University of North Texas at Dallas
Fall 2015
SYLLABUS

Course Abbreviation/Number/Title/Semester Hrs.		
ACCT 4100D 001: Accounting Information Systems		3Hrs

	Department of	Business	Division of	Business and Public Leadership

Instructor Name:	Patricia Wynn, CPA, CMA, CGMA
Office Location:	7400 Houston School Road Adjunct Room
Office Phone:	
Email Address:	Patricia.Wynn@unt.edu

Office Hours:	Tuesdays 6:00-6:50
Virtual Office Hours:	After 8 pm

Classroom Location:	DAL2 Room 304
Class Meeting Days & Times:	Tuesdays– 7:00 pm -9:50 pm

Course Catalog Description:	Provide an introduction to the development, operation, and auditing of accounting information systems (AIS). Explore the relationships between the AIS and business processes and internal controls, while providing practical experience with a commercial accounting package.

Prerequisites:	ACCT 3110. Must have a 3.0 GPA in all ACCT 3000 and ACCT 4000 courses taken at UNT or their equivalent taken at other colleges and universities to take this course. This course may not be taken more than twice at UNT or at another college or university.
Co-requisites:	ACCT 3120 is a Co-requisite

Required Texts:	Accounting Information Systems – The Crossroads of Accounting & IT, Donna Kay and Ali Ovlia, ISBN 9780132991322, Pearson Education, 2012 (ebook 9780132993722)

Website:	www.pearsonhighered.com/kay

Access to Learning Resources:	UNT Dallas Library:
	    Phone: (972) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore:
	    phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:	
	The goal of this course is to introduce the student to accounting information system concepts including business processes and how the different accounting subsystems interact. The student will also be introduced to basic system documentation techniques and other AIS concepts.

Learning Objectives/Outcomes:	At the end of this course, the student will
1	Be able to tract documents through the accounting system, from source document to the general ledger.
2	Be able to identify common business documents and identify how they are used in the basic business processes.
3	Demonstrate basic knowledge of computerized accounting software, from entering transactions through creating financial statements.
4	Define three different types of systems documentation and demonstrate basic understanding of each type.
5	Define internal control and be able to identify control strengths and weaknesses in the accounting information system.

Course Outline

This schedule is subject to change by the instructor. The instructor will communicate any changes to this schedule by email.

TOPICS	TIMELINE
Chapter 1. Accounting System Insights	August 25, 2015
Chapter 2. Accounting Databases	September 1, 2015
Chapter 3. Accounting Interface: Database Forms, Queries, and Reports	September 8, 2015
Chapter 4. Accounting Systems and Business Processes	September 15, 2015
Exam 1 – Chapters 1-4	September 22, 2015
Chapter 5. Business Processes: Purchasing, Sales, and Payroll Cycles	September 29, 2015
Chapter 6. Integrated Enterprise Systems	October 6, 2015
Chapter 7. Accounting and Business Intelligence	October 13, 2015
Chapter 8. Accounting and Sustainability Intelligence	October 20, 2015
NO CLASS	October 27, 2015
Exam 2 – Chapters 5-8	November 3, 2015
Chapter 9 and 10. XBRL: Intelligent Business Reporting/Fraud and Internal Control **– Project Due**	November 10, 2015
Chapter 11 and 12. Cybersecurity/The Risk Intelligent Enterprise: Enterprise Risk Management	November 17, 2015
Chapter 13. Accounting System Development	November 24, 2015
Final Exam	December 1, 2015

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams – Three examinations will be given this semester. The tentative dates for each exam are indicated above.

Project – One project will be assigned during the term, and presented to the class as indicated above. These are to be completed as a group. Project must be completed on time.

Assignment Policy – Read and follow all assignment instructions carefully. Points will be deducted for failure to follow instructions. An important part of accounting is preparing legible, organized work papers so it is important that you begin to develop good work habits with regard to your papers and assignments.

Class Participation – My objective is to conduct class in a manner that facilitates discussion about the application of tax laws and tax planning. While my responsibility is to "teach" the class, I believe that learning is the responsibility of everyone in the class. I like class discussions to be interactive and informal. My hope is that by each of us contributing to the class discussions, a high level of understanding of the material may be achieved. Class participation will be gauged on an individual basis.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Project	1 project at 50 points	50
Mid-Term Exams	2 exam at 100	200
Assignments	10 assignments at 10	100
Class Participation/ Discussion	50	50
Final Exam	100	100
Total:		**500**

Grade Determination:
A = 500 – 450 pts; i.e. 90% or better
B = 449 – 400 pts; i.e. 80 – 89 %
C = 399 – 350 pts; i.e. 70 – 79 %
D = 349 – 300 pts; i.e. 60 – 69 %
F = 299 pts or below; i.e. less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):
The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed, as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class. In return for your documented participation in the SETE survey (that is, email to me a screen shot of your confirmation), I will add 5 points to your total point value.

Assignment Policy:
Assignments are designed to assist in understanding the chapter material. I expect you to do the assignments and be prepared for the class period.

Exam Policy:
Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). The instructor must be notified before the exam is scheduled for a makeup to be allowed. Arrangements for taking a makeup exam must be made when the student notifies the instructor that the exam will not be taken at the scheduled time. The student is responsible for arranging the makeup exam with the instructor. The makeup exam should be taken before the class meeting following the scheduled exam.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.
In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:
On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:
The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions, which violate the Code of Student Conduct, will be referred to the Office of Student Life, as the instructor deems appropriate.

Other Policies:
- **Use of Blackboard Learning**. Blackboard Learning is an important communication and education tool. You will be expected to be competent in this technology, and to inform the instructor if you need help.
- **Use of Cell Phones & Other Electronic Gadgets in the Classroom**. Cell phones are permitted in the classroom, but must be set to "vibrate" or "silent" during class. Answer calls outside, if you must, but cell phone conversations, texting, and similar activities will not be permitted in the classroom. Other electronic devices may be used in the classroom in a demonstrable application of educational assistance. If you question the appropriateness of the device in the classroom, ask the instructor for guidance.
- **Food & Drink in the Classroom**. You are expected to be responsible adults in this class. Drinks are acceptable in class, so long as there is a means of controlling a spill (such as a cup lid). You are expected to police your own area. It should be clean when you arrive, and you should leave it clean when you leave. Food is generally a disruptive agent during class, so you should restrain yourself to wait until the break to eat.
- **Use of Laptops**. You are encouraged to use laptops, iPads, and similar devices to assist in taking notes and researching topics related to the class. They must not be used for social activities, games, etc. during class time.
- **Grade of Incomplete, "I"**. This grade is given in very specific time periods and circumstances. Consult your Student Handbook for details.