

The University of Texas at Arlington
College of Business
ACCT 3303 Accounting Information Systems
Fall 2019

Instructor Information

Instructor: Dr. Cherie Henderson

Office Number: COB 409A

Office Telephone Number: 817-272-7029 (department phone number)

Email Address: chenderson@uta.edu (email is preferred and the quickest way to reach me)

Faculty Profile: <https://www.uta.edu/profiles/sandra-henderson>

Office Hours: Mondays and Wednesdays 1:00 pm - 2:30 pm or by appointment

Course Information

Section Information: ACCT 3303

Time and Place of Class Meetings:

Section 001, Monday, Wednesday, Friday 9:00 am - 9:50 am, COB Room 241

Section 004, Monday, Wednesday, Friday 10:00 am - 10:50 am, COB Room 241

Description of Course Content:

Analysis and design of business processes. Includes coverage of control concepts, audit trails, and the uses of information technology. Emphasizes the role of accounting in collecting, storing, and communicating information for management planning and control. Prerequisites: ACCT 2302 and INSY 2303 or the equivalent.

Student Learning Outcomes:

This course is an introduction to accounting systems, business processes, controls, and strategy. At the end of this course, you will be able to:

- Articulate the role of both accountants and accounting information systems in organizations
- Design typical business processes in organizations.
- Explain how information technology can be used to improve organizational efficiency and effectiveness.
- Design and create databases for accounting systems.
- Evaluate an organization's internal control and provide proper suggestions.
- Answer CPA/CMA/CISA exam questions in the information systems area.
- Improve your teambuilding, presentation, and communication skills.
- Apply this knowledge as a foundation for life-long learning with technology and systems

Required Textbooks and Other Course Materials:

Textbook: Simkin, Worrell, and Savage, *Core Concepts of Accounting Information Systems*, 14th Edition, Wiley, 2018. ISBN: 978-1-119-37366-7.

An electronic version of the textbook (ISBN: 978-1-119-37354-4) is available through the publisher's

website at <https://www.wiley.com/en-us/Core+Concepts+of+Accounting+Information+Systems%2C+14th+Edition-p-9781119373667>.

The textbook is also available through VitalSource through the following link:

https://www.vitalsource.com/products/core-concepts-of-accounting-information-systems-mark-g-simkin-james-l-v9781119373544?duration=120&gclid=EAIaIQobChMI37emrdyl4wIVSF8NCh1TJQRpEAQYASABEgIEYPD_BwE.

Software: We will be using Microsoft Excel and Access, which are available to UTA students. Tableau and QuickBooks (*Desktop Trial, not the online version*) can be downloaded to your computers and will be available in the COB Labs. More information will be provided with the assignments.

Scantrons: One form SC882-E (BLUE COLOR) is needed for each exam. Please note that you must turn in only the original SC882-E forms as I will not accept the substitute forms. You are required to turn in 4 scantron forms on or before August 30. (Do not put your name on the scantrons. Clip them with a paper clip and attach a piece of paper to the scantrons or fold them in a full sheet of paper with your name on the paper.)

Canvas: We will use Canvas for online management of this course. All class information, materials, announcements, grades, and assignments will be on Canvas. All assignments will be submitted via Canvas.

Descriptions of major assignments and examinations:

Database Assignment: This assignment is intended for you to gain hands-on experience with MS Access and learn how to build a database and extract information from it. More details will be posted on Canvas.

Excel Assignment: This assignment is designed to review basic Excel skills and to advance to more intermediate skills. More details will be posted on Canvas.

General Ledger Assignment (QuickBooks): This assignment is intended to give you practical experience using an accounting software system. More details will be posted on Canvas.

Tableau Assignment: This assignment is intended to give you to gain hands-on experience with data visualization software. More details will be posted on Canvas.

Exams: Four exams will be administered during the semester as per the attached Course Schedule. Exams 1 thru 3 will cover material from specific chapters as noted on the schedule and are worth 100 points each. The fourth exam will be a Comprehensive Final Exam and is worth 200 points. See the Class Preparation and Study Tips section of the syllabus for suggestions on how to best prepare for exams.

Please note the following:

- a. The Exam dates are listed on the attached Course Schedule. Please be advised that the content is subject to change, but changes in exam dates are very unlikely. If a change to an exam date does occur, it will be announced in class and by email.
- b. **Make-Up Exams:** Please inform me in person or by email **prior to** the exam date if you will miss the exam. For reasons that are not emergency related, verifiable documents must be submitted and the exam has to be taken before the scheduled exam date. In the case of an emergency, verifiable written documents must be submitted in order to obtain approval for arranging a makeup exam. If you miss an exam without being excused, you will receive a zero for that exam.

