MYFIRE

Course Syllabus

Section 1: Course Information

Semester, Year

Spring, 2020

Format

Traditional

Course ID

ACTG 3603

Course Title

Accounting Information System

College

College of Business

Prerequisites

None

Credit Hours

3

Instructor

Natasha Ware, Assistant Professor of Accounting, 863-667-5637, nrware@seu.edu

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Office Hours

Monday:	10:00 – 11:00	1:00 – 2:00	3:00 – 5:00 (appointment only)
Wednesday:	10:00 – 11:00	1:00 – 2:00	3:00 – 5:00 (appointment only)
Friday:	10:00 – 11:00	1:00 – 2:00	

Note: Two types of office hours are available: "Open" where drop-in visits may be possible, although appointments are highly recommended and "Appointment" (no drop-in visits accepted). Requests of 10 – 20 minutes must be submitted at least 24 hours in advance of the desired meeting time. If I am unavailable during your requested time, I will propose a new time.

Course Description

This course provides the groundwork for creating, analyzing, and managing an accounting information system in a variety of technological environments with added emphasis on utilizing appropriate software packages that are prevalent in industry.

Course Overview

An information system is a set of formal procedures by which data are collected, processed into information, and distributed to others. Accounting information systems is a course designed to highlight the distinction of how financial transactions are handled in an information system. This course seeks to:

1. Explain the common terms used in accounting information systems.
2. Explain the revenue, expense, and conversion cycles.
3. Explore the systems development life cycle.
4. Examine how Sarbanes-Oxley has changed accounting information systems.

Instructional and Learning Methods

The course will include various types of instructional and learning activities including: lectures, discussions, end of chapter assignments, quizzes, and tests.

The model for the course utilizes three segments—Aim, Learn, and Apply. Aim outlines the learning objectives for the course/segment. Learn represents the lectures, reading, and material available/assigned each week. Apply calls for assignments/assessments for students to demonstrate their learning/mastery of course material(s).

Course Materials

Required textbooks:

Accounting Information Systems, 9th edition, by Hall.

Using Excel & Access 2016 for Accounting, by Owen.

Course materials:

Required and optional textbooks are accessed and ordered through SEU's bookstore.

Disclaimer: The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

Course Topics

The purpose of this course is to introduce, reinforce, and measure learning on the following topics:

1. Overview of Accounting Information Systems
2. Transaction Cycles and Business Processes
3. Advanced Technologies in Accounting Information
4. Systems Development Activities
5. Computer Controls and Auditing

Intended Learning Outcomes

As a result of reading, study, and assessments in this course, the student should be able to:

1. Demonstrate an ability to apply concepts to solve industry problems.
2. Perform decision support tasks using Excel.
3. Perform business modeling processes using Access.
4. Demonstrate competency in manual and computer controls

Key Performance Indicators

Students who successfully complete this course will demonstrate their learning through performance-based activities and assessments. Successful students will read the following chapters and take exams:

1. Chapter 1 The Information System
2. Chapter 2 Introduction to Transaction Processing
3. Chapter 3 Ethics, Fraud, and Internal Control   Exam I   100 pts
4. Chapter 4 The Revenue Cycle
5. Chapter 5 The Expenditure Cycle – Part I
6. Chapter 6 The Expenditure Cycle – Part II   Exam II 100 pts
7. Chapter 7 The Conversion Cycle
8. Chapter 8 Financial Reporting and Management Reporting Systems

                           Exam III 100 pts

9. Homework assignments   50 pts

Comprehensive Final Exam 100 pts

10. Excel and Access projects	300 points
11. Quiz on Excel and Access	50 points

Total Points Possible: 800 points

SEU Mission and Vision Statements

Mission Statement

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

Vision Statement

Southeastern University is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Southeastern's global impact is marked by a deep commitment to transforming minds and engaging culture through the integration of faith, learning and service. Each student's divine design is nurtured and unleashed through the investment of faculty and staff, relationships within the community, the rigor of scholarship, diverse learning experiences and the discipline of spiritual formation, which propels students into a lifetime of serving the world in the Spirit of Christ.

In addition to our mission and vision statement, the University hold fundamental truths about the Christian faith that include the following:

- The Scriptures are inspired by God and declare His design and plan for mankind.
- There is only one true God who is revealed in three persons: Father, Son and Holy Spirit (commonly known as the Trinity).
- Jesus Christ, as God's son, was both fully human and divine.

