

# ACCT 307 – 01: Accounting Information Systems

## College of Charleston

Fall 2017

**Instructor:** David L. Coss, Ph.D.,

Office: Tate 314

Office hours: Tues/Thus 12:00 pm – 1:00 pm; Mon/Wed 3:00 – 4:00 pm.

Office phone: 953-9204

E-mail: cossdl@cofc.edu

**Classes:** Section: 01 – Monday/Wednesday - Tate 304

### 1. COURSE DESCRIPTION: ACCT 307 ACCOUNTING INFORMATION SYSTEMS -

This course provides a basis for understanding, using, and controlling accounting information systems as found in business organizations. Systems of various sizes, technology, and configuration are examined. There is an emphasis on understanding how accounting information flows through an organization. This includes systematic methods for analysis and establishing control measures for accounting information systems throughout their life cycle, from initial design and development through documentation, testing, implementation and review.

#### Prerequisites

Junior standing; ACCT 203, ACCT 204

### 2. REQUIRED MATERIALS:

Accounting Information Systems 14<sup>th</sup> Edition. M. Romney and P.J. Steinbart: Pearson

*Systems Understanding Aid, 9<sup>th</sup> edition.* Arens, Alvin A. and D. Dewey Ward. Okemos, MI: Armond Dalton Publishers.

### 3. STUDENT PREPARATION:

Students are expected to purchase the textbooks and complete all assigned readings, and review exercises, problems, cases prior to the class in which they are covered. To be successful in this course you will need to allocate approximately 9-12 hours per week. If you are not prepared to treat this course as a serious commitment, you should be prepared for a substandard grade. You paid the tuition; it's up to you to get your money's worth.

#### **4. COURSE OBJECTIVES:**

The objectives of this course are to develop a working knowledge of:

1. A variety of systems concepts, and the impact of information technology on the accounting function in organizations.
2. Major business cycles and how they relate to each other.
3. Use of business documents and records and their relationship to financial statements.
4. The process of modeling accounting information needs for the revenue and/or procurement cycles, and the process of translating the model into a form that can be implemented using a database management system
5. The nature of systems development procedures and specifically how database oriented accounting information systems are designed and developed.
6. The control procedures that should be built into accounting information systems in order to address concerns of management and auditors.
7. The relationship of business ethics, fraud, and internal control objectives,

#### **5. School of Business Learning Goals:**

At the completion of this course, the student should understand the following:

##### **Communication Skills**

Students will be challenged to effectively present and critique information systems (IS) principles in the accounting context. Students will also be equipped with an understanding of system documentation best practices and standards.

##### **Quantitative Fluency**

Students will gain an understanding of how accounting information systems are utilized to manage accounting information and assist management in the decision making process. Students will also gain experience and training on relational database design and management.

##### **Global and Civic Responsibility**

Students will become aware of the current ethical issues associated with corporate use of information and technology, and common corporate policies that address these issues. Students will gain an understanding of computer fraud and abuse, and the necessary controls for mitigating these issues. Additionally, the ethical responsibility of the accountant is emphasized through an understanding of the importance of designing an effective audit of an organization's accounting information system.

##### **Intellectual Innovation and Creativity**

After gaining training and exposure to database systems and the major accounting business cycles students will then design and develop an access database to be used to generate and analyze financial information.

##### **Synthesis**

By combining IS and accounting principles, students will gain experience integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of accounting information systems.

<b>6.</b>	<b><u>GRADING DISTRIBUTION:</u></b>	<b><u>Points Available</u></b>
	Quizzes	150
	Alison Excel certificate	50
	Excel Assignment	50
	QuickBooks Online Assignment	100
	Systems Understanding Aid project (individual)	150
	Exam 1 Chapters 2, 3, 12, 13, 14, 15, 16	150
	Exam 2 Chapters 5, 6, 7, 8, 9, 10, 11	150
	Access / REA / SQL Assignment	100
	Final Exam Chapters 4, 17, 18	100

**GRADING SCALE:**

<b>900 - 1000 points</b>	<b>A</b>				
<b>870 – 899 points</b>	<b>B+</b>	<b>830 - 869</b>	<b>B</b>	<b>800 – 829</b>	<b>B -</b>
<b>770 – 799 points</b>	<b>C+</b>	<b>730 – 769</b>	<b>C</b>	<b>700 – 729</b>	<b>C-</b>
<b>600 – 699 points</b>	<b>D</b>				
<b>Below 600 points</b>	<b>F</b>				