Exam Day Rules:

On exam days **DO NOT** put any bags on the tables after you enter the classroom as there will be exams already on the tables. You will need to put your backpacks, other bags, and books (i.e., all of your belongings) at the side or back of the classroom before entering the rows. This includes your phone which **must be turned off and placed in your bag**. Smart watches must also be put away before taking the exam.

If your phone or other device rings or generates any other noise during the exam, I may pick up your exam and ask you to leave the room. You are only allowed to have the exam, pencils, erasers, and/or pens at your assigned seat during exams; pencil cases must be left in your bag.

If you have to miss an exam, it is your responsibility to discuss your situation with me *before* the exam starts if not an emergency. For reasons that are *not emergency* related, verifiable documents must be submitted and the exam has to be taken before the scheduled exam date. In the case of an emergency, verifiable written documents must be submitted in order to obtain approval for arranging a makeup exam. For an absence to be excused; thereby allowing you to either take the exam early or a makeup exam after the exam date, it must be the result of unavoidable or serious circumstances (e.g., illness that requires you to go to a doctor, death in the family, accidents, or work (in some cases)). A flat tire, car trouble, no babysitter, tired, allergies, colds, family problems, vacations or similar out of town trips, etc., are not eligible for “excused absence” status. If you miss an exam without being excused, you will receive a zero for that exam.

Other Information:

Assistance: The instructor enjoys working with students. Please feel free to stop by during her office hours or make an appointment.

Communication: I'm not in my office every day, so I check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. I can usually answer questions quickly and easily via e-mail. I may also send you messages or instructions throughout the semester, so you will be responsible for checking your UTA e-mail. When communicating via e-mail, be sure to include the course number and section in the subject line and your name at the end of the e-mail. I may not respond to e-mails in which I cannot readily identify the student.

Classroom Etiquette: Please be on time as class starts at the designated time. Once you are in class, please stay in class for the entire time. Do not leave early and avoid disruptions with breaks during class. Your presence in class is appreciated and beneficial. Do not disrupt the ability of others to listen, learn, and ask questions. Sleeping, reading, or doing work not related to class, and talking unrelated to the discussion will not be tolerated. Excessive talking to each other in the classroom is rude and distracting to the professor and fellow students. Students causing such distractions will be asked to leave the classroom. Do not use your cell phone or other device for texting, tweeting, surfing, or game playing in class. Remove all headphones—wired or wireless. *If you use a laptop, tablet, or other device for your textbook or note taking, please do not surf the Web, check your e-mail, play games or any other activity not directly related to the class as it may be distracting to your classmates.* Complaints from classmates may mean that you cannot use your device during class.

Grading Information

Grading:

Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

Points Distribution for Grading

Database Assignment	30 pts
Excel Assignment	30 pts
General Ledger Assignment (QB)	30 pts
Tableau Assignment	30 pts
Exams 1-3 (3 x 100 pts)	300 pts
Comprehensive Common Final Exam	<u>200 pts</u>
Total	<u>620 pts</u>

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Grading Scale

A	558 – 620 pts	≥ 90%
B	496 – 558 pts	≥ 80%
C	434 – 496 pts	≥ 70%
D	372 – 496 pts	≥ 60%
F	0 – 372 pts	< 60%

All grades will all be maintained in the Canvas gradebook. No grade will be released by phone or email. Final letter grades will be posted in Canvas once the semester is complete.

Grade Grievances:

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. [See [Undergraduate Grading Policies](#). For student complaints, see [Student Complaints](#).]

Expectations for Out-of-Class Study:

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 -12 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Course Schedule

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Schedule adjustments will be communicated either by verbal or written statement – Dr. Cherie Henderson

