COURSE NUMBER: ACCT 4391.001

COURSE TITLE: Accounting Information Systems

COURSE DESCRIPTION: Structure of financial data flow systems within an organization. Development of logic, flow and control concepts and reporting techniques of these systems.

CLASS MEETING: Tuesday and Thursday - 12:30 p.m. – 1:50 p.m., BUS 104

Computer Accounting Essentials with QuickBooks 2014:
USB Flash drive (8 GB) – necessary to use class laptops
Scantron Form may be required (Form #882-E recommended).

PREREQUISITES: Grade of ‘C’ or better in TECH 2323 or equivalent
Grade of ‘C’ or better in ACCT 3312 or concurrent enrollment in ACCT 3312

INSTRUCTOR: Kathryn W. Kapka, CPA, CIA, CGMA, CGAP
Senior Lecturer of Accounting

OFFICE INFORMATION: Room - Business 126 Phone: 903-566-7114
Email: kkapka@uttyler.edu

OFFICE HOURS: Tuesday and Thursday 10:00 am – 12:00 pm
All other times by appointment

TEACHING METHOD: The principles and concepts covered in this course will be facilitated through the use of lecture supplemented with class discussion, student presentations, problem solving and analysis, and projects.
COURSE OBJECTIVES:

I. KNOWLEDGE OBJECTIVES OF THIS COURSE INCLUDE:

1. To understand the conceptual foundations and changing environment of accounting information systems and how manual and computerized accounting information systems relate to financial reporting and decision making within organizations.
2. To understand, define, and describe the terminology, components, processes, reports, documents, and procedures inherent in accounting information systems.
3. To understand the internal controls necessary for adequate accounting information systems.
4. To prepare and interpret data flow diagrams and document flowcharts both manually and computerized.
5. To prepare financial statements and other financial reports based on U.S. generally accepted accounting principles using current accounting information systems.
6. To discuss the impact of globalization on financial reporting and current technology on accounting information systems.

II. COMPETENCIES TO BE DEMONSTRATED IN THIS COURSE INCLUDE:

A. COMPUTER-BASED SKILLS

1. WORD PROCESSING: Written assignments for submission will develop skills using a word processing program to assimilate, manipulate, organize, store, and present information.
2. SPREADSHEET: Written assignments for submission may use a spreadsheet program to develop, evaluate, organize, process, store and present information.
3. PRESENTATION SOFTWARE: Presentation software may be used to facilitate oral presentations.
4. DATABASE MANIPULATION: Current financial accounting software will develop skills in processing data.
5. INTERNET SEARCH SKILLS: Research via the internet will develop the skills of accessing and evaluating information.

B. COMMUNICATION SKILLS

1. WRITTEN: Students are expected to prepare written problem solutions, case analysis, answers to examination questions, and support for cases/projects. They will demonstrate the ability to select, evaluate, and communicate information effectively using written, graphic, pictorial, or multi-media methods.
   a. REPORT ORGANIZATION: Required by course assignments.
   b. REFERENCING: Required by course assignments.
2. ORAL: Students are expected to participate in class discussions, problem solving, group discussions, and case analysis. They will learn to select, evaluate and communicate information using oral methods as well as develop listening skills.

C. INTERPERSONAL SKILLS

1. TEAM-BASED ABILITIES - INTRA-GROUP AND INTER-GROUP COOPERATION: This course is project-oriented and students will work on projects that require team participation.
2. LEADERSHIP: No specific leadership activities are planned for this class.
3. CONFLICT RESOLUTION: Interpersonal conflict resolution may be demonstrated via
group discussions and team involvement. If teamwork is assigned, peer assessments will be a component of the grade.

D. PROBLEM SOLVING (CRITICAL THINKING)

1. CONCEPTUAL THINKING: Required by case and problem assignments
2. GATHERING AND ANALYZING DATA: Required by assignments, cases, and projects.
3. QUANTITATIVE AND STATISTICAL SKILLS: Students must apply basic quantitative skills in order to solve selected assignments, cases, projects and assessments.
4. CREATIVITY AND INNOVATION: Required by assignments, cases, and projects.

E. ETHICAL ISSUES IN DECISION MAKING AND BEHAVIORS: Ethics cases and class discussion require reflection on ethical dilemmas and decisions on appropriate courses of action.