- a) **Quizzes:** Quizzes are designed to motivate class preparedness and to provide feedback on your level of understanding of the reading material. There will be 16 quizzes covering all the chapters being covered during the semester. Please refer to the syllabus below to ensure that you are staying on top of the quizzes. There are no make up Quizzes.
- b) **Excel Certificate:** Excel is a very useful tool for accountants to analyze data, for example, in accounts, budgets, billing and many other areas. After completing this Excel certificate, you will: - Understand how to navigate Excel's menu; - Learn about the improvements and new features of the software; - Create, save, prepare for printing and apply templates to a worksheet; - Work with formulas and functions; use VLOOKUP to search through the data in the spreadsheet; - Determine patterns and trends with conditional formatting, spark-lines and charts; - Apply a table to the data; check conditions with the IF function; - Understand, save and run macros; figure out dates using formulas and work quicker with keyboard shortcuts. Knowledge of Excel is a valuable skill in the accounting profession. Upon completion of this certificate I would recommend that you include it on your resume.

**Excel Certificate Requirements:** To complete this assignment the student must earn an official ALISON Certificate. In order to do this you must study and complete all modules and score 80% or more in each of the course assessments. A link to your certificate will then appear under the My Certificates heading of your ALISON My Account page. This certificate must be printed out and turned in to the professor by **Sept 5, 2017** to earn the 50 points allocated to this project. **This is an all or nothing assignment which means you earn either all 50 points for completing the certificate successfully or you earn 0 points for not completing the assignment.**

There will be an Excel case study assessment: This assessment will be test your knowledge and your ability to utilize Excel to manipulate large data sets to extract and present specific data requests. This in class assessment is worth **50 points**.

- c) **System Understand Aid Project (SUA):** This project is a manual accounting system project. A simple accounting and internal control system for a wholesaling business named Warren Sports Supply has been set up. You will be required to record and document transactions on manual forms, record this transaction into the correct journals, ledgers, and maintain a file system of all the manual documents. You will also be required to create the company's financial statements along with specific reports. This project typical takes about 25 to 30 hours to complete. Manage your time wisely with this assignment. I have managed your required assignments for this class to allow for adequate time to complete this project on time.
- d) **Exams:** Exams are designed to be challenge your understanding of the course material. This includes the topics of material covered in class as well as the material in the required textbook readings, SUA project, and Access Database Project. Exams are combination of multiple choice questions which will cover the theoretical issues, short answer questions and complex problems that test your ability to problem solve. The problems will be similar to, but not necessarily exactly like those worked for chapter case studies and in class activities. This means that you must truly understand the concepts being covered and not just memorize how to work problems.

A scheduled exam can only be taken at an earlier time if it is due to athletic participation or some other extracurricular activity in which the student is an official representative of the College. Appropriate documentation is required to support this claim.

If, in advance, I am told that an exam will be missed due to either **emergency** medical attention for that student – merely showing up at student health services is insufficient – or a death in the student's **immediate** family (again, both with appropriate documentation), the exam will be considered an excused absence. If you miss an exam, you will have to go through the Office of the Dean of Undergraduate Studies to obtain an official excuse in order even **to be considered** for some discretion for missing that exam. Exercise of that discretion will belong entirely to the professor of this course and will depend on the nature of the excuse.

- e) **QuickBooks Project:** Students will be required to use the data from the SUA project to set up an account in the students will be required to input transactions into the QuickBooks system and to generate financial statements and specific management reports.
- f) **REA / Access / SQL** assignment: This assignment requires the student to develop a REA data model and then build an Access Database, perform queries and generate reports, additionally it will require the students to use SQL to extract data from a large dataset and Transform the data in a workable format.

