

Texas A & M University-Commerce
College of Business and Entrepreneurship
Department of Accounting

Syllabus
Acct 326-001W
CRN: 80009

COURSE TITLE

Accounting Information Systems (formerly Microcomputer Applications in Accounting)

PROFESSOR

Ronald Schmidt, CMA, CFM
Department of Accounting
College of Business & Entrepreneurship

CONTACT INFORMATION

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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 in the evening (8:00-9:00) 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

Simkin, M. G., Rose, J. M., & Norman, C. S. (2012) Core Concepts of Accounting Information Systems. 12th ed ISBN: 978-1-118-02230-6

Chang, C. J. & Ingraham, L. R. (2012) Modeling and Designing Accounting Systems 2nd ed. ISBN 978-1-119-94709-7

High speed internet connection (Broad band will make submitting large files easier)

Storage device for saving exercises and projects

Microsoft Office 2010 (Access must be included)

If you are not familiar with MS Access (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

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

Criteria (Course Objectives)	1 (Unsatisfactory)	2 (Emerging)	3 (Proficient)	4 (Exemplary)
Students will be able to explain the function of a basic AIS system.	Student cannot explain the function of a basic AIS system	Student is able to identify and explain some functions of a basic AIS system	Student is able to identify and explain the underlying concepts fundamental to an AIS system, and demonstrates average knowledge preparing flowcharts, and flow diagrams.	Student is proficient in explaining the function of a basic AIS system.
Students will be able to explain how data is collected and processed by an organization.	Student is not familiar with how data is collected and processed by an organization	Student can explain a limited ways that data is collected and processed by an organization	Student is able to explain how data that adds value to an organization is collected and processed	Student is able to explain how data that adds value to an organization is collected, processed, and controlled.
Students will be able to design an accounting information system to provide information needed to make key decision in the business cycle.	Student is not able to take the data collected and design an AIS system and use the data to provide information needed to make key decisions in the business cycle.	Student can take the data collected and begin the process of designing an AIS system but is not capable of using the data to provide	Student is able to design an AIS system and filter some information needed to make decisions but does not understand the AIS system well	Student understands the AIS system, its purposes, and demonstrates knowledge needed to extract data into information needed by the

		information needed by management	enough to determine what information is needed by management	users of the data.
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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 MS Access is valuable when making business decisions and provide a basic overview of how MS Access 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 and display tables, create and use queries, create and use forms and reports utilizing MS Access. You will learn how business uses MS Access 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:

<u>Course Work</u>	<u>Point Value</u>	<u>Grading Scale</u>
Mid Term Examination	95	500-450= A
Problems (11)	75	449-400 = B
Cases (5)	150	399-350 = C
Discussion (6)	30	349-300 = D
Final	<u>150</u>	299 and below = F
Total Points	500	

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, MS Access, or MS Excel. **You will need to compress the MS Access assignments before loading to the assigned drop box 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: SchmidtRassignment # 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 drop box. 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 discussion 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.**

Rubric used in grading Problems and Cases

Problems and Cases				
	Excellent	Competent	Satisfactory	Unsatisfactory
Adequately Prepared				
Support method of achieving solution				
Demonstrate understanding of concepts				
Effective analysis				
Creativity and Originality				

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 – 1.75-1.50 points

Satisfactory – 1.4 points

Unsatisfactory – 1 point

DISCUSSION

Your participation grade will be assessed by your activity in the discussion groups. I expect you to read all assigned weekly chapters. Students are expected to contribute productively to class activities by joining in the discussion of required questions. “I agree” or “I disagree” 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. **A rubric follows that will be used in the grading process for the discussion questions.**

Rubric for Grading Discussion Questions

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

Each criterion is worth 1 point.

Grading Scale

Excellent – 5 points

Competent – 4 - 3 points

Satisfactory – 2 points

Unsatisfactory – 1 point or 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 for the Core Concepts of Accounting Information Systems text or for the Modeling and Designing Accounting Systems go to URL. 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

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

Grading Scale Mid- Term per criterion

Excellent – 9.5 points each

Competent – 8-7 points

Satisfactory – 6 points

Unsatisfactory – 5 points and below

Grading Scale Final Examination per criterion

Excellent – 15 points

Competent – 14-12 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

Course/Week

Placement/Topics

Outcomes

Assignments

Week 1: Overview of Accounting Information Systems

Objective 1/Outcome 1

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

Please read Chapter 1 in the Core Concepts of Accounting Information Systems.

