COURSE TITLE

Accounting Information Systems (formerly Microcomputer Applications in Accounting)

PROFESSOR

Virginia Fullwood, M.B.A., C.P.A.
Department of Accounting
College of Business & Entrepreneurship

CONTACT INFORMATION

Office: BA 121
Appointment Hours: Monday and Wednesday 9:00-11:59PM, Tuesday and Thursday 10:00AM – 12:00PM, “Appointment Recommended”
The above hours listed are times I will physically be in my office. I will be in the office at least one Friday a month. If you find it necessary to meet with me in my office on Friday, I will be happy to make accommodations to meet you if I do not have a conflict. Other times by appointment only
Telephone: 903-886-5654
Fax: 903-468-3216
E-Mail: virginia.fullwood@tamu.edu
This is an online class therefore virtual office hours are 24/7. Please feel free to submit any question you have in virtual office. I will attempt to address that question from Monday through Friday within 24 hours.

COURSE MEETING DAY/TIME/Online

Online
Beginning August 27, 2012 a ClassLive Session will be available Monday 1-2. This time will be a lecture session. ClassLive is not required but it is a time when I will address questions students have posted and lecture on the assignment chapter. I will come online and if no one joins the session in the first 20 minutes, I will sign-off ClassLive. I will have a Classlive session on Tuesday evening (1:00-2:00PM) to go over homework assignments beginning September 4, 2012. ClassLive sessions are recorded so if you cannot join the class on Tuesday evening you can watch and listen to the recorded session sometime during the assigned week. ClassLive tracks the time you are online each week. Make sure you are listening to the ClassLive session
in the week assigned as questions you may have can be answered. The ClassLive session will address issues regarding assignments on Tuesday as well.

**COURSE DESCRIPTION**

Course Description - The Accounting Information Systems course introduces students to how accounting activities are integrated into manual and computer-based accounting information systems. The course explores in detail the revenue and expenditure cycles, the general ledger, financial reporting, and management reporting systems. Internal control, fraud, and ethics are integrated throughout the curriculum. Students will be required to solve cases utilizing problem solving techniques and critical thinking.

**CLASS OBJECTIVES**

1. Students will be able to explain the function of a basic AIS system.

2. Students will be able to explain how data is collected and processed by an organization.

3. Students will be able to design an accounting information system to provide information needed to make key decision in the business cycle.

The course rubric for Accounting 326 Accounting Information Systems follows on the next page (Page 3).

**REQUIRED COURSE TEXT**

**ACCT INFO SYS CUSTOM A&M**

**Author Simkin 2012 edition and Chang 2012**

**ISBN 9781118443835**

This is a custom text that combines two texts. The custom book can be purchased from the university bookstore. The book was combined to help save money for the student. If you prefer to buy the two books separately, the ISBN: for each text is listed below


High speed internet connection (Broad band will make submitting large files easier)
Storage device for saving exercises and projects
Headset with a microphone is recommended
Webcam optional
Microsoft Office 2010 (Access must be included)
If you are not familiar with MSAccess (database), you may want to start working through the tutorials provided by Microsoft. On the last page for assignments, I have provided the link.

**STUDENT RESPONSIBILITIES**

Complete all assignments in a timely manner  
Devote the necessary time outside of class  
Read assigned material prior to participating in ClassLive weekly  
Prepare problems for review and grading on schedule  
Learn how to share information and help each other solve problems  
Acquire additional skills and knowledge about desktop applications and their use.