F. PERSONAL ACCOUNTABILITY FOR ACHIEVEMENT:

1. MEETING DEADLINES: Students should be aware of all due dates and submit all work on or before the assigned due date. Late work is not accepted. Make-ups exams are given only in extreme extenuating circumstances.
2. QUALITY OF WORK PERFORMED: Work performed should be of high quality: complete, accurate, organized, and professional.

G. COMPETENCE IN BASIC BUSINESS PRINCIPLES:

1. COMPETENCE IN MAJOR FIELD AND GROUNDING IN OTHER MAJOR CORE AREAS: required by case and problem assignments
2. AWARENESS OF INTERNATIONAL AS WELL AS DOMESTIC IMPLICATIONS OF BUSINESS DECISIONS: Required by assignments involving international issues.
3. UNDERSTANDING AND APPRECIATION OF STRATEGIC IMPACT OF BUSINESS DECISIONS: required by case and problem assignments.

III. OUTCOMES FOR STUDENTS TO SUCCESSFULLY COMPLETE THIS COURSE:

1. Demonstrate an understanding of the conceptual foundations and changing environment of accounting information systems.
2. Be able to identify the basic transaction cycles and the activities and key documents used in each cycle.
3. Demonstrate an understanding the internal controls necessary for adequate accounting information systems.
4. Demonstrate the ability to prepare and interpret data flow diagrams, document flowcharts, financial statements and other financial reports both manually and using current accounting software.
5. Demonstrate the ability to discuss the impact of globalization on financial reporting and current technology on accounting information systems.
TOPICS COVERED:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Classroom Minutes</th>
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<tbody>
<tr>
<td>Conceptual Foundations of Accounting Information Systems</td>
<td>325</td>
</tr>
<tr>
<td>Controls for Accounting Information Systems</td>
<td>525</td>
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<tr>
<td>Cycles in Accounting Information Systems</td>
<td>325</td>
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<tr>
<td>Manual and Computerized Systems</td>
<td>425</td>
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<tr>
<td>Computer Fraud and Abuses</td>
<td>325</td>
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<tr>
<td>Current Issues in Accounting Information Systems</td>
<td>325</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2,250</strong></td>
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</tbody>
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EVALUATION: The student's grade for the semester will determined by performance on the following – all course work is to be done individually unless otherwise stated.

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Excel Project (group)</td>
<td>10%</td>
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<tr>
<td>Current Technology Project (group)</td>
<td>10%</td>
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<tr>
<td>Visio Project</td>
<td>10%</td>
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<tr>
<td>QuickBooks Project</td>
<td>15%</td>
</tr>
<tr>
<td>Homework/Quizzes</td>
<td>10%</td>
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<tr>
<td>Class Participation</td>
<td>5%</td>
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<tr>
<td>Exams and Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total percentage</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

GRADING SCALE:
90.0% - 100% = A  
80.0% - 89.9% = B  
70.0% - 79.9% = C  
60.0% - 69.9% = D  
< 59.9% = F  

NOTE: Extra-credit assignments will not be available on an individual basis—no exceptions. Don't ask.

PROJECTS (45% OF FINAL GRADE)
There will be multiple projects (team and individual) assigned throughout the class. The projects will require analysis of accounting data and the systems used to manipulate this data. Written conclusions/recommendations are required to be submitted in a professional business format. **Type or word-process your written work. No handwritten projects are accepted. No late projects are accepted.**

HOMEWORK, QUIZZES AND PARTICIPATION (15% OF FINAL GRADE)
Homework, quizzes and participation constitute 15% of your final grade. Quizzes or in-class assignments may be given after the completion of one or two chapters. These quizzes and assignments may not be made up and no late assignments will be accepted. Attendance will be taken for each class and will be considered when evaluating participation. Class participation is highly encouraged and I will call on students during class.

EXAMINATIONS AND QUIZZES (40% OF FINAL GRADE)
There will be three exams given throughout the semester. Make-up exams will ONLY be given under extreme extenuating conditions such as hospitalization, medical emergency, physical injury, or death of an immediate family member. You MUST bring proof of your issue, in order to facilitate an exam make-up. For extenuating conditions, make-up exams must be taken within three days of your medical release. All athletes must present (at the beginning of the semester) a schedule of approved absences in order to make up work.
COMPANION WEBSITE:
To enhance your learning, students are highly encouraged to use the textbook companion website at
http://wps.prenhall.com/bp_romney_ais_12/, which contains a study guide. There is also a link via
blackboard (under external links).

