# The University of Texas at Arlington College of Business, Department of Accounting

**ACCT 3303 Accounting Information Systems Fall 2018**

**INSTRUCTOR:** Terra Brown McGhee, CPA, MPA

**OFFICE:** COBA 435

**PHONE:** 817-917-2083, voicemail or text message

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**FACULTY PROFILE:** <https://mentis.uta.edu/explore/profile/terra-mcghee>

**OFFICE HOURS:** MW 11:00 am – 11:30 am, and by appointment

* Preferred method of contacting me.

# SECTION INFORMATION: ACCT 3303 - Sections 001 and 004

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**Time and Place of Class Meetings:**

Section 001 MWF 9:00 am – 9:50 am, Room 241

Section 004 MWF 10:00 am – 10:50 am, Room 241

**DESCRIPTION OF COURSE CONTENT:** Analysis and design of business processes. Includes coverage of control concepts, information security, 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 team-building, presentation, and communication skills.
  + Apply this knowledge as a foundation for life-long learning with technology and systems

# REQUIRED TEXTBOOK AND OTHER COURSE MATERIALS:

***Required:*** Richardson, Chang, Smith; *Accounting Information Systems*, 2nd Edition, McGraw Hall, 2015. ISBN: 978-1-260-08866-3 or 978-1-259-53887-2

# QuickBooks Desktop Trial. You will need to download a version of QuickBooks to complete the required GL assignment.

Go to the following link. <http://intuiteducationprogram.com/students.php>

Once you are there, choose "register" under QB Desktop Accountant 2017 or 2018 Fill out all the information using you university email address and choose Desktop Accountant 2017, then submit. After you submit the form, you will receive an email verifying and it will contain information on next steps. It will take up to 3 business days but you should get another email explain how to get the software.

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***Scantrons:*** One form 882-E scantron will be needed for each exam. You are responsible for obtaining and bringing a scantron for each exam.

**COURSE WEBSITE:** The course page on the UTA Blackboard system (https:/elearn.uta.edu) will be the official website for this class. All course information including the syllabus, schedule, course materials, grades, and announcements will be posted to this site.

# MAJOR ASSIGNMENTS AND EXAMS:

**Individual Assignments:**

* + - **Excel Assignment:** This assignment is designed to review basic Excel skills and to advance to more intermediate skills. More details will be posted on Blackboard.
    - **General Ledger Assignment:** This assignment is intended to give you practical experience using an accounting software system. More details will be posted on Blackboard.
    - **Database Assignment:** This assignment is intended for you to gain hands-on experience with MS Access and learn how to build a database and extract information from it. More details will be posted on Blackboard.
    - **Tableau Assignment:** This assignment is intended to give you to gain hands-on experience with data visualization software. More details will be posted on Blackboard.

***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*.

**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.

**ATTENDANCE:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in 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. As the instructor of this section, I expect you to attend all classes. I may 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. Please let me know if you have an unavoidable problem with getting to class on time.

However, 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 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 Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**MAKE-UP EXAMS:** There are no make-ups for exams. Failure to take any exam will result in a grade of zero. If a student misses an exam due to unavoidable circumstances (ex: car accident or sudden, serious illness), the student should contact me the day of the missed exam with documentation of the incident to ***potentially*** qualify for an excused absence and make arrangements to replace the missed exam grade with the final exam.

**GRADING:** Your semester grade will be based on the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Exams (4 @ 75 points) | 300 |  | **Grading Scale:** |
| Final Exam | 150 | A- - | 540 and above |
| General Ledger Assignment (individual) | 75 | B- -- | 480 – 539 |
| Access Assignment (individual) | 25 | C- - | 420 – 479 |
| Tableau Assignment (individual) | 25 | D- - | 360 – 419 |
| Excel Assignment (individual) | 25 | F- | under 360 |
| Total Available Points | 600 |  |  |

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**: 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; see “Student Support Services,” below. **NOTE: Grades are not given, they are earned by you. The points shown above are the maximum points available, nothing is guaranteed.**

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.

**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/aao/fao/>).

**Disability Accommodations:** UTArlington 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** <http://www.uta.edu/disability/> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php).

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or [titleix@uta.edu](mailto:titleix@uta.edu)

**Academic Integrity:** Students enrolled all UT Arlington courses 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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

**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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** 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, which is located down the hall. 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 individuals with disabilities.