The rubric below is the rubric for the course:

**ACCT 326 Accounting Information Systems**

<table>
<thead>
<tr>
<th>Criteria (Course Objectives)</th>
<th>1 (Unsatisfactory)</th>
<th>2 (Emerging)</th>
<th>3 (Proficient)</th>
<th>4 (Exemplary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to explain the function of a basic AIS system.</td>
<td>Student cannot explain the function of a basic AIS system</td>
<td>Student is able to identify and explain some functions of a basic AIS system</td>
<td>Student is able to identify and explain the underlying concepts fundamental to an AIS system, and demonstrates average knowledge preparing flowcharts, and flow diagrams.</td>
<td>Student is proficient in explaining the function of a basic AIS system.</td>
</tr>
<tr>
<td>Students will be able to explain how data is collected and processed by an organization.</td>
<td>Student is not familiar with how data is collected and processed by an organization</td>
<td>Student can explain a limited ways that data is collected and processed by an organization</td>
<td>Student is able to explain how data that adds value to an organization is collected and processed</td>
<td>Student is able to explain how data that adds value to an organization is collected, processed, and controlled.</td>
</tr>
</tbody>
</table>
INTRODUCTION

The above list emphasizes the responsibilities that the student must adhere to so that each student will have the opportunity to excel in this class. I will hold you responsible for a thorough understanding of all of the material presented in the text, and material acquired from the tutorials, and other research and reference sources. You may not gain all of the knowledge you need in this class exclusively from your textbooks. I will expect you to use your research and information acquisition skills to obtain any knowledge or information that is not specifically presented. A good reference is an online Financial Accounting textbook that can be accessed using the following URL www.principlesofaccounting.com. You can access this URL by holding down the control key and clicking on the link. If you are not familiar with Access please work the first tutorials on creating a database. If you do not own Access, it is available in the computer lab located in the library and in the business lab on the third floor of the business building.

COURSE OVERVIEW:

This course will explain why Accounting Information Systems and MSAccess is valuable when making business decisions and provide a basic overview of how MSAccess works. Students will learn basic skills such as data entry, formatting, and editing. Accountants play an important role in designing accounting information systems. Your role will include understanding how accounting information systems work in order to measure how cost-effective the system is performing, assess reliability, and to engage in continuous improvement of the system.

Collecting data and utilizing the data as information is a common and often critical task in business. Students will learn how to create, populate, display tables, create and use queries, and create and use forms and reports utilizing MSAccess. You will learn how business uses MSAccess processing sales/collection, in the acquisition/payment process, the human resource process, and the financing process.
COURSE EVALUATION

The final course grade will be based on the following items:

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Point Value</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid Term Examination</td>
<td>95</td>
<td>500-450 = A</td>
</tr>
<tr>
<td>Problems (15)</td>
<td>75</td>
<td>449-400 = B</td>
</tr>
<tr>
<td>Cases (15)</td>
<td>150</td>
<td>399-350 = C</td>
</tr>
<tr>
<td>Discussion (15)</td>
<td>30</td>
<td>349-300 = D</td>
</tr>
<tr>
<td>Final</td>
<td>150</td>
<td>299 and below = F</td>
</tr>
<tr>
<td>Total Points</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

PROBLEMS AND CASES

Reading assignments will be 1 to 2 chapters a week. We will cover 15 chapters in Core concepts of Accounting Information Systems by Simkin and five chapters in Modeling and Designing Accounting Systems by Chang. The assignments are to be prepared using MSWord, MSAccess, or MSExcel. You will need to compress the MSAccess assignments before loading to the assigned dropbox on e-College. To compress the file, save the file and close the document, right click on the icon, click on send to and then click on compress. You will complete assigned projects weekly. All assignments will be shown for the week on e-College. When submitting assignments make sure you name the files by your name and assignment. Example: FullwoodVassignment # and assignment name. I will be downloading these assignments for grading; therefore, it is imperative that your name is on the assignment. You need to make sure you download the assignment to the correct dropbox. I will not look for the assignment. All projects will be due Sunday of the assignment week. If you have difficulty with a project, please work with your classmates to solve that problem. I will not come in and provide you help until you have attempted working with your peers. Please use virtual office that relates to the assignment week to correspond with your classmates and the instructor. This is part of your participation grade. The purpose is to learn to work in teams to accomplish a task. I will record a lecture on Monday that covers the chapter assigned for the week, and go over the submitted project during the following Tuesday ClassLive session. I will not accept a late project after I have discussed the assignment on ClassLive. Participation in ClassLive sessions are not required. The sessions are provided to give you an opportunity to ask questions of the instructor real time. If you cannot join the session post your questions on virtual office, I will address the question during the ClassLive session or answer in virtual office. The sessions are recorded and you can go in and listen and watch the recording at a later date. I suggest you listen the week the session is available, as I will be giving instructions regarding the assignments for that week.
Rubric used in grading Problems and Cases

