The University of Texas at Arlington College of Business
ACCT 3303 Accounting Information Systems
Spring 2021

Instructor Information

Instructor: Dr. Cherie Henderson

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Office Hours: Mondays and Wednesdays 3:30 - 5:00 pm in Microsoft Teams. For general office hours questions, go to the Office Hours 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. ***Please do not use the Canvas Inbox to contact me as I do not monitor it as frequently***.

Course Information

Section Information: ACCT 3303-004

Time and Place of Class Meetings:
This is a synchronous (live) online course conducted through Canvas and Microsoft Teams. 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 Teams and Canvas (https://uta.instructure.com) for those not able to attend an occasional live session. More information for accessing class meetings can be found on Canvas.

Description of Course Content:
The structure of contemporary accounting systems with emphasis on controls, auditing, reporting, and efficient operation. Prerequisites: ACCT 2302 and INSY 2303 or the equivalent with a grade of C or higher.

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.
- Apply accounting information system knowledge as a foundation for life-long learning with technology and systems.

Required Textbooks and Other Course Materials:

Textbook: Richardson, Chang, and Smith, *Accounting Information Systems*, 3rd Edition, McGraw-Hill, 2021.

There are several options available for rent or purchase as follows:
- **Recommended:** ISBN: 978-1-260-35934-3, eBook with Connect – can be purchased from https://www.mheducation.com/highered/product/accounting-information-systems-richardson-chang/M9781259969539.html%23textbookCollapse#interactiveCollapse
- eBook only (no Connect): https://www.mheducation.com/highered/product/accounting-information-systems-richardson-chang/M9781259969539.html%23textbookCollapse#textbookCollapse
- Loose-leaf and Connect bundle: ISBN: 978-1-264-09585-6 https://www.mheducation.com/highered/product/accounting-information-systems-richardson-chang/M9781259969539.html%23textbookCollapse#bundleCollapse
- Loose-leaf edition: ISBN 978-1-260-770377-1
- Bound edition: ISBN 978-1-259-96953-9
- The textbook is also available from VitalSource through the following link: https://www.vitalsource.com/products/accounting-information-systems-vernon-richardson-v9781260703832?term=978-1-259-96953-9

Connect *(optional)*: Connect is the assignment and assessment platform for the textbook. You can use Connect if you wish, however, there are no required assignments using this platform. There are recommended reading assignments.

Software: We will be using Microsoft Excel and Microsoft Access, which are available to UTA students. Tableau, Microsoft Power BI, and QuickBooks will also be required. More information will be provided with the assignments. You need to have a PC available or go to a UTA lab as Microsoft Access and Microsoft Power BI will not run on a Mac. Please note that Intel-based Macs have the Boot Camp Assistant utility built into the Mac operating system (10.6 or higher). This utility will allow you to install Microsoft Windows on your Mac. Be aware that there are some limitations as explained in the following article: https://www.dummies.com/computers/macs/how-to-switch-between-windows-and-os-x-with-macs-boot-camp/.

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.

Technology Requirements: Due to the online nature of the class, you will be required to use 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. You must also have Internet with adequate bandwidth to be able to complete exams. If you do not have a computer with a webcam or if you do not have access to a stable Internet connection, you may want to plan to take exams on campus in the library or a lab. If you have issues with any technology as described, you need to let me know immediately so we can work on a solution.

Download Instructions and Video for LockDown Browser
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.

Data Analytics Assignments: These two assignments are intended to give you hands-on experience with data analytics and data visualization software. More details will be posted on Canvas.

> ***Important Notice:*** The above 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: At least **t**hirteen 10-point quizzes will be given during the semester to ensure that you adequately read and understand the textbook content. Quiz questions may include true false, multiple choice, and short answer questions. 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 top 10 scores will be counted for a maximum total of 100 points that can be earned.

Exams: Exams will be administered during the semester per the attached Course Schedule. All Exams (including the Final Exam) will cover material from specific chapters as noted on the schedule and are worth 100 points each.

> ***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.

Attendance and Participation
This is an online course conducted through Canvas and Microsoft Teams. Live sessions will be held in Microsoft Teams during the scheduled days and times as listed in MyMav, so you are expected to attend and participate in class. Attendance will be taken for each class session. These sessions will be recorded and will be made available in Canvas (https://uta.instructure.com) for those not able to attend the occasional live session. More information for accessing class meetings can be found on Canvas.

