The University of Texas at Arlington College of Business
ACCT 3303 Accounting Information Systems
Spring 2020

Instructor Information

Instructor: Dr. Cherie Henderson

Office Number: COB 409

Office Telephone Number: 817-272-3179 or 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 3:30 pm - 5:00 pm or by appointment; available in Microsoft Teams only

Due to the COVID-19 events, this course switched to online modality as of March 23, 2020. As a result, the assignments from March 23 to the end of the semester will be adjusted to reflect this change. Please note the changes made in the course requirements and assignments as indicated by a different font and/or underlining. The instructor reserves the right to make additional changes to the assignments or grading schema as needed to complete this course on time and in response to university policies and guidance.

Course Information

Section Information: ACCT 3303

Time and Place of Class Meetings:
Section 004, Monday, Wednesday 5:30 - 6:50 am, COB Room 348

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 or the green forms. You are required to turn in 4 scantron forms on or before February 3. (Do not put your name on the scantrons. Please 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.

Microsoft Teams: As part of the response to the COVID-19 events, we will also be using Microsoft Teams. You can download Microsoft Teams and log in using your UTA ID and password. The University has set up teams for each class. More login information will be forthcoming.

You can download Teams from here: **Download Microsoft Teams**. Go to this website to download: **Download Microsoft Teams**.

Review the Microsoft Teams Resource Guide: **Microsoft Teams Resource Guide**

LockDown Browser + Webcam: Due to the online nature of the second half of the semester, this course will require the use of LockDown Browser and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable. If you do not have a computer with a webcam, you need to let me know immediately.

Download Instructions and Video
Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=163943837

If any other software is determined to be needed for more effective delivery of the course, you will be provided download instructions.

Descriptions of major assignments and examinations:

Database Assignment: This assignment is intended for you to gain hands-on experience with MS Access and learn the basics of building a database and extracting 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 hands-on experience with data visualization software. More details will be posted on Canvas.

Class Discussions on Canvas: This assignment is designed to keep you interactive with the class and to assess how well you are understanding the material. There will be at least one discussion per chapter for the chapters we will cover after Spring Break. Every student will be expected to participate in each one of these discussions. You will be required to post your thoughts and respond to at least one other student's post.

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 150 points.

Please note the following:

The Exam dates are listed on the updated Course Schedule in this document and separately posted on Canvas. 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 Canvas announcement.

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.

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 or injuries that requires you to go to the emergency room, death in the family, or accidents (with a police report)). A flat tire, car trouble (including accidents where the police are not involved), no babysitter, tired, allergies, colds, personal or 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.

Exams will be given on Canvas. You will be required to take them with Respondus LockDown Browser and Monitor. **Respondus LockDown Browser** is a custom browser that locks down the testing environment in Canvas. **Respondus Monitor**, a webcam feature for LockDown Browser, records students during online, non-proctored exams.

As such, you will need a webcam and the Respondus software downloaded on your computer or use of a lab on-campus that has Respondus. A Practice Quiz will be provided so that you can make sure everything is set up before Exam day.

Before you start your exam, you are to hold up your student ID so I can compare the ID to the person taking the exam. You CANNOT communicate with other people during the exam. Please stay in your seat until you complete your exam. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted it for grading.

Steps to starting a LockDown Browser Quiz or Exam:

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz or exam

Note: You won't be able to access a quiz or exam that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the quiz/exam requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the quiz/exam to continue.

Guidelines for taking an online quiz or exam:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the quiz or exam
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that 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

Getting Help: Several resources are available if you encounter problems with LockDown Browser. If you do experience any issues, please let me know immediately if it is during an exam.

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

Other Information:

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

Communication: <u>I will not be in my office for the rest of the semester</u>, so I will check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. <u>I will also set up a Microsoft Teams team so that I am available for meetings or chat</u>. I can usually answer questions quickly and easily via e-mail or chat. 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 or chats in which I cannot readily identify the student.

<u>How to be an Effective Online Student</u>. While some of you have taken online classes, some of you have not. I have a link posted under modules that will provide some tips.

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
<u>Class Discussions</u>	<u>30 pts</u>
Exams 1-3 (3 x 100 pts)	300 pts
Comprehensive Final Exam	<u>150 pts</u>
Total	**<u>600 pts</u>**

Grading Scale

Grade	Point Range	Percentage
A	540 – 600 pts	≥ 90%
B	480 – 540 pts	≥ 80%
C	420 – 480 pts	≥ 70%
D	360 – 420 pts	≥ 60%
F	0 – 360 pts	< 60%

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.

All grades will be maintained in the Canvas gradebook. <u>No grade will be discussed or released by phone or email</u>. Final 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 [Grades and 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
22-Jan	Wed	Syllabus and Introduction to the course	
		Ch 1 Accounting Information Systems and the Accountant	
27-Jan	Mon	Ch 2 Accounting on the Internet	
29-Jan	Wed	Ch 3 Information Technology and AIS	
3-Feb	Mon	Ch 5 Integrated Accounting and Enterprise Software	Scantrons
5-Feb	Wed	Ch 5 Integrated Accounting and Enterprise Software	Excel Assignment
10-Feb	**Mon**	**Exam 1 (Chapters 1, 2, 3, 5)**	
12-Feb	Wed	Ch 4 Accounting and Data Analytics	
17-Feb	Mon	Ch 4 Accounting and Data Analytics	
19-Feb	Wed	Ch 14 Database Design	
24-Feb	Mon	Ch 14 Database Design	
26-Feb	Wed	Ch 15 Organizing and Manipulating the Data in Databases	
2-Mar	Mon	Ch 16 Database Forms and Reports	Access Assignment Part I
4-Mar	**Wed**	**Exam 2 (Chapters 4, 14, 15, 16)**	
7-Mar	*Sun*	*Final submission for assignment*	Access Assignment Part I
9-Mar	*Mon*	*Spring Break*	
11-Mar	*Wed*	*Spring Break*	
16-Mar	*Mon*	*Spring Break - Extended*	
18-Mar	*Wed*	*Spring Break - Extended*	
23-Mar	Mon	Ch 6 Introduction to Internal Control System and Risk Management	
25-Mar	Wed	Ch 6 Introduction to Internal Control System and Risk Management	
30-Mar	Mon	Ch 7 Computer Controls for Organizations and AISs	Access Assignment Part II
3-Apr	*Fri*	*Last Day to Drop (by 4:00 pm)*	
6-Apr	Mon	Ch 7 Computer Controls for Organizations and AISs	
8-Apr	Wed	Ch 10 Cybercrime, Fraud, and Ethics	
12-Apr	*Sun*		Tableau Assignment
13-Apr	Mon	Ch 10 Cybercrime, Fraud, and Ethics	
15-Apr	**Wed**	**Exam 3 (Chapters 6, 7, 10)**	
20-Apr	Mon	Ch 8 Accounting Information Systems and Business Processes: Part I	
22-Apr	Wed	Ch 8 Accounting Information Systems and Business Processes: Part I	
27-Apr	Mon	Ch 9 Accounting Information Systems and Business Processes: Part II	
29-Apr	Wed	Ch 9 Accounting Information Systems and Business Processes: Part II	
4-May	Mon	Ch 12 Documenting Accounting Information Systems	
6-May	Wed	Ch 12 Documenting Accounting Information Systems	QuickBooks Assignment
13-May	**Wed**	**Comprehensive Final Exam - 5:30 - 8:00 pm**	

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 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. 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.

Students are also encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. You can subscribe at Emergency Communication System.

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/) **(**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.

The English Writing Center (411LIBR):
The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation.

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