<table>
<thead>
<tr>
<th>Problems and Cases</th>
<th>Excellent</th>
<th>Competent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequately Prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support method of achieving solution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate understanding of concepts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity and Originality</td>
<td></td>
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</tbody>
</table>

Problems are worth 5 points each  
Criterion 1 points each  
Excellent – 1 points  
Competent – .75  
Satisfactory – .50  
 Unsatisfactory – .25 point  

Cases are worth 10 points each  
Criterion 2 points each  
Excellent – 2 points  
Competent – 1.75 points  
Satisfactory – 1.50 points  
 Unsatisfactory – 1.25 point

**DISCUSSION**

Your participation grade will be assessed by your activity in the discussion groups. I expect you to read all assigned weekly chapters. You are NOT required to join the ClassLive Session on Monday during the lunch hour from 1:00-2:00PM beginning August 27, 2012 and Tuesday, September 4, 2012 from 8:00-9:00PM. If no one joins the session within the first 20 minutes, I will sign out of ClassLive. If you are not able to join the class at that time you can watch and listen to the recorded ClassLive session for the corresponding week. Students are expected to contribute productively to class activities by joining in the discussion of required questions. “I agree” is not an acceptable answer. You must contribute to solving the problem. When responding to a discussion question, you need to explain your reasoning and offer support for your answer (This means provide at least one reference outside of the text). You are expected to add value to the discussion by engaging in research outside the information available in the textbook. Thirteen of the discussion questions will be completed in the discussion group for the corresponding week. Two questions will be answered and uploaded to a dropbox (Questions 7-1 and 9-6) as specified in the assignment schedule. A rubric follows that will be used in the grading process for the discussion questions.
## Rubric for Grading Discussion Questions

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Excellent</th>
<th>Competent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responses to question</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answers question timely</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added value to the discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researched multiple sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Interacted professionally with classmates</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Draws out discussion with others</td>
<td></td>
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<tr>
<td>Maintains focus and stays on track</td>
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<tr>
<td>Good organization</td>
<td></td>
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<tr>
<td>Supports comments with resources</td>
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<tr>
<td>Analysis strategy meets objective</td>
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</tbody>
</table>

Each criterion is worth 0.5 point.

**Grading Scale**

- Excellent – 0.5 points
- Competent - 0.4 points
- Satisfactory – .03 points
- Unsatisfactory – .02 points are below

### STUDENT RESOURCES

Your textbooks provide PowerPoint slides for each chapter. To access the PowerPoint slides go to the following URL [www.wiley.com/simkin](http://www.wiley.com/simkin) for the Core Concepts of Accounting Information Systems text or for the Modeling and Designing Accounting Systems go to URL [www.wiley.com/chang](http://www.wiley.com/chang).

Click on companion website for the 2nd edition (the text with a green world pictured on the front is the Core Concepts text and the spiral cover for the Modeling and Designing text). To access the student resources, click on student resources. I have provided the url’s for student resources under the tab webliography. You will find the tab for webliography at the top of your e-college screen. Under book resources, you have access to the resources that are not locked. These resources include PowerPoint slides and student data files that will be utilized to complete assignments.
EXAMINATIONS

Two examinations will be given during the semester. Examinations will be given at Mid-Term worth 95 points and a Final worth 150 points each. Each examination will be either essay or problem solving questions. A rubric for grading follows:

