
  - Record receipts of purchases and pay bills.
  - Create and maintain employees, payroll policies and settings.
  - Create paychecks and inspect payroll tax liabilities.
  - Reconcile bank and credit card accounts to monthly statements.
  - Analyze end of period account balances and create appropriate adjusting and closing journal entries.
  - Generate, customize, and evaluate financial statements and other accounting reports with the ability to export to Excel and/or save as a PDF.
  - Develop budgets and generate reports summarizing differences between budgeted and actual results.
4. Describe cognitive technology examples and data analysis tools in QBO and other programs.
5. Compare and contrast features and uses of other accounting software programs.

## **AICPA ACCOUNTING COMPETENCIES**

The AICPA has developed a framework of core competencies for those entering the accounting profession. These competencies are grouped into accounting, professional, and business categories. Feel free to visit this [link](#) for more details and discussion of these categories and competencies within each category.

Whereas the professional and business competencies apply to all business courses (for example, the professional competency of communication), accounting competencies are more course specific. These accounting competencies are used by the Department of Accounting to assess student learning outcomes and determine future courses of action for ensuring students obtain these competencies.

This course will place a major emphasis on helping students acquire and develop two specific AICPA accounting competencies. These are listed below as described by the AICPA. These competencies will be formally assessed through the completion of the coursework related to the assigned text.

### 1. Systems and process management

Identify the appropriate businesses processes and system(s), related frameworks and controls to assist in the design and use of systems for efficient and effective operations.

### 2. Technology and tools

Identify and utilize relevant technology and tools to analyze data, efficiently and effectively perform assigned tasks as well as support other competencies.

## **Assessment Methods**

### **QuickBooks Online Plus**

Your understanding of QuickBooks Online Plus will be assessed by the completion of quizzes, homework assignments, and three exams.

## **Course Textbook and Required Readings**

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Textbook information:

Authors: Gayle Williams & Jennifer Johnson  
 Year: 2022  
 Book title: Computerized Accounting with QuickBooks Online 2021 Update  
 Edition: 5th  
 Publisher: Cambridge Business Publishers  
 ISBN: 978-1-61853-430-9

myBusinessCourse access is required to complete the QuickBooks Online quizzes, assignments, and exams.

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

## Grading Policies

This course employs the following to measure student learning:

<b>Grade Calculations</b>	<b>Points</b>	<b>Due</b>
QuickBooks Online Plus Chapter Quizzes	300	Various - see Course Outline
QuickBooks Online Plus Homework Assignments	500	Various - see Course Outline
QuickBooks Online Plus Exam 1	50	Sunday, October 3
QuickBooks Online Plus Exam 2	50	Sunday, October 24
QuickBooks Online Plus Final Exam	100	Thursday, December 9
<b><i>Total Points Available</i></b>	<b><i>1,000</i></b>	

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

F = 69 % and below

### Response Time

I do my best to respond to all emails within one business day. Emails received on Friday will be answered the following Monday. Emails received on holidays will be answered the next business day.

Please allow one business day to pass before emailing or calling me a second time about the same issue.

Almost all graded activities are automatically graded and are available for review after the due date passes. The two exceptions are the Chapter 11 and Chapter 12 homework reports; these will be manually graded within one week after the due date.

**Missed/Late Work**

As a general policy, assignments are required to be completed as scheduled. I do not accept late work except for documented emergencies that must be reported to me within 48 hours of the assignment's due date. There will be no makeup exams given.

**Participation/Absenteeism**

Regular and active participation is an essential and important aspect of any class. Absenteeism or non-communication will severely impact your success in this course. It is required that you complete each assignment by 11:59 PM CT on the due date.

**Final Exam**

The final exam is worth 100 points and will cover the QuickBooks Online Plus material. It is due on Thursday, December 9.

**Course Policies**

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***Academic Honesty and Integrity***

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

***Plagiarism***

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

***Copyright Policy***

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

## ***Code of Ethics***

Students, faculty, administrators and professional staff of the Norris-Vincent College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

## ***Courtesy and Respect***

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect other points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, lifestyle, religion, etc., violations of these rules will result in appropriate disciplinary actions.

## ***Accommodations for Disability***

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing [studentservices@angelo.edu](mailto:studentservices@angelo.edu), or by contacting:

Mrs. Dallas Swafford  
 Director of Student Development  
 Office of Student Affairs  
 University Center, Suite 112  
 325-942-2047 Office  
 325-942-2211 FAX  
[Dallas.Swafford@angelo.edu](mailto:Dallas.Swafford@angelo.edu)

## ***Title IX***

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

- Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: [michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

### ***Student absence for religious holidays***

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

### ***Course Drop***

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit [http://www.angelo.edu/services/registrar\\_office/course\\_drop\\_provisions.php](http://www.angelo.edu/services/registrar_office/course_drop_provisions.php).

### ***Incomplete as a Course grade***

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

### ***Grade Appeal Process***

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.

## Course Outline

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Module	Start Date	Chapter/Quiz/Exam	Activities Due @ 11:59 PM CT (mBC)
M1	Monday, 8/23	Chapter 1	
		C1 Chapter & Homework Quizzes	Quizzes due Sunday, 8/29
	Monday, 8/30	Chapter 2	
		C2 Chapter & Homework Quizzes	Quizzes due Tuesday, 9/7
M2	Wednesday, 9/8	Chapter 3	
		C3 Chapter & Homework Quizzes	Quizzes due Tuesday, 9/14
	Wednesday, 9/15	Chapter 4	
		C4 Chapter & Homework Quizzes	Quizzes due Tuesday, 9/21
	Wednesday, 9/22	Chapter 5	
		C5 Chapter & Homework Quizzes	Quizzes due Tuesday, 9/28
		Exam 1: Chapters 1-5	Exam due Sunday, 10/3
M3	Wednesday, 9/29	Chapter 6	
		C6 Chapter & Homework Quizzes	Quizzes due Tuesday, 10/5
	Wednesday, 10/6	Chapter 7	
		C7 Chapter & Homework Quizzes	Quizzes due Tuesday, 10/12
	Wednesday, 10/13	Chapter 8	
		C8 Chapter & Homework Quizzes	Quizzes due Tuesday, 10/19
		Exam 2: Chapters 1-8	Exam due Sunday, 10/24
M4	Wednesday, 10/20	Chapter 9	
		C9 Chapter & Homework Quizzes	Quizzes due Tuesday, 10/26
	Wednesday, 10/27	Chapter 10	
		C10 Chapter & Homework Quizzes	Quizzes due Tuesday, 11/2
	Wednesday, 11/3	Chapter 11	
		C11 Chapter Quiz & Homework Reports	Quiz & reports due Tuesday, 11/9
M5	Wednesday, 11/10	Chapter 12	
		C12 Chapter & Homework Quizzes	Quiz & reports due Tuesday, 11/16
M6	Wednesday, 11/17	Chapters 13 & 14	
		C13 & C14 Chapter Quizzes	Quizzes due Tuesday, 11/23
M7	Monday, 11/29	Final Exam Prep & Review	
		Final Exam	Exam due Thursday, December 9 (mBC)