

The University of Texas at Arlington
College of Business
Department of Accounting
ACCT 5315 Accounting Systems Analysis
MW 8:00 – 10:20 pm, Room 153
Summer 2014

INSTRUCTOR: Dr. Sandra Cherie Henderson **PHONE:** 817-272-3031 (Voice)
OFFICE: COB 426 **E-MAIL:** chenderson@uta.edu *
OFFICE HOURS: MW: 3:30 pm – 5:00 pm; other times by appointment

* Preferred method of contact

COURSE DESCRIPTION: Analysis and design of business information processes. Includes coverage of control concepts, audit trails, and the uses of information technology. Emphasis on the role of accounting in collecting, storing, and communicating information for management planning and control.

COURSE MATERIALS:

Required: Romney and Steinbart, *Accounting Information Systems*, 13th Edition, Pearson Prentice Hall, 2015. ISBN: 978-0-13-342853-7

Textbook companion website: http://wps.pearsoned.com/bp_romney_ais_13/

An electronic version of the textbook is available through CourseSmart at the following website. (<http://www.coursesmart.com>).

Recommended: *QuickBooks Fundamentals Learning Guide 2013*, Doug Sleeter, Intuit, 2012. ISBN: 978-1-57338-116-1. This book is not available in the University Bookstore. You can find the book and trial version of the software at <http://accountants.intuit.com/intuit-education-program/#ProductsAndPricing>. Make sure you get the 2013 version.

You will need a Scantron Form 882-E for each exam.

PREREQUISITES: ACCT 5302 with a grade of C or higher.

STUDENT LEARNING OUTCOMES:

This course is an introduction to accounting systems, business processes, and internal controls. 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 team-building and communication skills
- Use this knowledge as a foundation for life-long learning in technology and systems

IMPORTANT DATES:

June 2	First class day
June 19	Census date
July 17	Last day to drop
July 23	Last class day
July 28	Final Exam

EVALUATION: Your semester grade will be based on the following:

Exams (2 @ 100 points)	200	Grading Scale:
Comprehensive Final Exam	150	A = 450 and above
Internal Control Case (individual)	10	B = 400 - 450
General Ledger Tutorial (individual)	30	C = 350 - 400
Access Tutorial (individual)	10	D = 300 - 350
Group Project	<u>100</u>	F = under 300
Total Available Points	<u>500</u>	

Letter grades will be based on the total points as shown above. Letter grades will not be based upon the percentage of points earned to total points.

Grades: Per university policy, no grade information will be released by phone or e-mail. All grade information will be posted on Blackboard. I WILL NOT, under any circumstances, discuss grades via phone or e-mail.

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.

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 undergraduate catalog at http://web.uta.edu/catalog/content/general/academic_regulations.aspx#18.

Internal Control Case: You will evaluate and write a report on the internal control strengths and weaknesses based on a case study.

General Ledger Tutorial: This project is intended to give you practical experience using an accounting software system.

Access Tutorial: This project is intended for you to gain hands-on experience with MS Access and learn how to build a database and extract information from it.

Important Notice: The above three projects are designed to be *individual* projects. 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*.

Group Project: This semester-long group project is designed familiarize students with multiple technologies and internal controls used in business organizations. Further information will be provided in a separate handout.

Exams: Exams will be based on **all materials** presented in class, including readings, discussions, and textbook materials. Short answer, objective questions and problems will be used.

If you have to miss an exam, be sure to discuss your situation with your instructor *before* the exam starts. 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. If you miss an exam without being excused, you will receive a zero for that exam.

Attendance and Participation: You are expected 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.

CLASSROOM CIVILITY:

Please be on time as class starts promptly at the designated time. Once you are in class, please stay in class for the entire time. Please do not leave early and avoid disruptions with breaks during class. Your presence in class is appreciated and beneficial. Do not disrupt the ability of others to listen, learn, and ask questions. Sleeping, reading, or doing work not related to class, and talking unrelated to the discussion will not be tolerated. Excessive talking in the classroom is rude and distracting to the professor and fellow students. Students causing such distractions will be asked to leave the classroom. Do not use your cell phone or other device for texting, tweeting, surfing, or game playing in class. Remove all headphones—wired or wireless. ***If you use a laptop, tablet, or other device for note taking, please do not surf the Web, check your e-mail, play games or any other activity not directly related to the class as it may be distracting to your classmates.*** Complaints from classmates may mean that you cannot use your device during class.

OTHER:

As part of your grade is based on a group assignment, you need to make a professional commitment to work effectively with your group members. Contribute to the assignment or ask your group to exclude you.

I check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. I can usually answer questions quickly and easily via e-mail. 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 in the subject line and your name at the end of the e-mail. I may not respond to e-mails in which I cannot readily identify the student.

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

DROP POLICY: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aaofao/>).

AMERICANS WITH DISABILITIES ACT: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and

policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

ACADEMIC INTEGRITY: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

STUDENT SUPPORT SERVICES: 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, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

ELECTRONIC COMMUNICATION: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

STUDENT FEEDBACK SURVEY: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

FINAL REVIEW WEEK: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In

addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. In the College of Business classroom, the nearest exit is located down the stairs directly in front of the classroom. In the Life Science building the nearest exit is straight out the classroom doors. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

As the instructor for this course, I reserve the right to adjust this syllabus in any way that serves the educational needs of the students enrolled in this course.

–Sandra Cherie Henderson