CLASSROOM POLICIES:
1. Class starts promptly at the assigned time. If you have a problem that prohibits you from arriving
to class on time, please inform me as soon as possible. If this is a continuing issue, please select
a seat near the entrance to minimize the disruptions to the classroom.
2. Inform me in advance if you must leave the class before the scheduled ending time.
3. Electronic devices (cell phones, pagers, iPods, etc.) must be deactivated during class. Texting
and surfing the internet in class is not allowed.
4. Textbooks, materials and calculators should be brought to all classes.
5. Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the
classroom, but derogatory remarks and profanity will not be allowed in the classroom.
6. Dishonesty will not be tolerated in this class. Violations of accepted standards of conduct will
result in the imposition of the penalties allowed by the University.
7. In an accounting class, missing just one class can cause you to fall behind! If you are absent, it is
your responsibility to obtain materials and class notes. Lengthy instructions will not be repeated
on a one-to-one basis.
8. Class assignments are due at the beginning of class if you wish to make notes or corrections on
your work, please bring two copies one to submit and another for your use. LATE WORK IS NOT
ACCEPTED.

BLACKBOARD
All course material is available on Blackboard. Announcements, grades, lecture slides, case projects,
assignments, and activities are posted on blackboard. You should check blackboard regularly for updates.
You are responsible for meeting deadlines and retrieving any information from blackboard. Grades posted
on blackboard throughout the semester are individual grades for that assignment only and are not
weighted but are posted for your review. Final weighted grades will be posted on blackboard at the end of
the semester using the weighting stated previously under Evaluation.

EMAIL PROTOCOL
The best way to contact me is by email. Please use the following protocol: (1) use your UT Tyler account;
(2) put your course number (ACC 4391) in the subject line; (3) sign the email with your full name. The
course U.T. Tyler Blackboard site is the primary means of communication with students outside of class
and should be checked on a regular basis.

GRADE REPLACEMENT/FORGIVENESS POLICY
If you are repeating this course for a grade replacement/forgiveness, you must file a Grade
Replacement Contract with the Enrollment Services Center (ADM 230) by the 12th day of class. Failure
to file a Grade Replacement Contract will result in both the original and repeated grade being used to
calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement
for only three course repeats during their career at UT Tyler; graduates are eligible for two grade
replacements. Full policy details are printed on each Grade Replacement Contract.

STUDENT-MANDATED COURSE DROP POLICY
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping
more than six courses during their entire undergraduate career. This includes courses dropped at another
2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any
course that is dropped after the census date (See Academic Calendar for the specific date).
**INCOMPLETE POLICY**
If a student, because of extenuating circumstances, is unable to complete all of the requirements of this course by the end of the semester, then I may issue an incomplete (I) for the course. An incomplete is NOT a substitute for a failing grade. I will only issue an incomplete, if at the time of the extenuating circumstance, the student is passing the class. The student must complete the required work within the guidelines established by the university.

**STUDENT RIGHTS AND RESPONSIBILITIES**
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www.uttyler.edu/wellness/rightsresponsibilities.php](http://www.uttyler.edu/wellness/rightsresponsibilities.php).

**CLASS LECTURE & READING ASSIGNMENTS**
Chapters should be read prior to coming to class. All course lectures, in class activities, and discussions assume that you have completed the required reading prior to coming to class. Textbooks should be brought to all classes.

**COLLEGE OF BUSINESS STATEMENT OF ETHICS**
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

~ Ensure honesty in all behavior, never cheating or knowingly giving false information.
~ Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
~ Develop an environment conducive to learning.
~ Encourage and support student organizations and activities.
~ Protect property and personal information from theft, damage and misuse.
~ Conduct yourself in a professional manner both on and off campus.

**ACADEMIC DISHONESTY STATEMENT**
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student’s official school records. Also please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

**DISABILITY STATEMENT**
If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, or have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.
EXIT STRATEGY
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UNIVERSITY POLICIES
Please see the informational sheet posted at http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf and on blackboard for further explanation of the policies contained in this syllabus and additional student policies.