**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](http://www.uta.edu/studentsuccess/learning-center/utsi/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/studentsuccess/learning-center/mcnair-scholars/index.php). 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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php>

**The** [**IDEAS Center**](https://www.uta.edu/ideas/) **(**2nd Floor of Central Library) offers **FREE** [tutoring](https://www.uta.edu/ideas/services/tutoring/index.php) 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.

**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 [**https://uta.mywconline.com**](https://uta.mywconline.com/). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [**www.uta.edu/owl**](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor 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. [**http://library.uta.edu/academic-plaza**](http://library.uta.edu/academic-plaza) **.**

**LIBRARY** [**library.uta.edu**](http://library.uta.edu/)

**RESOURCES FOR STUDENTS**

**Research or General Library Help**

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu/)

Librarians by Subject [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

Research Coaches <http://libguides.uta.edu/researchcoach>

**Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)

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.

***–Terra McGhee***

**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

**ACCT 3303 TENTATIVE CLASS SCHEDULE - Fall 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **CHAPTER** | **TOPIC** | **DUE** |
| 8/22 |  | Introduction |  |
| 8/24 | 1 | Accounting Information Systems and Firm Value |  |
| 8/27 | 1 | Accounting Information Systems and Firm Value |  |
| 8/29 | 2 | Accountants as Business Analysts |  |
| 8/31 | 2 | Accountants as Business Analysts |  |
| 9/3 |  | No Class – Labor Day |  |
| 9/5 | 14 | Balanced Scorecard and Business Value of IT |  |
| 9/7 |  | Catch up and work on projects |  |
| 9/10 |  | Catch up and work on projects |  |
| 9/12 | **Exam 1** | **Exam 1 (Ch 1, 2, 14)** |  |
| 9/14 | 3 | Data Modeling |  |
| 9/17 | 3 | Data Modeling | **Excel Assignment** |
| 9/19 | 4 | Relational Databases |  |
| 9/21 | 4 | Relational Databases |  |
| 9/24 | 5 | Sales/Collection Process |  |
| 9/26 | 5 | Sales/Collection Process |  |
| 9/28 | 6 | Purchases/Payment Process |  |
| 10/1 | 6 | Purchases/Payment Process |  |
| 10/3 | 7 | Conversion Process |  |
| 10/5 | 7 | Conversion Process |  |
| 10/8 |  | Catch up and work on projects |  |
| 10/10 |  | Catch up and work on projects |  |
| 10/12 | **Exam 2** | **Exam 2 (Ch 3-7)** |  |
| 10/15 | 11 | AIS and Internal Controls | **Access Assignment** |
| 10/17 | 11 | AIS and Internal Controls |  |
| 10/19 | 12 | Information Security and Computer Fraud |  |
| 10/22 | 12 | Information Security and Computer Fraud |  |
| 10/24 | 13 | Monitoring and Auditing AIS |  |
| 10/26 | 13 | Monitoring and Auditing AIS |  |
| 10/29 |  | Catch up and work on projects |  |
| 10/31 |  | Catch up and work on projects |  |
| 11/2 | **Exam 3** | **Exam Three (CH 11-13) LAST DAY TO DROP BY (4 PM)** |  |
| 11/5 | 9 | Data Analytics | **GL Assignment** |
| 11/7 | 9 | Data Analytics |  |
| 11/9 | 10 | XBLR |  |
| 11/12 | 10 | XBLR |  |
| 11/14 | 15 | Evaluating AIS Investments | **Tableau Assignment** |
| 11/16 | 15 | Evaluating AIS Investments |  |
| 11/19 | 16 | SDLC and Project Management |  |
| 11/21 |  | No Class – Thanksgiving Holiday |  |
| 11/23 |  | No Class – Thanksgiving Holiday |  |
| 11/26 | 16 | SDLC and Project Management |  |
| 11/28 |  | Catch up and review |  |
| 11/30 | **Exam 4** | **Exam Four (Ch 9-10 and 15-16)** |  |
| 12/3 |  | Final Exam Review |  |
| **Final Exam: Section 001 (9:00 class) Monday, 12/10 8:00 am – 10:30 am**  **Final Exam: Section 004 (10:00 class) Wedensday, 12/12 8:00 am – 10:30 am** | | | |

## 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. –Terra McGhee