Course Policies:

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 tome, 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
Data Analytics Assignments (2 @ 20 pts)	40 pts
Attendance & Participation	70 pts
Quizzes (10 * @10 pts each)	100 pts
Exams (3 @ 100 pts each)	300 pts
Final Exam	100 pts
Total	**700 pts**

Grading Scale

Grade	Point Range
A	630 – 700 pts
B	560 – 630 pts
C	490 – 560 pts
D	420 – 490 pts
F	0 – 420 pts

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 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, 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.

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

Date	Day	Topic	Due by 11:59 PM CST Unless otherwise noted
20-Jan	Wed	Syllabus and Introduction to the course Ch 1 Accounting Information Systems and Firm Value	
25-Jan	Mon	Ch 2 Accountants as Business Analysts	Quiz 2 (5:30 pm)
27-Jan	Wed	Ch 2 Accountants as Business Analysts	
1-Feb	Mon	Ch 3 Data Modeling	Quiz 3 (5:30 pm)
3-Feb	Wed	Ch 3 Data Modeling	
8-Feb	Mon	Ch 4 Relational Databases and Enterprise Systems	Quiz 4 (5:30 pm)
10-Feb	Wed	Ch 4 Relational Databases and Enterprise Systems	
12-Feb	*Fri*		**Database Assignment**
15-Feb	*Mon*	*University Closed*	
17-Feb	*Wed*	*University Closed*	
22-Feb	Mon	Ch 5 Sales and Collections Business Process	
24-Feb	Wed	Ch 5 Sales and Collections Business Process	Quiz 5 (5:30 pm)
1-Mar	**Mon**	**Exam 1 (chapters 1, 2, 3, 4) – 5:00 – 9:00 pm exam window**	
3-Mar	Wed	Ch 6 Purchases and Payments Business Process	Quiz 6 (5:30 pm)
8-Mar	Mon	Ch 7 Conversion Business Process	Quiz 7 (5:30 pm)
10-Mar	Wed	Ch 9 Reporting Processes XBRL	Quiz 9 (5:30 pm)
14-Mar	*Sun*		**Excel Assignment**
15-Mar	*Mon*	*Spring Break*	
18-Mar	*Wed*	*Spring Break*	
22-Mar	**Mon**	**Exam 2 (Chapters, 5, 6, 7, 9) – 5:00 – 9:00 pm exam window**	
24-Mar	Wed	Ch 10 Data Analytics in Accounting: Concepts and the AMPS Model	Quiz 10 (5:30 pm)
29-Mar	Mon	Ch 10 Data Analytics in Accounting: Concepts and the AMPS Model	
31-Mar	Wed	Ch 11 Data Analytics in Accounting: Tools and Practice	**Data Analytics Assignment 1**
2-Apr	***Fri***	***Last day to drop classes (by 4:00 pm)***	
5-Apr	Mon	Ch 11 Data Analytics in Accounting: Tools and Practice	Quiz 11 (5:30 pm)
7-Apr	Wed	Ch 12 Emerging Technologies: Blockchain and AI Automation	Quiz 12 (5:30 pm)
9-Apr	*Fri*		**Data Analytics Assignment 2**
12-Apr	**Mon**	**Exam 3 (Chapters 10, 11, 12) – 5:00 – 9:00 pm exam window**	
14-Apr	Wed	Ch 13 Accounting Information Systems and Internal Controls	Quiz 13 (5:30 pm)
19-Apr	Mon	Ch 13 Accounting Information Systems and Internal Controls	
21-Apr	Wed	Ch 13 Accounting Information Systems and Internal Controls Ch 14 Information Security and Computer Fraud	
26-Apr	Mon	Ch 14 Information Security and Computer Fraud	Quiz 14 (5:30 pm)
28-Apr	Wed	Ch 14 Information Security and Computer Fraud	
3-May	Mon	Ch 15 Monitoring and Auditing AIS	Quiz 15 (5:30 pm)
4-May	*Tue*		**QuickBooks Assignment**
12-May	**Wed**	**Final Exam - 5:30 - 8:00 pm**	

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