

**The University of Texas at Arlington College of Business**  
**ACCT 5315 Accounting Systems Analysis**  
**Summer 2020**

## **Instructor Information**

---

**Instructor:** Dr. Cherie Henderson

**Office Number:** COB 409

**Office Telephone Number:** (817) 272-3179 \*

**Email Address:** [chenderson@uta.edu](mailto:chenderson@uta.edu)

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

**Office Hours:** Tuesdays and Thursdays 3:30 pm - 5:00 pm in Microsoft Teams. For general office hours questions, go to the Office Hours Channel in the class Team. Please email me to set up private meetings.

\* My preferred methods of communication are through email or Teams chat. I will reply to emails and chats within 48 regular business hours. If you wish to speak by phone or video, please email me to set up an appointment.

## **Course Information**

---

**Section Information:** ACCT 5315

### **Time and Place of Class Meetings:**

This is an online course conducted through Canvas and Microsoft Teams. Weekly live sessions will be held in Microsoft Teams during the scheduled days and times as listed in MyMav. These sessions will be recorded and will be made available in Canvas (<https://uta.instructure.com>) for those not able to attend a live session. More information for accessing class meeting can be found on Canvas.

### **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*, 14<sup>th</sup> 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=EAlaIqobChMI37emrdyl4wIVSF8NCh1TJQRpEAQYASABEgIEYPD\\_BwE](https://www.vitalsource.com/products/core-concepts-of-accounting-information-systems-mark-g-simkin-james-l-v9781119373544?duration=120&gclid=EAlaIqobChMI37emrdyl4wIVSF8NCh1TJQRpEAQYASABEgIEYPD_BwE).

**Software:** We will be using Microsoft Excel and Microsoft Access, which are available to UTA students. Tableau and QuickBooks. More information will be provided with the assignments. I recommend that you have a PC available as Microsoft Access will not run on a Mac. If you have a Mac and do not have access to a PC, please contact me via email as soon as possible.

**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 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.

**Important Notice:** The above four assignments are designed to be *individual* assignments. As such, they should be done *independently*. You should take the process from start to finish by yourself for the best learning experience. If you still choose to work with someone, you must make sure you are doing and turning in your own work. Anyone who violates this rule will be handled in accordance with the university regulations dealing with *academic dishonesty*.

**Quizzes:** Twelve 10-point quizzes will be given during the semester to ensure that you adequately read and understand the textbook content. Quiz questions may include multiple choice, short discussion and short problems/exercises. You will have three attempts for each quiz. Each attempt will be a different quiz and the highest score will be recorded. Quizzes will be available in Canvas at least 24 hours before they are due. There will be **no makeups** for quizzes. The lowest two scores will be dropped for a maximum total of 100 points that can be earned.

**Exams:** 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 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.

**Course Policies:**

**Attendance**

This is an online course conducted through Canvas and Microsoft Teams. Weekly live sessions will be held in Microsoft Teams during the scheduled days and times as listed in MyMav. These sessions will be recorded and will be made available in Canvas (<https://uta.instructure.com>) for those not able to attend a live session. More information for accessing class meeting can be found on Canvas.

**Communication**

I check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. I am also available for meetings or chats in Microsoft Teams. I can usually answer questions quickly and easily via e-mail or chat. Please do not use the Canvas Inbox to contact me as I do not monitor it as frequently. I may also send you messages or instructions throughout the semester, so you will be responsible for checking your UTA e-mail and Canvas announcements. When communicating via e-mail, be sure to include the course number and section in the subject line. Please address the email to Dr. Henderson and include your full 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.

**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
Quizzes (10 * @10 pts each)	100 pts
Midterm Exam	150 pts
Final Exam	<u>150 pts</u>
<b>Total</b>	<b><u>520 pts</u></b>

**Grading Scale**

<u>Grade</u>	<u>Point Range</u>	<u>Percentage</u>
A	468 – 520 pts	≥ 90%
B	416 – 468 pts	≥ 80%
C	364 – 416 pts	≥ 70%
D	312 – 364 pts	≥ 60%
F	0 – 312 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. **No grade will be discussed or released by phone or email.** If you need to discuss a grade, you will need to make an appointment for a video meeting. 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.

## **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.

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.

### **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](mailto:resources@uta.edu), or view the [Maverick Resources](#) website.

**The IDEAS Center** (<https://www.uta.edu/ideas/>) (2<sup>nd</sup> 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](http://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) (<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 2<sup>nd</sup> floor [Academic Plaza](http://library.uta.edu/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

## Course Schedule

---

**ACCT 5315  
CLASS SCHEDULE  
SUMMER 2020**

DATE	DAY	CHAPTER	TOPIC	Quizzes Due (8:00 pm) Assignments Due (11:59 pm)
9-Jun	Tue	1 2	Syllabus and Course Introduction Accounting Information Systems and the Accountant Accounting on the Internet	
11-Jun	Thu	3	Information Technology and AIS	CH 3 Quiz
16-Jun	Tue	5	Integrated Accounting and Enterprise Software	CH 5 Quiz
18-Jun	Thu	6	Introduction to Internal Control System and Risk Management	CH 6 Quiz
<b>21-Jun</b>	<b>Sun</b>			<b>Excel Assignment</b>
23-Jun	Tue	7	Computer Controls for Organizations and AISs	CH 7 Quiz
25-Jun	Thu	10	Cybercrime, Fraud, and Ethics	CH 10 Quiz
30-Jun	Tue	11	Information Technology Auditing	CH 11 Quiz
<b>2-Jul</b>	<b>Thu</b>		<b>Midterm Exam (Chapters 1-3, 5-7, 10-11)</b>	
<b>5-Jul</b>	<b>Sun</b>			<b>Tableau Assignment</b>
7-Jul	Tue	14	Database Design	CH 14 Quiz
9-Jul	Thu	15 16	Organizing and Manipulating the Data in Databases Database Forms and Reports	
14-Jul	Tue	4	Accounting and Data Analytics	CH 4 Quiz
16-Jul	Thu	8	Accounting Information Systems and Business Processes: Part I	CH 8 Quiz
<b>19-Jul</b>	<b>Sun</b>			<b>Database Assignment</b>
21-Jul	Tue	9	Accounting Information Systems and Business Processes: Part I	CH 9 Quiz
<b>23-Jul</b>	<b>Thu</b>	12	Documenting Accounting Information Systems <b>Last Day to Drop (by 4:00 pm)</b>	CH 12 Quiz
28-Jul	Tue	12	Documenting Accounting Information Systems	
30-Jul	Thu	13	Developing and Implementing Effective AISs	CH 13 Quiz
<b>1-Aug</b>	<b>Sat</b>			<b>GL (QuickBooks) Assignment</b>
<b>4-Aug</b>	<b>Tue</b>		<b>Final Exam (Chapters 4, 14-16, 8-9, 12-13)</b>	

*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*