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

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, 2013 No later than 11:59 PM. (Central Time Zone)

Week 2: Information Technology

Objective 1/Outcome 2

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.

Please read Chapter 2

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

Core Concepts of Accounting Information Systems textbook

Complete Problem 2.23 (page 65) and submit to the Corresponding dropbox.

Complete Case 2-25 (page 66) and submit to the Corresponding dropbox for grading.

Due September 9, 2013 No later than 11:59 PM (Central Time Zone)

<p>Week 3: Introduction to Data Modeling</p>	<p>Objective 1/Outcome 3</p> <p>Students will be able to explain the fundamental concepts of database systems.</p>	<p>Please read Chapter 3</p> <p>Once the assignment is discussed online, no late assignments will be accepted for any reason.</p> <p>Complete the assigned project/projects by the due date listed in e-College.</p>	<p>Core Concepts of Accounting Information Systems textbook</p> <p>Complete Problem 3.16 (page 97) and submit to the Corresponding dropbox.</p> <p>Complete Case 3-20 (page 66) and submit to the Corresponding dropbox for grading.</p> <p>Due September 16, 2013 No later than 11:59 PM (Central Time Zone)</p>
<p>Week 4: Using REA to Model Business Processes</p>	<p>Objective 3/ Outcome 1</p> <p>Students will be able to describe the basic concepts of data models and relational databases.</p>	<p>Please read Chapters 1 and 2 in Modeling and Designing Accounting Systems</p> <p>Complete the assigned project/projects by the due date listed in e-College</p> <p>Once the assignment is discussed online, no late assignments will be accepted for any reason.</p>	<p>Modeling and Designing Accounting Systems Textbook</p> <p>Answer the M/C Questions chapter 1 (page 15-17) and Chapter 2 (pages 31-34) and submit to the corresponding drop box</p> <p>Due September 23, 2013 no later than 11:59PM (Central Time Zone)</p>
<p>Week 5: Organizing and Manipulating the Data In Databases</p>	<p>Objective 3/ Outcome 2</p> <p>Students will be able to manipulate database information by sorting, indexing, using data mining tools, or performing queries.</p>	<p>Core concepts of Accounting Information Systems</p> <p>Please read Chapter 4</p> <p>Once the assignment is discussed online, no late assignments will be accepted for any reason.</p> <p>Complete the assigned project/projects by the due date listed in e-College..</p>	<p>Core Concepts of Accounting Information Systems textbook</p> <p>Complete Problem 4-19 (page 129) and submit to the Corresponding dropbox.</p> <p>Complete Case 4-23 (page 134-135) and submit to the Corresponding dropbox for grading.</p> <p>Due September 30, 2013 No later than 11:59 PM (Central Time Zone)</p>

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 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, 2013 no later than 11:59 PM (Central Time Zone).
Week 7: Database Forms and Reports	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.	Core concepts of Accounting Information Systems Please read Chapter 5 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 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, 2013 no later than 11:59 PM (Central Time Zone)
Week 8: Documenting Accounting Information Systems	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.	Core concepts of Accounting Information Systems Please read Chapter 6 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 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, 2013 no later than 11:59 PM (Central Time Zone)
Week 9: Assessment	Demonstrate competency in knowledge of an Accounting Information System and design an accounting information system	Mid-term examination will open on October 22 and close on October 28.	Due no later than 11:59PM (Central Time Zone) October 28.

	utilizing a relational database		
Week 9: Documenting the Sales and Purchasing Process	<p>Objective 2/ Outcome 1</p> <p>Students will be able to explain the sales and purchasing process</p>	<p>Core concepts of Accounting Information Systems</p> <p>Please read Chapter 7 and 8</p> <p>Complete the assigned project/projects by the due date listed in e-College.</p>	<p>Core Concepts of Accounting Information Systems</p> <p>Complete Discussion question 7.1 (Page 232) and submit To the corresponding dropbox for grading.</p> <p>Complete Case 7.15 (Page 201-203) and submit to The corresponding dropbox for grading.</p> <p>Complete Case 8.16 (Page 266-267) and submit to The corresponding dropbox for grading</p> <p>Due November 4, 2013 no later than 11:59 PM (Central Time Zone)</p>
Week 10: Sales Collection and Business Process	<p>Objective 2/ Outcome 2</p> <p>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.</p>	<p>Modeling and Designing Accounting Systems</p> <p>Please read Chapter 4</p> <p>Complete the assigned project/projects by the due date listed in e-College..</p>	<p>Modeling and Designing Accounting Systems</p> <p>Work through Chapter 4 exercises in the chapter. After you complete the exercises in the chapter. Go To page 11-112 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)</p> <p>Due November 11, 2013 no later than 11:59PM (Central Time Zone)</p>