Southeastern is proud of its affiliation with the Assemblies of God and Pentecostal tradition. It is also proud to be a welcoming community for students from all Christian backgrounds and denominations. The campus includes many Baptists, Presbyterians, Methodists, etc., as well as nondenominational students. Everyone shares a strong commitment to knowing Christ and making Him known, and we celebrate our theological similarities while appreciating our differences.

Refer to [Human Sexuality](#) for additional details for the University's What We Believe.

Sexual & Gender-Based Discrimination Syllabi Statement

Southeastern University is committed to creating an environment for every student to thrive academically spiritually and socially. An aspect of creating this culture is providing avenues for students to discuss and report any activity that may compromise this commitment.

Under a federal law known as Title IX, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Title IX of the Education Amendments of 1972).

While students should feel comfortable approaching faculty with issues they may be struggling with or concerns they may be having, students should know that all faculty and staff are required to report certain information about Sexual Misconduct and certain crimes to University administration, in order to help keep the University community safe, and to connect students to all of the resources and reporting options that are available.

For example, if you inform faculty or staff (in private or during class discussions) of an incident of Sexual Misconduct, that individual will keep the information as private as possible, but is required to bring it to the attention of the institution's Title IX

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Office. If a student would like to talk to the Title IX office directly, they can do so by e-mail at smpowell@seu.edu, by phone at 863-667-5236, or in person at Pansler U228. For more information about Title IX reporting options as well as confidential resources at Southeastern, please go to: http://www.seu.edu/titleix.

If you are struggling with an issue that is traumatic, unusually stressful, or results in disruptive behavior, faculty and staff will likely inform the Care Team. If students would like to reach out directly to the Care Team for assistance, they can do so at the Campus Counseling Center (http://myseu.seu.edu/services/counseling-health-wellness-services/seu-care-team/) located in Health Services in Smith Hall, by phone at 863-667-5205, or by e-mail at care@seu.edu.

CAMPUS RESOURCES

ADA SUPPORT SERVICES – 863-667-5283
COUNSELING SERVICES – 863-667-5205
STUDENT CONDUCT OFFICE – 863-667-5486
SAFETY & SECURITY OFFICE – 863-667-5190

Created: 08/01/19
Revised: 08/26/19

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Section 2: Course Policies

Grading Scale

The university's general grading scale is provided in the Academic Policies and Procedures section of the **Southeastern University Catalog.** All online courses use the following scale:

Grade Letter	Grade Percentage
A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	84 – 86%
B-	80 – 83%
C+	77 – 79%
C	74 – 76%
C-	70 – 73%
D+	67 – 69%
D	64 – 66%
D-	60 – 63%
F	0 – 59%

Late Work

None Accepted.

Created: 08/01/19
Revised: 08/26/19

Exams and Quizzes

Failure to take an exam or quiz on the assigned date will result in a **ZERO** for that test unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material **prior to your departure**.

Exam Review – there will be a two week limit to review each exam. Students should make an appointment with the professor within two weeks of taking each exam.

Course Performance

This course is required for accounting and finance majors as a business core course. College level work is expected and will be necessary in order to perform well in this course. Accordingly, students must commit to the following guidelines:

- Read each chapter
- Actively answer the end of chapter questions and participate in class
- Work the exercises and problems until understanding occurs. This may mean working the problems, getting them wrong, reworking them, and possibly repeating the cycle.
- Seek help if you still do not fully understand a concept or problem. The instructor and your fellow classmates are wonderful resources to utilize.

Evaluation Activities

- Four Exams – each regular exam is worth 12.5% of your grade. The final exam is comprehensive and is also worth 12.5% of your grade.
- Excel & Access Projects – each set of projects is worth 18.75% of your final grade.

Created: 08/01/19
Revised: 08/26/19

- Homework, Quizzes – various quizzes given through MyFire is work 6.25% of your grade.
- End of Chapter Assignment Preparation – this will not be used for grading purposes, but will be used to evaluate a student's interest level in the class

Extra Credit

Not Offered.

Final Exam Policy Statement

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.

Final exams will be administered in the room where the class normally meets. Students with more than 3 exams scheduled on one day can petition the instructor and department chair/college dean to take one of the exams another day.

Please plan accordingly for final exams. You must not plan vacations, ministry appointments, weddings, purchase airline tickets, or any other similar activity or engagement that will conflict with the final exam schedule.

