Texas A&M University – Texarkana
College of Business
Syllabus
Fall 2014

Course Number/Title:	**ACCT 429 – Accounting Information Systems** **Thursday 7– 9:45 pm, UC 324** **Web via Blackboard**

Instructor: **Selena Jefferies, CPA, M.S.A.**

Office:	UC 321B	
Telephone:	903-223-3131	
E-Mail:	sjefferies@tamut.edu	
Office Hours:	Mon – 5-6:00 pm	Tues – 4:00-5:30 pm
	Wed – 4:00- 6:00	Thursday – 4:00-5:30 pm

Outside of office hours, I will reply to emails within a reasonable time
not to exceed 24 hours during the normal work week (M-F)

Prerequisites: **Acct 322 Intermediate Accounting II with "C" or better**

Course Delivery Method: Web Enhanced – Meets both face to face & via Web through Blackboard

Textbook: **Accounting Information Systems, 12ᵗʰ edition, by Romney & Steinbart, Prentice-Hall 2012**

Undergraduate Degree Program Goals
At the completion of your degree our BBA graduates should be proficient in the following areas:

Learning Goal 1: Our graduates will be competent in the broad business disciplines that underlie the BBA degree.

Learning Goal 2: Critical Thinking/Problem Solving: Upon completion of their degree program, students will be able to demonstrate critical thinking, including the ability to explain issue; find, analyze, and select appropriate evidence; and construct a cogent argument that articulates conclusions and their consequences.

Learning Goal 3: Communication and decision making under ethical dilemma: Upon completion of their degree program, students will be able to express ideas clearly and coherently orally, in writing, and electronically to a diverse range of audiences and interact with others in large and small group settings.

Learning Goal 4: Global Environment: Upon completion of their degree program, students will be able to analyze the impact of multiple factors on the interconnectedness of diverse peoples in the global environment.

Course Description: **The investigation, construction and installation of accounting systems. Students will receive hands on experience with a computerized accounting system.**

Student Learning Outcomes – Upon successful completion of the course, students will be able to:

- **Understand the business activities performed in the major business cycles & the flow of accounting data & information in those systems**
- **Identify & illustrate the collection & processing of data about those business activities**
- **Examine the use of the latest IT developments that improve the efficiency & effectiveness of business activities**
- **Recognize the motives & techniques used to perpetuate fraud**
- **Evaluate internal control objectives & the effects of IT on those objectives**
- **Understand computers & information security, privacy & encryption**
- **Analyze frameworks for ensuring systems reliability**
- **Establish & evaluate goals, objectives & methods for auditing information systems**
- **Implement accounting software – set up & work with a computerized accounting system**
- **Prepare financial statements and other reports that provide information for effective decision making**

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Student Participation/Attendance Policy:

This web-enhanced class will meet in face-to-face only on dates outlined in the class schedule below to discuss Accounting systems, content from the textbook, and receive an introduction and instructions on working with Quickbooks. Quickbooks software and test data will be available on the computers in the classroom. Quickbooks assignments may be completed in the computer lab during class and submitted in class or via Blackboard. The mid-term and final exam will be taken in class on the scheduled dates below.

The remainder of the course content will be conducted via Blackboard. Student will be expected to read chapters, take the online reading quiz over each chapter's content, participate online via discussion boards in Blackboard, and are expected to complete 5 online assignments by submitting via Blackboard. A syllabus quiz will be made available via Blackboard to confirm understanding of course delivery, expectations, due dates, etc. *See Evaluation & Grade Determination for quiz & assignment details. See Class Schedule & Assignments below for due dates.*

Date/Thursday	Class Meeting - Topic/Assignment	Due Date	No Class Meeting - Web Assignment	Due Date
28-Aug	Introduction			
	Chapter 1			
4-Sep			Take online Syllabus quiz	4-Sep
			Read Chapters 1-3	
	No Class meeting tonight		Take online reading quiz (Ch 1-3)	10-Sep
			Complete online assignment #1	10-Sep
11-Sep	Chapter 1-3 highlights			
	Quickbooks Lesson #1	25-Sep		
18-Sep			Read Chapters 5 & 6	
	No Class meeting tonight		Take online chapter quizzes (5 & 6)	24-Sep
			Complete online assignment #2	24-Sep
25-Sep	Chapter 5-8 highlights			
	Quickbooks Lesson #2	9-Oct		
2-Oct			Read Chapters 7 & 8	
	No Class meeting tonight		Take online chapter quizzes (7 & 8)	8-Oct
9-Oct	**Midterm Exam (Chapters 1-3,5-8)**			
16-Oct			Read Chapters 9-11	
	No Class meeting tonight		Take online Chapter quizzes (Ch 9-11)	22-Oct
			Complete online Assignment #3	22-Oct
23-Oct	Chapter 9-11 highlights			
	Quickbooks Lesson #3	30-Oct		
30-Oct	Quickbooks Lesson #4	13-Nov		
6-Nov			Read Chapters (12 & 13)	
	No Class meeting tonight		Take online reading quiz (Ch 12 & 13)	12-Nov
			Complete online Assignment #4	12-Nov
13-Nov	Chapters 12-15 highlights			
	Quickbooks Lesson #5	4-Dec		
20-Nov			Read Chapters (15, 16)	
			Take online reading quiz (Ch 15, 16)	3-Dec
			Complete online Assignment #5	3-Dec
27-Nov	THANKSGIVING			
	No Class meeting tonight			
4-Dec	**Final Exam (Chapters 9-13, 15-16)**			

