



COURSE SYLLABUS

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SECTION 1: COURSE INFORMATION

Format: 14 weeks

Course ID: ACTG 3603

Course Title: Accounting Information Systems

College: Jannetides College of Business and Entrepreneurial Leadership

Prerequisites: BUSI 2233 – Principles of Managerial Accounting

Credit Hours: 3

Instructor: See the online course in MyFIRE for instructor contact information and availability.

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

Course Workload

Time spent on course assignments will vary by student depending on familiarity with course content, reading rate of speed, writing rate of speed, and other individual factors. Based on averages for most students, it is estimated that the course workload estimate for this course is 10 hours per week.

Course Materials

Accounting Information Systems, 9th edition, by Hall.

Electronic Cloud Version of the Systems Understanding Aid, 1st Edition; Arens, Ward, Bay, and Drum; Armond Dalton

<https://armonddalton.directfrompublisher.com/catalog/book/electronic-cloud-version-systems-understanding-aid-1st-edition>

Required and optional textbooks are accessed and ordered through [SEU's bookstore](#). (or linked above)

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.

Late Work

None Accepted.

Extra Credit

None Offered.

SECTION 2: SOUTHEASTERN POLICIES

Academic Policies

View this link to see Southeastern's Policies regarding SEU's Mission and Vision Statements, Title IX Statement, Student Services, Class Participation, Official Email, MyFIRE Use, Technical Difficulties, Technical Support, Disability Statement, Academic Honesty, Course Evaluation, Official Withdrawal, Grading Scale, and Netiquette.


SECTION 3: COURSE SCHEDULE *(Not Used)*

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


Note: Assignments are due by 11:59 p.m. EST on the due date, unless otherwise noted.

AIM, LEARN, AND APPLY DESCRIPTIONS


Aim

 When you see the Aim icon, you will be introduced to topics and ideas that will be covered throughout this module. The AIM will also provide you with a glimpse into your learning objectives and an introduction to this module.

Learn

 When you see the Learn icon, all of your reading assignments will be listed and may include additional resources that your instructor is providing to help you complete the activities and assessments for the module.

Apply

 When you see the Apply Icon, it will be time to demonstrate your learning for the module. The items here are those in which you'll be graded and may include discussions, activities, assignments, quizzes, exams, and projects.

SECTION 3: COURSE SCHEDULE

SECTION 4: ASSESSMENTS

Description

Exams

Total Possible Points

400

Grade Weight

53.3%

Description

Accounting and Excel Projects

Total Possible Points

250

Grade Weight

33.3%

Description

Homework and Quizzes

Total Possible Points

100

Grade Weight

13.3%

Appendix A

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 M26

Phone: 863-667-5637

Email: nrware@seu.edu

Office Hours: (subject to change; virtual hours may apply; *by appointment only)

Monday and Wednesday: 10:00 – 11:00 and 1:00 – 2:00 and *3:00 – 4:00

Tuesday and Thursday: * 8:30 – 10:00

Friday: 10:00 – 11:00

Textbook:

Accounting Information Systems, 9th edition, by Hall.

Electronic Cloud Version of the Systems Understanding Aid, 1st Edition; Arens, Ward, Bay, and Drum; Armond Dalton

<https://armonddalton.directfrompublisher.com/catalog/book/electronic-cloud-version-systems-understanding-aid-1st-edition>

Admin

The last day to officially withdraw from this course is **March 1, 2024**.

Exams

Failure to take an exam 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

Students should make an appointment within two weeks of taking each graded exam.

Responsibilities of students:

- o Prepare — READ the textbook. Class discussion will mean little if text material is not read.
- o Participate — share in the advancement of the group.
- o Presence — find out what was missed and what may be due if you are absent.
- o Time Management – manage your time carefully, especially with accounting project.
- o Respect – exhibit classroom behavior that is respectful to faculty and fellow students.
- o Honesty – do NOT submit work from any sites 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).

Chapter Assignments –

Chapter 1:

Review questions you should prepare – 1, 3, 4, 6, 8, 9, 16, 19, 20, 28, 32, 36
Discussion questions we will cover in class – 1, 4
Problems we will cover in class – 2, 4, 9

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, 18, 22, 33, 38, 39, 40
Discussion questions we will cover in class – 6, 15, 23, 30
Problems we will cover in class – 6, 12

Chapter 4:

Review questions you should prepare – 1, 2, 5, 7, 19, 20
Problems we will cover in class – 3, 6, 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
Problems we will cover in class – 2, 7, 10

Chapter 7:

Review questions you should prepare – 1, 2, 4, 6, 7, 8, 10, 11, 15, 16, 17
Discussion questions we will cover in class – 10, 11
Problems we will cover in class – 1, 7

Chapter 8:

Review questions you should prepare – 1, 3, 7, 8, 11, 14, 18, 21, 23, 27, 31, 32, 36
Discussion questions we will cover in class – 1, 10, 12
Problems we will cover in class – 2, 9, 10