Class Participation

Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

Students are expected to:

- **Prepare**— **READ** the chapters on time. Class discussion will mean little if text material is not read. Spend a minimum of two hours outside of class studying for each hour of classroom time.

- **Promptness**—late arrivals disrupt the class and adversely impact the decorum of the process. Arrive at class on time, actively participate in class, and not leave class early.

- **Participate**—it is each student's responsibility to share in the advancement of the group.

- **Presence—**you are responsible to find out what was missed and what may be due in the next class session if you are absent You are also responsible to turn in items due on or before their due dates, even if you are not in class.

- **Time Management –** you are responsible for carefully managing your time. This class requires practice, and practice takes time and may lead you to new questions.

My availability is not guaranteed after the last regular class meeting nor before each exam. Practice and study early (and often) and you'll be more likely to have time available to master the material and/or get help.

No face-to-face meetings regarding exam material will be conducted following the last regular class meeting before each exam. My online availability is not guaranteed after the last regular class meeting before each exam, but I will attempt to answer email on a first come, first served basis until the day of the exam.

Practice and study early (and often) and you'll be more likely to have time available to master the material and/or get help. A very general guideline is that you should plan to spend a minimum of three hours outside of class doing homework/studying for each hour of classroom time.

Created: 08/01/19
Revised: 08/26/19

- **Respect –** exhibit classroom behavior that is respectful to faculty and fellow students. You are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom. Respect the university's staff and be responsible stewards of its facilities.

Attendance Policy

Students are both expected and encouraged to attend classes regularly. Attendance means arriving on time and being present in class with textbook(s), pen/pencil, paper, and allowable note-taking devices. The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets one time a week, a student may miss one class.
2. If the class meets two times a week, a student may miss two classes.
3. If the class meets three times a week, a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Provost that a student with excessive absences be withdrawn from the course.

Being tardy to a class also counts towards absences. Late arrivals are tracked as follows:

1.   If the class meets one time a week, each tardy is one-half of an absence.
2.   If the class meets two times a week, each tardy is one-half of an absence.
3.   If the class meets three times a week, each tardy is one-third of an absence.

Students are required to login to the online course platform and complete the Student Acknowledgement Quiz prior to the end of Drop/Add. Students who do not complete the quiz will be dropped from the course.

Official Email

You are expected to check your SEU webmail account **daily** during the course term. All written correspondence between instructor and student must be handled through the SEU email system.

MyFire Use

You are expected to frequently check your MyFIRE account as messages, assignments, grades, and other important related materials may be posted. It is the student's responsibility to check grades and notify your instructor if you have questions. Do not wait until the last week of the course to contact the instructor with questions about the course tasks.

Technical Difficulties

Southeastern University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment, students should report any problems to the instructor and also contact the 24x7 MyFIRE Support Center via the various links provided on every course homepage (available options: chat, email, phone).

Be sure your computer system complies with all SEU Technical Requirements. These requirements are listed within MyFIRE and a Browser Checker is provided under the "Need Help?" drop-down to ensure the browser you are using is compatible with MyFIRE.

Technical Support

If you have questions or need assistance, you can reach out to our 24/7 Support Center at 1-888-889-6599 or click here to submit a support ticket via email. *Note: Email response is within 24 hours. If immediate assistance is required, please contact support via phone/chat*. To chat LIVE! with a Support Representative, click here.

Disability Statement

Southeastern University is committed to ensuring equal access to all educational activities, academic programs and services as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Office of Academic and Auxiliary Services coordinates accommodations for students with documented physical, learning, and/or psychological disabilities. To begin the process of requesting accommodations, please call 863-667-5283 or email adaservices@seu.edu.

Academic Honesty

Plagiarism is considered a serious academic offense at Southeastern. It undermines the educational process and violates the integrity of the community.

Plagiarism occurs when a writer (regardless of intent) uses someone else's language, ideas, or other original material without acknowledging its source.

Plagiarism includes unattributed use of any source, in any medium, published or unpublished. Work already submitted for a grade in another course may not be resubmitted unless the professor specifically states otherwise.

Some examples of plagiarism include:

- Quoting or paraphrasing material without attributing it to its source
- Copying segments from the work of others without giving proper credit
- Submitting as original work written entirely by someone else

Widely known facts do not require citation and do not count as plagiarism so long as they are communicated in the writer's own words. Ideas and observations original to the writer also do not require citation.