<p>Week 11: Introduction to Internal Control Systems</p>	<p>Objective 2/Outcome 3</p> <p>Demonstrate competency in knowledge of an Accounting Information System and the importance of controls and security.</p>	<p>Core concepts of Accounting Information Systems</p> <p>Please read Chapter 9</p> <p>Complete the assigned project/projects by the due date listed in e-College.</p>	<p>Core Concepts of Accounting Information Systems</p> <p>Complete Discussion question 9.6 (Page 300) and submit To the corresponding dropbox for grading.</p> <p>Complete Case 9.13 (Page 301) and submit to The corresponding dropbox for grading.</p> <p>Complete Case 9.20 (Page 304) and submit to The corresponding dropbox for grading</p> <p>Due November 18, 2013 no later than 11:59 PM (Central Time Zone)</p>
<p>Week 12: Auditing Computer Based Information Systems</p>	<p>Objective 2/ Outcome 4</p> <p>Students will be able to explain controls designed to protect an organization's confidential information</p>	<p>Core concepts of Accounting Information Systems</p> <p>Please read Chapter 10 and 11</p> <p>Complete the assigned project/projects by the due date listed in e-College.</p>	<p>Core Concepts of Accounting Information Systems</p> <p>Complete Problem 10.16 (Page 335-336) and submit To the corresponding dropbox for grading.</p> <p>Complete Case 10.22 (Page 301) and submit to The corresponding dropbox for grading.</p> <p>Complete Problem 11.15 (Page 371-372) and submit To the corresponding dropbox for grading.</p> <p>Complete Case 11.18 (Page 372) and submit to The corresponding dropbox for grading.</p> <p>Due November 18, 2012 no later than 11:59 PM (Central Time Zone)</p>

Week 12: The Revenue Cycle	Objective 2/Outcome 2 Students will be able to explain the revenue cycle from sales to cash collections.	Read Chapter 12 in Accounting Information Systems by Romney. Complete the assigned project by the due date listed in e-College.	Use Excel to complete Problem 12.12 (Page 366) and Submit to the corresponding dropbox for grading. Due April 15, 2013.
Week 13: The Expenditure Cycle	Objective 2/ Outcome 3 Students will be able to explain the expenditure cycle from purchasing to cash disbursements.	Read Chapter 13 in Accounting Information Systems by Romney. Complete the assigned project by the due date listed in e-College.	Discussion Question 13.2 (Page 395). Use Excel to complete Problem 13.3 (Page 397) and submit Submit to the corresponding dropbox for grading. Due April 22, 2013.
Week 14: The Production Cycle	Objective 2/ Outcome 4 Students will be able to identify the major business activities and information needed to make key decisions in the production cycle.	Read Chapter 14 in Accounting Information Systems by Romney. Complete the assigned project by the due date listed in e-College.	Complete Problem 14.9 (Page 430) and submit Submit to the corresponding dropbox for grading. Due April 29, 2013.

Week 15: Human Resource and Payroll Cycle and the General Ledger System	Objective 2/ Outcome 5	Read chapters 15 and 16 in Accounting Information Systems by Romney.	Use Excel to complete Problem 15.10 (Page 459) and submit Submit to the corresponding dropbox for grading.
	Students will be able to describe the information processing operations required to update the general ledger and produce other reports for internal and external users.	Complete the assigned project by the due date listed in e-College.	Complete Problem 16.8 (Page 485) and submit Submit to the corresponding dropbox for grading.
			Due May 6, 2013.
Week 16: Assessment	Objective 3/Outcome 5	Students will be provided with data and be required to design a database utilizing MSAccess. The data will be available on May 8, 2011.	Final Examination: Use raw data supplied by The instructor to design a data base. Due May 13, 2013.
	Students will be able to design an accounting information system utilizing a relational database.		

<http://office.microsoft.com/en-us/access-help/CH010369118.aspx>