**Rubric for Grading Examinations**

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Excellent</th>
<th>Competent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate knowledge of software</td>
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<tr>
<td>Proficient use of basic software functions</td>
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<tr>
<td>Demonstrate understanding of problem-solving process</td>
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<tr>
<td>Capable of transferring knowledge to unstructured issues to achieve a solution</td>
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<tr>
<td>Utilized professional format when preparing queries, forms, and reports using a database</td>
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<tr>
<td>No grammatical errors</td>
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<tr>
<td>Demonstrates knowledge and uses business vocabulary</td>
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<tr>
<td>Demonstrates understanding of basic Accounting Information System concepts used to problem solve</td>
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<tr>
<td>Examination completed timely</td>
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<tr>
<td>Demonstrates creativity and originality</td>
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</table>

Grading Scale Mid-Term per criterion
- Excellent – 9.5 points each
- Competent – 8.5 points
- Satisfactory – 7.5 points
- Unsatisfactory – 6.5 points and below

Grading Scale Final Examination per criterion
- Excellent – 15 points
- Competent – 13-12 points
- Satisfactory – 11-10 points
- Unsatisfactory – 9 points and below

E-MAIL POLICY

All students must use their MyLeo accounts when corresponding with professors. Please include the course number in the subject line of the e-mail message. Any e-mail which does not conform to these guidelines will not be read or responded to by the professor. If you do
not have a computer, the business computer laboratory is located in BA345 and a computer laboratory is available in the library. The instructor will attempt to answer your e-mails within 24 hours on Monday – Thursday. I am not available to answer e-mails on the weekend. If you need to contact me, e-mail is the best method as it is the communication of choice by the university. Please do not call my office telephone and request that I return a long-distance call. I do not call long-distance. I check my e-mail in the morning and afternoon on Monday-Thursday.

**POP-UPS**

Explorer blocks pop-ups. You need to disable the pop-up blocker to the online learning sites to avoid this problem. To temporarily turn off or disable the pop-up blocker, go to tools and select the off on the pop-up blocker settings. The off selection turns off the pop-up blocker until the browser is closed or you can choose to select a setting that allows the pop-ups to be turned off permanently for a specific website.

**TECHNICAL SUPPORT**

Please complete the student tutorial on using e-College. E-College provides help. The help button is located on the top right of the screen to provide information while you are working in e-College. If at any time you experience technical problems such as not being able to log into the course, please contact the e-College HelpDesk. The HelpDesk is available 24 hours a day, seven days a week. You can access the HelpDesk by sending an e-mail to helpdesk@online.tamuc.org or by calling 1-866-656-5511.

**STUDENT RESPONSIBILITIES**

- Purchase required texts
- Read assigned material on schedule
- Complete all assigned projects timely
- Prepare diligently for all exams

I will also hold you responsible for:
- All material in the textbook (unless I tell you to omit the material)
- Any modifications, extension, or elimination of certain concepts in the textbook
- The information and knowledge you acquire from completing your projects

I expect you to adhere to all rules and standards set forth in this syllabus. I reserve the right to modify or change this syllabus at any time. I expect you to adhere to the academic honesty standards promulgated by Texas A & M University-Commerce. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the university or contained in this syllabus.

**POLICY FOR DROPPING CLASS**

If the student finds that he/she needs to drop the class it is the student’s responsibility to drop the class. I will not drop you from the class. Students, who because of circumstances beyond their
control, are unable to attend classes during the last three weeks preceding finals can request an “X” in the class if they are maintaining a grade of “C” or above. It is up to the instructor’s discretion whether this will be approved based on proof of death of an immediate family member or a lengthy hospitalization of the student.

**ADA POLICY**

**Students with Disabilities:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

If you are registered with the office of **Student Disability Resources and Services (SDRS)** and will be needing accommodations this fall, please remember to contact our office for accommodation letters. It will be your responsibility to pick up the letters and deliver them to your instructor. Please remember accommodations are not retroactive, so they will start when you deliver the letter to your instructor.