Do NOT submit work from any websites found online (i.e., textbook publishers, paid or non-paid sites) or work from fellow or former students even if permission and credit is given. Any work submitted that is not your own will result in a Zero grade for you (and the student who shared his/her work).

For more information, visit the SEU Plagiarism page on our website.

Additional Assistance

Tutoring (ACE – BVE 2nd floor) Provides tutorials and other academic services.

Student Success (Cara Cima, Mod 28, 863-667-5668): Provides counseling for students planning to withdraw. Helps withdrawing students find financial and other resources to be able to stay in school. Seeks to identify "at risk" students prior to withdrawal.

Career Readiness For more information on meeting a Career Coach, building a resume, and receiving information on how class projects can assist in achieving *SEU*

CAREER READINESS BADGES, contact **COMPASS: The Center for Calling & Career**. Career Readiness badges are supported by the SEU Faculty, get the attention of employers, and assist students to #navigateyourstory.

For career coaching support, appointments, and drop-in hours, contact: compass@seu.edu or call 863-667-5157.

Course Evaluation

In order to help SEU to assess the effectiveness of our courses and instructors, all registered students must complete the course evaluation toward the end of the semester. **When you receive a course evaluation for this course, you are required to complete it.**

Official Withdrawal

The last day to officially withdraw from this course is **03/10/2020**. Please consult the Registrar's Office for details prior to the withdrawal date.

It is the student's responsibility to officially withdraw from the course by the date stated above. I <u>will not utilize</u> the administrative withdrawal (WF grade) if you simply stop attending classes during the semester.

Netiquette

Some courses require engagement with the online course platform. When utilizing the online course platform, students must demonstrate netiquette.

General Rules of Netiquette

- Make your messages easier to read by making your paragraphs short and to the point.
- DO NOT SHOUT BY TYPING IN ALL CAPS.

- Utilize humor in appropriate forms. Avoid hostile, abusive, libelous, or rude comments. No vulgar, sexist, racist, biased, or other objectionable language will be tolerated.
- Reinforce others in the course. Valid criticism is acceptably expressed in the form of thoughtful alternatives. Do not insult or "flame" others.
- Think twice and send once. Once you send something not well-thought out you will find it difficult and time-consuming to recover. Think about what you want the group and the professor to think about you.
- Use spell-check and grammar-check. The little errors commonly accepted in text-messaging with friends and family are distracting and inappropriate in a college.
- In an online discussion forum, debate is welcome, but be tactful in responding to others. Remember that there's a person (or a whole class) at the receiving end of your post.
- If you quote a previous post (by using the reply function for example), quote only enough to make your own point.
- If you want to get in touch with only one person in the class, send a message to that individual's e-mail address, not to the entire discussion list.

Basic courtesy goes a long way to a good online experience. Respond politely and promptly, be patient and expect that differences in knowledge, experience, and background may take extra effort to succeed in the communication portion of the course. Value differences, ask clarifying questions, and do not focus on confrontation. Utilize prayer and biblical relationship principles as needed. Involve the instructor when appeal to community leadership is needed.

Created: 08/01/19
Revised: 08/26/19

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Section 3: Course Schedule *(Section Not Used)*

The **Course Schedule** provides a listing of your work in this course. The assessments are listed by week and include the due dates and point values.

The course instructor may adjust the schedule throughout the semester. Students will be notified of any adjustments in class.

Withdrawal: The last day to withdraw from this course is **03/10/2020.** Please consult the Registrar's Office for details prior to the withdrawal date.

It is the student's responsibility to officially withdraw from the course by the date stated above. I will not utilize the administrative withdrawal (WF grade) if you simply stop attending classes during the semester.

Abbreviations that may be used in this chart:

PPT: PowerPoint Presentations

TEXT: Readings

DF: Discussion Forum

Due Dates: Mon=Monday, Tu=Tuesday, Wed=Wednesday, Th=Thursday, Fri-Friday, Sa=Saturday, Su=Sunday

Due Times: Assignments are due by or before 11:55 PM EST on due date, unless otherwise noted.

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Section 4: Detailed Assignment Descriptions

Assignment Name

Chapter Questions, Exercises, and Problems

Due Date

To be determined in class

Points

None

Description

Students will provide answers to the assigned questions for each chapter by reading the textbook and providing the correct response. Descriptions for the assigned exercises and problems are provided in the textbook before each exercise or problem. Therefore, it is imperative that students bring their textbook to every class with exception for exam days.