## 7. General Policies

1. **Attendance Policy:** Attendance in this course is mandatory. Examinations and assigned materials will require attendance of all classroom lectures. Make-up examinations are not given. Late assignments are not accepted. If you are to be absent, assignments must be submitted prior to the due date with prior professor approval. I reserve the right to dismiss you from the course permanently if you miss more than **four classes** without university-approved documentation.
2. You should not walk in late for class. If unavoidable circumstances warrant you being late, please come in quietly and take a seat. If, for some extreme circumstance, you must leave the classroom, please do so silently. Eating in class, talking to classmates during class, and packing a backpack before the class has ended, is rude and disruptive behavior.
3. Please familiarize yourself with the College's Student Code of Conduct as you are bound by those rules in this course. Rude and disruptive behavior, sleeping, texting, and talking during the lecture are prohibited and I reserve the right to dismiss you from the course permanently if I deem your breach of the Code of Conduct severe.
4. **HONOR CODE:** Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student's actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the *Student Handbook* at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

5. The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.
6. **Academic Support Services—The Center for Student Learning** The CSL, located on the first floor of the library, offers a wide variety of tutoring and other academic resources that support many courses offered at the College. Services include walk-in tutoring, by appointment tutoring, study strategies appointments, Peer Academic Coaching (PAC), and Supplemental Instruction (SI). All services are described and all lab schedules are posted on the CSL website <http://csl.cofc.edu/> , or call 843.953.5635 for information.
7. **CELL PHONES:**
  - a. Set your phone to ensure that it makes no noise inside of this classroom. This means, either turn it **off**, or to **silent**, but not to vibrate before entering this classroom.
  - b. Keep the cell phone out of sight for the entire class – this means do not text and do not take messages during class.
  - c. For all tests and in-class quizzes, a cell phone is **not to be used as a calculator**. Texting and/or internet usage during exams or quizzes will result in a failing grade for that exam.
8. The professor reserves the right to amend this syllabus as circumstances warrant.

**DETAILED DAILY TEACHING SCHEDULE:**

Date	Day	Area of lecture or tasks being completed in class.	Assignments Due before Class
Aug 22	Tuesday	Intro / Chapter 1	
Aug 24	Thursday	Alison Excel Project day	
Aug 29	Tuesday	Chapter 2	<b>Quiz 1: chapters 2</b>
Aug 31	Thursday	Chapter 3	<b>Quiz 2: chapter 3</b>
Sept 5	Tuesday	Chapter 3 /Start SUA project	<b>Excel Certificate Due</b>
Sept 7	Thursday	Chapter 12	<b>Quiz 3: chapter 12</b>
Sept 12	Tuesday	Chapter 13	<b>Quiz 4: chapters 13</b>
Sept 14	Thursday	Chapter 14	<b>Quiz 5: chapters 14</b>
Sept 19	Tuesday	Chapter 15	<b>Quiz 6: chapters 15</b>
Sept 21	Thursday	Chapter 16	<b>Quiz 7: chapter 16</b>
Sept 26	Tuesday	<b>Test 1</b>	
Sept 28	Thursday	SUA Project Day	<b>Excel Assignment Due</b>
Oct 3	Tuesday	Chapters 5 & 6	<b>Quiz 8: chapters 5 &amp; 6</b>
Oct 5	Thursday	Chapters 7	<b>Quiz 9: chapter 7</b>
Oct 10	Tuesday	Chapter 8	<b>SUA Project Due Quiz 10: chapter 8</b>
Oct 12	Thursday	Chapter 9	<b>Quiz 11: chapter 9</b>
Oct 17	Tuesday	<b>Fall Break</b>	
Oct 19	Thursday	Chapter 10	<b>Quiz 12: chapter 10</b>
Oct 24	Tuesday	Chapter 11	<b>Quiz 13 chapter 11</b>
Oct 26	Thursday	<b>Test 2</b>	
Oct 31	Tuesday	QuickBooks Introduction	
Nov 2	Thursday	Chapter 4	
Nov 7	Tuesday	Chapter 4 Access / SQL	<b>Quiz 14: chapter 4</b>
Nov 9	Thursday	Quickbooks Project day	
Nov 14	Tuesday	Chapter 17	<b>QuickBooks Project Due Quiz 15 chapter 17</b>
Nov 16	Thursday	Chapter 18	<b>Quiz 16: chapter 18</b>
Nov 21	Tuesday	Access/REA/SQL Project	
Nov 23	Thursday	<b>Thanksgiving</b>	
Nov 28	Tuesday	Access/REA/SQL Project	
Nov 30	Thursday	Access/REA/SQL Project	<b>Access/REA/SQL case due</b>
		<b>Final Exam</b>	

**\*\* This syllabus is subject to change depending on the class progress and understanding of the class material. It is the responsibility of the student to update their syllabus and assignment schedules accordingly. \*\***