- You must contact SDRS **every semester** that you are enrolled in order to receive accommodation letters.
- If you need alternate textbooks, you must first purchase the textbook and also fill out a request form through our office in order to receive a copy of the text in alternate format. Please note it does take time to get textbooks converted, so please submit request form at least 4 weeks in advance.
- If you are requesting an interpreter, you must contact the SDRS office 4-6 weeks prior to the date needed and also fill out a request form.
- In order to take exams/tests in SDRS you must sign up (stop by or email) **at least five days in advance** of the test date to reserve a space/time. You must also sign a testing agreement form which outlines all rules that must be followed when testing in SDRS.
- If you have been approved for a note taker, you **must** contact our office to set up an appointment. The procedure for note takers has changed and you will be using a note taker out of the class you need one. There is an informational/step by step packet for you as well as one you need to give to your note taker. **If you have already met with a consultant in the SDRS department concerning this, please remember to submit student note taker service agreement form ASAP and also please remind your note taker to submit green form to SDRS in order to receive credit for services.**
DISCIPLINE POLICY

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

COMFORTABLE LEARNING ENVIRONMENT

The university, this department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are to treat each other politely both in word and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction, contact your instructor for help in solving the problem.

ACADEMIC HONESTY POLICY

The College of Business and Entrepreneurship at Texas A & M University-Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanctions up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct**: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.
- **Cheating**: The unauthorized use of another’s work and reporting it as your own.
- **Plagiarism**: Using someone else’s ideas and not giving proper credit.
- **Collusion**: Acting with others to perpetrate any of the above actions regardless of personal gain.

Assignments:

If you have difficulty with one of the projects, I suggest that you go back and reread that portion of the chapter. The assignment schedule should be followed diligently. Assignments will not be accepted late after the instructor discusses the assignment on ClassLive (The Tuesday following the submittal date).
<table>
<thead>
<tr>
<th>Assignments</th>
<th>Course/Week</th>
<th>Assignments</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Placement/Topics</strong></td>
<td><strong>Outcomes</strong></td>
<td><strong>Assignments</strong></td>
<td><strong>Assignments</strong></td>
</tr>
<tr>
<td><strong>Week 1: Overview of Accounting Information Systems</strong></td>
<td><strong>Objective 1/Outcome 1</strong></td>
<td>Students will be able to explain the function of a basic AIS system.</td>
<td>Please read Chapter 1 in the <em>Core Concepts of Accounting Information Systems</em>. Complete the assigned project/projects by the due date listed in e-College. Join the ClassLive Session Monday August 27, 2012 from 1:00-2:00 (Central Time Zone). If you are unable to join the ClassLive Session, please listen to the session during the week.</td>
</tr>
<tr>
<td><strong>Week 2: Information Technology</strong></td>
<td><strong>Objective 1/Outcome 2</strong></td>
<td>Students will become familiar with an AIS system as a collection of hardware, software, data, people, and procedures that work together to accomplish processing a task.</td>
<td>Core Concepts of Accounting Information Systems textbook Complete Problem 1.18 (page 29) and submit to the Corresponding dropbox. Complete Case 1-19 (page 30) and submit to the Corresponding dropbox for grading. Due September 2, 2012 No later than 11:59 PM. (Central Time Zone) Remember to answer the discussion question each Week.</td>
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<tr>
<td>Students will be able to explain the fundamental concepts of database systems.</td>
<td>Please read Chapter 3 Join the ClassLive Monday, September 10, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session. Join the live session from 1:00-2:00PM. (Central Time Zone)</td>
<td>Complete Problem 3.16 (page 97) and submit to the Corresponding dropbox. Complete Case 3-20 (page 66) and submit to the Corresponding dropbox for grading. Due September 16, 2012 No later than 11:59 PM (Central Time Zone)</td>
<td>Remember to answer the discussion question each Week.</td>
</tr>
<tr>
<td></td>
<td>Join the ClassLive Session on Tuesday, September 11, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due September 9, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.</td>
<td></td>
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<tr>
<td></td>
<td>Complete the assigned project/projects by the due date listed in e-College.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 4: Using REA to Model Business Processes</th>
<th>Objective 3/Outcome 1</th>
<th>Please read Chapters 1 and 2 in Modeling and Designing Accounting Systems</th>
<th>Modeling and Designing Accounting Systems Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to describe the basic concepts of data models and relational databases.</td>
<td>Join the ClassLive Session Monday 17, 2012 from 1:00-2:00PM. Complete the assigned project/projects by the due date listed in e-College Join the ClassLive Session on Tuesday evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due September 16, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.</td>
<td>Answer the M/C Questions chapter 1 (page 15-17) and Chapter 2 (pages 31-34) and submit to the corresponding drop box Due September 23, 2012 no later than 11:59PM (Central Time Zone)</td>
<td>Remember to answer the discussion question each Week.</td>
</tr>
</tbody>
</table>
| Week 5: Organizing and Manipulating the Data In Databases | **Objective 3/ Outcome 2**  
Students will be able to manipulate database information by sorting, indexing, using data mining tools, or performing queries. | **Core concepts of Accounting Information Systems**  
Please read Chapter 4  
Join the ClassLive Monday, September 24, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.  
Join the live session from 1:00-2:00PM. (Central Time Zone)  
Join the ClassLive Session on Tuesday September 25, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due September 23, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.  
Complete the assigned project/projects by the due date listed in e-College.  
**Core Concepts of Accounting Information Systems textbook**  
Complete Problem 4-19 (page 129) and submit to the Corresponding dropbox.  
Complete Case 4-23 (page 134-135) and submit to the Corresponding dropbox for grading.  
Due September 30, 2012 No later than 11:59 PM (Central Time Zone)  
Remember to answer the discussion question each Week. |
|---|---|
| Week 6: Using Access to Implement a Relationship Database | **Objective 3/ Outcome 3**  
Students will be able to explain control concepts and the importance of computer control and security. | **Please read Chapter 3 in Modeling and Designing Accounting Systems**  
Join the ClassLive Session Monday October 1, 2012 from 1:00-2:00 PM.  
Join the ClassLive Session on Tuesday September 25, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due September 30, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.  
Complete the assigned project/projects by the due date listed in e-College.  
**Modeling and Designing Accounting Systems**  
Chapter 3 Complete Problem 3.1 (page 64)  
Due October 7, 2012 no later than 11:59 PM (Central Time Zone).  
Remember to answer the discussion question each Week. |
<table>
<thead>
<tr>
<th>Week 7: Database Forms and Reports</th>
<th>Objective 3/ Outcome 4 Students will be able to identify the four criteria that can be used to evaluate the effectiveness of an organization’s information security.</th>
<th>Core concepts of Accounting Information Systems Please read Chapter 5  Join the ClassLive Monday, October 8, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.  Join the live session from 1:00-2:00PM. (Central Time Zone)  Join the ClassLive Session on Tuesday October 9, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due October 7, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.  Complete the assigned project/projects by the due date listed in e-College.</th>