Assignment Name

Quizzes

Due Date

To be determined in class

Points

50

Description

Students will provide answers to the assigned quizzes on MyFire for select chapters by the due date posted. The quizzes can only be taken once and have set time

limits; therefore students should familiarize themselves with chapter content prior to taking each quiz.

Assignment Name

Microsoft Excel and Access projects

Due Date

Friday – April 17, 2020

Points

300

Description

Students will complete chapter assignments for the assigned case study in the *Using Excel and Access 2016 for Accounting* textbook. The projects to be completed are described in the textbook and students will utilize the tutorials in the textbook to guide them in completing the work for the selected case. All projects are due by the last day of class; however, students may submit work early to receive feedback from the professor and have the opportunity to resubmit their work before the final deadline.

Section 5: Summary of Assessment Types

Assessment Type:

Exams

Description

- o Exam I – Chapters 1, 2, and 3
- o Exam II – Chapters 4, 5, and 6
- o Exam III – Chapters 7 and 8
- o Final Exam – Comprehensive (from *Accounting Information Systems* textbook)

Total Possible Points: 400

Grade Weight: 50%

Assessment Type:

Quizzes

Description

- o Various chapters (from *Accounting Information Systems* textbook)
- o Excel and Access Final

Total Possible Points: 100

Grade Weight: 12.5%

Assessment Type:

Excel and Access projects

Description

- o Excel – Chapters 1 - 8
- o Access – Chapters 9 – 13

Total Possible Points: 300

Grade Weight: 37.5%

Section 6: Selected Bibliography and Web Resources

Web Resources

- MyFire for Quizzes and project files

Created: 08/01/19

Revised: 08/26/19

Appendix A: Admission to the College of Business

Entering students may declare business as their major, but students are not admitted until all School of Business admissions criteria have been met, and the Business Screening Committee has officially admitted the students.

Step 1: Application to discipline-specific major
Students wishing to apply for admission to the School of Business must pick up an application for admission from the Jannetides Dean's Office. Students must familiarize themselves with the rules and requirements for admission, fill out the application for admission, and return the application to the Jannetides Dean's Office.

Step 2: Required Business Pre-core coursework with a minimum of a C- average in each course

- BUSI 2103 Macroeconomics
- BUSI 2123 Business Communications
- BUSI 2133 Financial Accounting
- BUSI 2203 Microeconomics
- BUSI 2233 Managerial Accounting
- CTIS 2133 Data Management

Step 3: for Admission
The semester a student successfully finishes the above mentioned courses (see Step 2), he or she will complete the following:

1. Must pass the School of Business Entrance Exam (SBEE) that covers topics from BUSI 2103, 2133, 2203 and 2233
2. Must receive the MOS certification in CTIS 2133
3. Must create a portfolio of specified writings from BUSI 2123
4. Notification will be sent to the student's advisor that he or she has either passed or failed the Entrance Exam, the MOS certification, and the portfolio
   - If the student passes
     1) He or she may apply for admission to a discipline-specific major
     2) The Business Screening Committee will meet and review the student's application for admission
     3) If the committee finds that the student meets the admission requirements, notification will be sent to the student, advising that he or she may continue in the business program and reminding the student of further requirements for exit from the program
     4) A copy of the notification will be placed in the student's file

Created: 08/01/19
Revised: 08/26/19

- If the student does not pass
  1) Notification will be sent to the student's advisor that he or she may not continue in the business program at Southeastern University
  2) {Appeal to retake the SBEE??}

**Transfer students or those who change majors while at Southeastern University will be reviewed by the committee on a case-by-case basis after they take the SBEE.

Step 4: School of Business Candidate

At the moment of admission, the student is considered a "candidate." From this point, the student must complete the requirements for the business core as well as his or her chosen discipline-specific major program and earn no less than a C- in each upper-level business/major course. The semester that the student takes BUSI 4603 Business Policies, the Comprehensive Business Exam (CBE) will be given. The student must score at the Proficient level in his or her discipline-specific major. If the student does not meet the proficient requirement, he or she will be notified that they will earn a Bachelor's of Science in Business Studies degree. If the student meets the requirements, he or she will be notified that they can earn a Bachelor's of Science in their discipline-specific major (Accounting, Finance, International Business, Management, and Marketing).

If a student wishes to retake the end-of-program Comprehensive Business Exam (CBE), he or she will be responsible for the cost of retaking the exam.