Syllabus, schedule& assignments subject to change to meet the objectives of the class

Evaluation and Grade Determination:
Grades will be assigned on the basis of the following:

In Class Assignments & Exams

      Syllabus Quiz – Confirm understanding of course delivery, objectives, assignments & evaluation   **10 points**

      5 Quickbooks assignments – *Work hands on with computerized accounting system (Quickbooks) in class*   **250 points**
            QB #1 (Setup new company & chart of accounts) – 50 points
            QB #2 (Setup & work with customers, sales/invoicing, billing, receiving payments, recording deposits,
                 banking & running accounts receivable reports – 50 points
            QB # 3 (Setup vendors, purchases, disbursement, running accounts payable reports;) - 50 points
            QB #4 (Work with payroll, employee setup, Payroll processing & payroll reporting) – 50 points
            QB #5   (Comprehensive Problem) – 50 points

      2   Exams – taken in class per class schedule   **200 points**
            Midterm (Chapter 1-3, 5 -8) – 100 points
            Final (Chapters 9-13, 15 & 16) – 100 points

Web Assignments

      14 Chapter Practice Quizzes – taken online in Blackboard   **140 points**
            A practice quiz is available for each chapter assigned to read. The quiz is worth a total of 10 points, and may be
            taken up to 3 times. The highest grade will be taken for that chapter. A time limit of 30 minutes is set once the
            quiz has began. Quizzes not taken by the due date will no longer be available on line and a zero will be received
            for that chapter's quiz.

5 Blackboard online project assignments – submitted via Blackboard   **250 points**
            (Watch, analyze & discuss videos; participate in online discussion boards; check understanding & apply
            chapter content; use spreadsheets to work with encryption & data validation)
                 Online Assignment #1 – 50 points
                 Online Assignment # 2 – 50 points
                 Online Assignment #3 – 50 points
                 Online Assignment #4 – 50 points
                 Online Assignment #5 – 50 points

                                                      Total = 850 points
      A zero will be received for missed exams or assignments not completed/submitted by due date.

            The following grade scale will be used

762-850 points	=	A
677-761 points	=	B
591-676 points	=	C
506-590 points	=	D
Below 506	=	F

Ethical Dimension
The ethical ramification of accountant's decisions will be considered throughout the course. The students will be shown a frame of reference against which to consider their actions

Disability Accommodations
 Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Academic Integrity

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

A&M-Texarkana Email Address

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana   email account. This email account will be used to deliver official university correspondence.   Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Drop Policy

To drop this course after the census date (see semester calendar), a student must complete the Drop/Withdrawal Request Form, located on the University website http://tamut.edu/Student-Support/Registrar/Dropping.html   or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

Student Technical Assistance

Solutions to common problems and FAQ's for your web-enhanced and web courses are found at this link:
http://www.tamut.edu/Training/Student%20Training/index.html
• If you cannot find your resolution there, you can send in a support request detailing your specific problem here:
http://www.tamut.edu/techde/support.htm
• Blackboard Helpdesk contacts (office hours are: Monday - Friday, 8:00a to 5:00p)
Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu
Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu

Minimum Windows PC Requirements

• Pentium IV 1.5GHz+ (preferred: Core Duo)
• 1 GB RAM minimum (preferred: 2 GB)
• 128MB Video Card minimum - Sound Card is required for some courses
• 56K modem minimum (Cable or DSL required for some courses)
• Windows 2000, XP, Vista or 7
• Web browser (Internet Explorer 7.0+; Firefox 3.0+)
• Microsoft Word, minimum Office 97
Some courses will need plug-ins such as Flash player 10 +, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment (Java 1.6.0_15), Windows Media Player 10+, RealPlayer, and Macromedia/Adobe Shockwave.
Blackboard has certified the following browsers for computers running Windows Operating Systems:
Internet Explorer 8 or 9 (IE is not supported on Windows XP) OR
Mozilla Firefox 3.6+ OR
Google Chrome

Minimum Apple Macintosh Requirements

• Intel Core 2.0GHz+

• 1 GB RAM (preferred: 2 GB)

• 128MB Video Card minimum - Sound Card is required for some courses

• 56K modem minimum (Cable or DSL required for some courses)

• Web browser (Firefox 3.0+ ; Safari 3.0+)

• Microsoft Word, minimum Office 97

Some courses will need plug-ins such as Flash player 10+, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment, RealPlayer, and Macromedia/Adobe Shockwave.

Blackboard has certified the following browsers for computers running Macintosh Operating Systems:
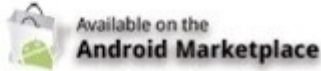
Mac OS 10.2 (Jaguar): (Safari 1 is compatible) OR

Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible) OR

Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5 OR Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

I-OS and Android Devices

These devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:

To access Texas A&M University - Texarkana, there is an individual license fee of $1.99 per year or $5.99 lifetime. This fee gives you access to the university from all your (same platform) devices; it is not necessary to pay the fee for each device you own.