<th>Core Concepts of Accounting Information Systems Complete Problem 5.16 (Page 159) and submit To the corresponding dropbox for grading. Complete Case 5.21 (Page 161) and submit To the corresponding dropbox for grading. Due October 14, 2012 no later than 11:59 PM (Central Time Zone) Remember to answer the discussion question each Week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8: Documenting Accounting Information Systems</td>
<td>Objective 1/Outcome 4 Students will be able to document an AIS in order to explain how the system works and draw flow diagrams to provide both a physical and a logical view of an AIS system.</td>
<td>Core concepts of Accounting Information Systems Please read Chapter 6  Join the ClassLive Monday, October 15, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.  Join the live session from 1:00-2:00PM. (Central Time Zone)  Join the ClassLive Session on Tuesday October 16, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the assignment that was due October 14, 2012. Once the assignment is discussed online, no late assignments will be accepted for any reason.  Complete the assigned project/projects by the due date listed in e-College.</td>
<td>Core Concepts of Accounting Information Systems Complete Problem 6.14 (Page 197) and submit To the corresponding dropbox for grading. Complete Case 6.23 (Page 201-203) and submit To the corresponding dropbox for grading. Due October 21, 2012 no later than 11:59 PM (Central Time Zone) Remember to answer the discussion question each Week.</td>
</tr>
<tr>
<td>Week 9 Assessment</td>
<td>Demonstrate competency in knowledge of an Accounting Information System and design an accounting information system utilizing a relational database</td>
<td>Mid-term examination will open on October 22 and close on October 28.</td>
<td>Due no later than 11:59PM (Central Time Zone) October 28.</td>
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| **Week 9: Documenting the Sales and Purchasing Process** | **Objective 2/ Outcome 1**  
  a. Students will be able to explain the sales and purchasing process.  
  b. Students will be able to evaluate an optimal inventory management system and controls. | **Core concepts of Accounting Information Systems**  
  Please read Chapter 7 and 8  
  Join the ClassLive Monday, October 29, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.  
  Join the live session from 1:00-2:00PM. (Central Time Zone)  
  Join the ClassLive Session on Tuesday October 30, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the examination due October 28, 2012.  
  Complete the assigned project/projects by the due date listed in e-College. | **Core Concepts of Accounting Information Systems**  
  Complete question 7.1 (Page 232) and submit to the corresponding dropbox for grading.  
  Complete Case 7.15 (Page 201-203) and submit to the corresponding dropbox for grading.  
  Complete Case 8.16 (Page 266-267) and submit to the corresponding dropbox for grading.  
  Due November 4, 2012 no later than 11:59 PM (Central Time Zone)  
  Remember to answer the discussion question each Week. |
| **Week 10: Sales Collection and Business Process** | **Objective 2/ Outcome 2**  
  Students will be able create queries, create forms with sub forms, create a combo box in a form, and create a simple report based on a query. | **Modeling and Designing Accounting Systems**  
  Please read Chapter 4 and 5  
  Join the ClassLive Monday, November 5, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.  
  Join the live session from 1:00-2:00PM. (Central Time Zone)  
  Join the ClassLive Session on Tuesday November 6, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the homework assignments.  
  Complete the assigned project/projects by the due date listed in e-College. | **Modeling and Designing Accounting Systems**  
  Work through Chapter 4 exercises in the chapter. After you complete the exercises in the chapter. Go To page 111-112 and run the queries in 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6. When completed submit to the Corresponding dropbox for grading. (Please Compress the access file before uploading to the Dropbox)  
  Work through Chapter 5 exercises in the chapter. After you complete the exercises in the chapter Go to page 145 and complete Problems 5.2-5.5.  
  Due November 11, 2012 no later than 11:59PM (Central Time Zone)  
  Remember to answer the discussion question each Week. |
<table>
<thead>
<tr>
<th>Week 11: Introduction to Internal Control Systems</th>
<th>Objective 2/Outcome 3</th>
<th>Core concepts of Accounting Information Systems</th>
<th>Core Concepts of Accounting Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate competency in knowledge of an Accounting Information System and the importance of controls and security.</td>
<td>Please read Chapter 9 Join the ClassLive Monday, November 12, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session. Join the live session from 1:00-2:00PM. (Central Time Zone) Join the ClassLive Session on Tuesday November 13, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the problem and cases due November 11, 2012. Complete the assigned project/projects by the due date listed in e-College.</td>
<td>Complete question 9.6 (Page 300) and submit To the corresponding dropbox for grading. Complete Case 9.13 (Page 301) and submit to The corresponding dropbox for grading. Complete Case 9.20 (Page 304) and submit to The corresponding dropbox for grading Due November 18, 2012 no later than 11:59 PM (Central Time Zone) Remember to answer the discussion question each Week.</td>
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<tr>
<td>Week 12: Auditing Computer Based Information Systems</td>
<td>Objective 2/ Outcome 4</td>
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<td>a.</td>
<td>Students will be able to explain controls designed to protect an organization’s confidential information.</td>
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<td>b.</td>
<td>Students will be able to identify potential computer control weaknesses and assess the need for controls.</td>
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**Core concepts of Accounting Information Systems**