Date	Day	Topic	Due by 11:59 PM CST Unless otherwise noted
21-Aug	Wed	Syllabus and Introduction to the course Ch 1 Accounting Information Systems and the Accountant	
23-Aug	Fri	Ch 1 Accounting Information Systems and the Accountant	
26-Aug	Mon	Ch 2 Accounting on the Internet	
28-Aug	Wed	Ch 3 Information Technology and AIS	
30-Aug	Fri	Ch 3 Information Technology and AIS	Scantrons
2-Sep	Mon	<i>Labor Day Holiday - No Class</i>	
4-Sep	Wed	Ch 5 Integrated Accounting and Enterprise Software	
6-Sep	Fri	Ch 5 Integrated Accounting and Enterprise Software	Excel Assignment
9-Sep	Mon	Exam 1 (Chapters 1, 2, 3, 5)	
11-Sep	Wed	Ch 4 Accounting and Data Analytics	
13-Sep	Fri	Ch 4 Accounting and Data Analytics	
16-Sep	Mon	Ch 14 Database Design	
18-Sep	Wed	Ch 14 Database Design	
20-Sep	Fri	Ch 14 Database Design	
23-Sep	Mon	Ch 15 Organizing and Manipulating the Data in Databases	
25-Sep	Wed	Ch 15 Organizing and Manipulating the Data in Databases	
27-Sep	Fri	Ch 15 Organizing and Manipulating the Data in Databases	
30-Sep	Mon	Ch 16 Database Forms and Reports	
2-Oct	Wed	Ch 16 Database Forms and Reports	Access Assignment

4-Oct	Fri	Exam 2 (Chapters 4, 14, 15, 16)	
7-Oct	Mon	Ch 6 Introduction to Internal Control System and Risk Management	
9-Oct	Wed	Ch 6 Introduction to Internal Control System and Risk Management	
11-Oct	Fri	Ch 6 Introduction to Internal Control System and Risk Management	
14-Oct	Mon	Ch 7 Computer Controls for Organizations and AISs	
16-Oct	Wed	Ch 7 Computer Controls for Organizations and AISs	
18-Oct	Fri	Ch 7 Computer Controls for Organizations and AISs	
21-Oct	Mon	Ch 10 Cybercrime, Fraud, and Ethics	
23-Oct	Wed	Ch 10 Cybercrime, Fraud, and Ethics	
25-Oct	Fri	Ch 10 Cybercrime, Fraud, and Ethics	
28-Oct	Mon	Ch 11 Information Technology Auditing	
30-Oct	Wed	Ch 11 Information Technology Auditing	Tableau Assignment
1-Nov	Fri	Exam 3 (Chapters 6, 7, 10, 11), Last Day to Drop (before 4:00 pm)	
4-Nov	Mon	Ch 8 Accounting Information Systems and Business Processes: Part I	
6-Nov	Wed	Ch 8 Accounting Information Systems and Business Processes: Part I	
8-Nov	Fri	Ch 8 Accounting Information Systems and Business Processes: Part I	
11-Nov	Mon	Ch 9 Accounting Information Systems and Business Processes: Part II	
13-Nov	Wed	Ch 9 Accounting Information Systems and Business Processes: Part II	
15-Nov	Fri	Ch 9 Accounting Information Systems and Business Processes: Part II	
18-Nov	Mon	Ch 12 Documenting Accounting Information Systems	
20-Nov	Wed	Ch 12 Documenting Accounting Information Systems	
22-Nov	Fri	Ch 12 Documenting Accounting Information Systems	
25-Nov	Mon	Ch 13 Developing and Implementing Effective AISs	
27-Nov	Wed	<i>No Class</i>	
29-Nov	Fri	<i>Thanksgiving - No Class</i>	
2-Dec	Mon	Ch 13 Developing and Implementing Effective AISs	
4-Dec	Wed	Ch 13 Developing and Implementing Effective AISs, Wrap Up	QuickBooks Assignment
9-Dec	Mon	Section 001 (9:00) Comprehensive Final Exam - 8:00 - 10:30 am	
11-Dec	Wed	Section 004 (10:00) Comprehensive Final Exam - 8:00 - 10:30 am	

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Attendance:

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I expect you to attend all classes. I will use a seating chart to record student attendance, but there is not an attendance component *per se* in calculating course grades. More than three absences during the semester are considered excessive and may impact the grade you receive in the class. Noticeable tardiness and leaving early are bad habits and will count as an absence if they occur routinely. If you are late, let me know so I can mark you present. Please let me know if you have an unavoidable problem with getting to class on time.

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Emergency Exit Procedures:

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exits, which are located via the stairways to the left or right when exiting the classroom and then to the right. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Success Programs:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring by appointment](#), [drop-in tutoring](#), [etutoring](#), [supplemental instruction](#), [mentoring](#) (time management, study skills, etc.), [success coaching](#), [TRIO Student Support Services](#), and [student success workshops](#). For additional information, please email resources@uta.edu, or view the [Maverick Resources](#) website.

The [IDEAS Center](https://www.uta.edu/ideas/) (<https://www.uta.edu/ideas/>) (2nd Floor of Central Library) offers **FREE** [tutoring](#) and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381