Appeal Process

1. If the student has been denied entry into the School of Business discipline-specific major, the student may make a written appeal to the Business Screening Committee for reconsideration.
2. The student will be notified as to the decision of the Business Screening Committee.

Admission Requirements into the School of Business Summary

1. Enrollment as a degree-seeking student at the university
2. Successful completion with at least a C- in BUSI 2103 Macroeconomics, BUSI 2133 Financial Accounting, BUSI 2203 Microeconomics, BUSI 2233 Managerial Accounting, BUSI 2123 Business Communication, and CTIS Data Management
3. Official documentation of scores on all sections of the SBEE, including any retakes
4. MOS certification
5. Complete writing portfolio
6. Any discipline-related issues can affect the student's acceptance into the School of Business
7. Admission approval by the Business Screening Committee.

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Appendix B: Abbreviated Syllabus

The following is simplified version of the course syllabus. Students can use this for a quick reference; it does not replace statements made in the full syllabus to which this Appendix is attached.

Instructor Information:

Name: Natasha Ware, Assistant Professor, CPA, MACC

Location: Jannetides College of Business, Office M46

Phone: 863-667-5637

Email: nrware@seu.edu

Office Hours: (subject to change)

Monday:	10:00 – 11:00	1:00 – 2:00	3:00 – 5:00 (appointment only)
Wednesday:	10:00 – 11:00	1:00 – 2:00	3:00 – 5:00 (appointment only)
Friday:	10:00 – 11:00	1:00 – 2:00	

Textbook:

Accounting Information Systems, 9th edition, by Hall.

Using Excel & Access 2016 for Accounting, by Owen.

Administrative:

The last day to officially withdraw from this course is Tuesday, March 10, 2020.

Course Schedule: (subject to change)

Class Week	Chapter / Topic
Week 1	Syllabus & Pre-test
Week 2	Chapter 1
Week 3	Chapter 2
Week 4	Chapter 3
Week 5	Exam I and Chapter 4
Week 6	Chapter 5
Week 7	Chapter 6
Week 8	Chapter 6 & Exam II
Week 9	Chapter 7
Week 10	Chapter 8 & Exam III
Week 11	Excel & Access
Week 12	Excel & Access
Week 13	Excel & Access
Week 14	Excel & Access
Week 15	Comprehensive Final Exam

Created: 08/01/19

Revised: 08/26/19

Chapter Assignments

Chapter 1:

       Review questions you should prepare – 1, 3, 4, 6, 8, 9, 11, 16, 19, 28, 32, 33, 34, 36
       Discussion questions we will cover in class – 1, 4
       Problems we will cover in class – 2, 4, 6

Chapter 2:

       Review questions you should prepare – 1, 2, 4, 5, 12, 16, 17, 18, 20, 27
       Discussion questions we will cover in class – 8, 10, 13, 17
       Problems we will cover in class – 1, 2, 7, 12

Chapter 3:

       Review questions you should prepare – 1, 2, 3, 4, 6, 7, 17, 18, 22, 33, 38, 39, 40
       Discussion questions we will cover in class – 6, 7, 8, 15, 23, 30
       Problems we will cover in class – 6, 12

Chapter 4:

       Review questions you should prepare – 1, 2, 5, 7, 15, 18, 19, 20
       Discussion questions we will cover in class – 7, 8, 10
       Problems we will cover in class – 3, 7
       Internal Control Cases – 4

Chapter 5:

       Review questions you should prepare – 1, 3, 4, 5, 9, 11
       Discussion questions we will cover in class – 1
       Problems we will cover in class – 1, 8, 11
       Internal Control Cases – 4

Chapter 6:

       Review questions you should prepare – 1, 3, 4, 5, 8, 11, 13, 14, 16, 19
       Discussion questions we will cover in class – 8, 9, 14
       Problems we will cover in class – 2, 7, 10
       Internal Control Cases – 4

Chapter 7:

       Review questions you should prepare – 1, 2, 4, 6, 7, 8, 10, 11, 12, 14, 16, 17
       Discussion questions we will cover in class – 2, 10, 11
       Problems we will cover in class – 1, 7

Chapter 8:

       Review questions you should prepare – 6, 7, 8, 11, 18, 21, 23, 27, 31, 36, 38, 39
       Discussion questions we will cover in class – 1, 10, 11, 12, 19
       Problems we will cover in class – 2, 9, 10