- Please read Chapter 10 and 11
- Join the ClassLive Monday, November 19, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.
- Join the live session from 1:00-2:00PM. (Central Time Zone)

- Join the ClassLive Session on Tuesday November 20, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the problem and case due November 18, 2012.
- Complete the assigned project/projects by the due date listed in e-College.

<table>
<thead>
<tr>
<th>Core Concepts of Accounting Information Systems</th>
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<tbody>
<tr>
<td>Complete Problem 10.16 (Page 335-336) and submit to the corresponding dropbox for grading.</td>
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<tr>
<td>Complete Case 10.22 (Page 301) and submit to the corresponding dropbox for grading.</td>
</tr>
<tr>
<td>Complete Problem 11.15 (Page 371-372) and submit to the corresponding dropbox for grading.</td>
</tr>
<tr>
<td>Complete Case 11.18 (Page 372) and submit to the corresponding dropbox for grading.</td>
</tr>
<tr>
<td>Due November 25, 2012 no later than 11:59 PM (Central Time Zone)</td>
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<tr>
<td>Remember to answer the discussion question each Week.</td>
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<tr>
<th>Week 13: Information Technology Auditing. Developing and Implementing Effective Accounting Information Systems</th>
<th>Objective 2/Outcome 2</th>
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</thead>
<tbody>
<tr>
<td>Students will be able to explain internal controls mandated by SAS No. 99 and the Sarbanes-Oxley Act of 2002 and why IT auditors are in demand</td>
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</tbody>
</table>

Objective 2/ Outcome 3

Students will be able to evaluate system performance capabilities, costs and benefits, system maintainability, system compatibility with other systems, and vendor support.

**Core concepts of Accounting Information Systems**

- Please read Chapter 12 & 13
- Join the ClassLive Monday, November 26, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session.
- Join the live session from 1:00-2:00PM. (Central Time Zone)

- Join the ClassLive Session on Tuesday November 27, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the problem and case due November 25, 2012.
- Complete the assigned project/projects by the due date listed in e-College.

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<thead>
<tr>
<th>Core Concepts of Accounting Information Systems</th>
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<tbody>
<tr>
<td>Complete Problem 12.10 (Page 404) and submit to the corresponding dropbox for grading.</td>
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<tr>
<td>Complete Case 12.13 (Page 406) and submit to the corresponding dropbox for grading.</td>
</tr>
<tr>
<td>Complete Problem 13-15 (Page 439) and submit to the corresponding dropbox for grading.</td>
</tr>
<tr>
<td>Complete Case 13.23 (Page 442) and submit to the corresponding dropbox for grading.</td>
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<tr>
<td>Due December 2, 2012 no later than 11:59 PM (Central Time Zone)</td>
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<tr>
<td>Remember to answer the discussion question each Week.</td>
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</table>
### Week 14:
#### Accounting on the Internet
##### Objective 2/Outcome 4
- a. Students will be able to implement privacy and security on the internet.
- b. Students will be able to evaluate appropriate software packages for business

**Core concepts of Accounting Information Systems**

Please read Chapter 14 and 15.
Join the ClassLive Monday, December 3, 2012. This session is for the instructor to lecture on the chapter. Students gain a better understanding of the material if the chapter is read prior to the session. Join the live session from 1:00-2:00PM. (Central Time Zone)

Join the ClassLive Session on Tuesday December 4, 2012 evening 8:00-9:00PM (Central Time Zone) to discuss the problem and case due December 2, 2012.

Complete the assigned project/projects by the due date listed in e-College.

**Core Concepts of Accounting Information Systems**

Complete Problem 15.13 (Page 503) and submit to the corresponding dropbox for grading.

Complete Case 15.15 (Page 372) and submit to the corresponding dropbox for grading.

Due December 9, 2012 no later than 11:59 PM (Central Time Zone)

Remember to answer the discussion question each Week.

### Week 16: Final Assessment
#### Objective 3/Outcome 5
Students will be able to design an accounting information system utilizing a relational database, run queries, create forms, and demonstrate satisfactory knowledge of an accounting information system.

Students will be provided with data and be required to design a database utilizing MSAccess. The data will be available on December 10, 2012.

Final Examination: Use raw data supplied by the instructor to design a data base as well as demonstrate satisfactory an average or above Knowledge of accounting information systems. Due December 13, 2012.