ACCT 6313 – Accounting Information Systems

Course Description/Overview

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
We will be using Blackboard for retrieving course materials and submitting assignments. Microsoft Access and QuickBooks Online will also be utilized. A publisher-provided online course management system is used for the QuickBooks Online part of the course.

You should have an understanding of Microsoft Office products such as Word, Excel, and PowerPoint.

Class Meeting Times
This is a hybrid course.

We will be meeting in RAS 225 on the dates shown on the Course Outline, which is the last page of this syllabus.

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

Faculty/Instructor Information

Ms. Jenny Davis, MBA, CPA
Instructor, Department of Accounting, Economics and Finance

Office: RAS 246
Phone: 325-486-6498 (office)

E-Mail: jdavis@angelo.edu

Office Hours: Tuesdays & Thursdays 1:00 PM – 2:00 PM CT
Course Objectives

**Learning Objectives**

Upon completion of this course students will have:

1. Gained factual knowledge (terminology, classifications, methods, trends) about accounting information systems.

2. Learned to apply course material about accounting information systems (to improve thinking, problem solving, and decisions).

3. Developed specific skills, competencies, and points of view needed by accounting professionals.

**SPECIFIC STUDENT LEARNING OBJECTIVES**

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 and the Microsoft Access materials.

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

**Microsoft Access Project**  
Your understanding of Microsoft Access will be assessed by the completion of a project focusing on an application of Microsoft Access. The project consists of a proposal, working database, written paper, and written presentation. The project details will be provided in class in a separate handout.

**QuickBooks Online**  
Your understanding of QuickBooks Online will be assessed by the completion of quizzes, assignments, and two exams.

**Course Textbook and Required Readings**

Textbook information:

Authors: Gayle Williams & Jennifer Johnson  
Year: 2020  
Book title: Computerized Accounting with QuickBooks Online - 2019 Update  
Publisher: Cambridge Business Publishers  
ISBN: 978-1-61853-325-8

nyBusinessCourse 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:

<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th>Points</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Access Project</td>
<td>300</td>
<td>Thursday, November 21</td>
</tr>
<tr>
<td>QuickBooks Online Quizzes &amp; Assignments</td>
<td>600</td>
<td>Various - see Course Outline</td>
</tr>
<tr>
<td>QuickBooks Online Midpoint Exam</td>
<td>50</td>
<td>Thursday, October 31</td>
</tr>
<tr>
<td>QuickBooks Online Final Exam</td>
<td>50</td>
<td>Thursday, December 14</td>
</tr>
</tbody>
</table>
Microsoft Access Project 300 points
QuickBooks Online Quizzes & Assignments 600 points
QuickBooks Online Midpoint Exam 50 points
QuickBooks Online Final Exam 50 points
Total 1,000 points

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 24 hours.

Any items not automatically graded will be graded and returned two weeks 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. 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.

Final Exam
The final exam is worth 50 points and will cover the QuickBooks Online material. It will be available Sunday, December 8 through Thursday, December 14.

Course Policies

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 others’ 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, 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
**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/registrars_office/course_drop_provisions.php](http://www.angelo.edu/services/registrars_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](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance).
# Course Outline

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Topic</th>
<th>Activities Due @ 11:59 PM CT (unless noted otherwise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 8/27 - meeting</td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>R 8/29 - meeting</td>
<td>Introduction to Microsoft Access</td>
<td></td>
</tr>
<tr>
<td>T 9/3 - meeting</td>
<td>Cycles &amp; Project Overview</td>
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<tr>
<td>R 9/5 - meeting</td>
<td>Tables</td>
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<tr>
<td>T 9/10 - meeting</td>
<td>Forms</td>
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<tr>
<td>R 9/12 - meeting</td>
<td>Queries</td>
<td></td>
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<tr>
<td>T 9/17 - meeting</td>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>R 9/19 - meeting</td>
<td>Dashboard</td>
<td></td>
</tr>
<tr>
<td>T 9/24 - meeting</td>
<td>QB OL - C1 &amp; C2</td>
<td></td>
</tr>
<tr>
<td>R 9/26 - meeting</td>
<td>QB OL - C1 &amp; C2</td>
<td></td>
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<tr>
<td>T 10/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 10/3 - meeting</td>
<td>QB OL - C3</td>
<td>10/3: QB OL C1 &amp; C2 Due (MBC)</td>
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<td>Class Date</td>
<td>Topic</td>
<td>Activities Due @ 11:59 PM CT (unless noted otherwise)</td>
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<tr>
<td>T 10/8</td>
<td>QB OL - C4</td>
<td>10/10: QB OL C3 Due (MBC)</td>
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<tr>
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<td>meeting</td>
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<tr>
<td>T 10/15</td>
<td>Guest Speaker - MCS 100</td>
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<tr>
<td>R 10/17</td>
<td>QB OL - C5</td>
<td>10/17: QB OL C4 Due (MBC)</td>
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<td>T 10/22</td>
<td>QB OL - C6</td>
<td>10/24: QB OL C5 Due (MBC)</td>
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<tr>
<td>R 10/24</td>
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<tr>
<td>T 10/29</td>
<td>QB OL - C7</td>
<td>10/31: QB OL C6 Due (MBC)</td>
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<tr>
<td>R 10/31</td>
<td>QB OL Midpoint Exam</td>
<td>10/31: Midpoint Exam Due (MBC)</td>
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<tr>
<td>T 11/5</td>
<td>QB OL - C8</td>
<td>11/7: QB OL C7 Due (MBC)</td>
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<tr>
<td>T 11/12</td>
<td>QB OL - C9</td>
<td>11/14: QB OL C8 Due (MBC)</td>
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<td>T 11/19</td>
<td>QB OL - C10 &amp; C11</td>
<td>11/21: QB OL C9 Due (MBC)</td>
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<tr>
<td>R 11/21</td>
<td>- meeting</td>
<td>11/21: Microsoft Access Projects Due IN CLASS</td>
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<tr>
<td>T 11/26</td>
<td>QB OL - C12</td>
<td></td>
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<tr>
<td>R 11/28</td>
<td>TG Holiday</td>
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<tr>
<td>T 12/3</td>
<td>QB OL - C12</td>
<td></td>
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<tr>
<td>R 12/5</td>
<td>meeting</td>
<td>12/5: QB OL C10 &amp; C11 Due (MBC)</td>
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<tr>
<td>T 12/10</td>
<td>QB OL Final Exam</td>
<td>12/10: QB OL C12 Due (MBC)</td>
</tr>
<tr>
<td></td>
<td>Thursday, 12/12: Final Exam Due (MBC)</td>
<td></td>
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</tbody>
</table>