

**Sul Ross State University
Department of Business Administration
Accounting Information Systems
ACCA 4334.001
12:30 p.m. to 1:45 p.m. – MW
Spring 2024 – MAB 317**

Course Instructor: Jawanna Sanderson, CPA
Office: MAB 309-J
Office Telephone: 432-837-8233
E-mail: jawanna.sanderson@sulross.edu

Office Hours:

Monday 8:00 a.m. – 9:00 a.m.
 2:00 p.m. – 4:00 p.m.
Wednesday 8:00 a.m. – 9:00 a.m.
 2:00 p.m. – 4:00 p.m.

Other appointment times will be available by appointment. Please arrange appointments with the professor.

Required Course Materials:

Accounting Information Systems (4th edition) by Vernon Richardson, C. Janie Chang, and Rodney Smith, McGraw-Hill, ISBN: 9781264112159

You can purchase the book through the SRSU bookstore or directly through McGraw Hill. You can purchase the paper edition or the eBook edition. You DO NOT need access to Connect.

This link should take you to the school bookstore.

ACCA 4334, Section 001: [Acct Information Systems](#)

Course Description:

This is a face to face course that will take place over the normal course of the Spring 2024 semester. There will be approximately 15 weeks in this course. We will cover information from seven of the chapters in the text over the course of the semester. Once we have gone over all of these chapters, we will start a module where we learn some basic skills in Microsoft Excel, which is a basic level Accounting Information System. Once we have learned some basic Microsoft Excel skills, we will expand our knowledge and learn some of the methods this Accounting Information System can be used in day to day accounting operations. The first portion of the course will have two Comprehension Opportunities over the seven chapters that we will cover. It will also have weekly homework that will be due on Blackboard. The second

portion of the course will consist of class activities using Microsoft Excel. There will be assignments due using Excel on certain dates. In addition, there will be a third Comprehension Opportunity at the end of the semester over Microsoft Excel. See the course schedule for all due dates.

In this course we will cover the fundamentals of Accounting Information Systems. We will learn what accounting information systems are and their value in businesses. We will discuss different uses and different levels of accounting information systems, depending on the business and business size. In addition, we will focus on Microsoft Excel as an accounting information system that is used in many different capacities amongst different businesses. We will learn basic fundamentals of Microsoft Excel and then we will expand on this basic knowledge to look at some of the accounting uses of this system.

SRSU Disability Services

Alpine Campus

SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartze Grisham, LPC, SRSU's Accessibility Services Director at 432-837-8203 or email mschwartze@sulross.edu or contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

RGC

SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. RGC students seeking accessibility services should contact Paulette Harris, Executive Assistant to the Vice President and Dean, at 830-279-3023 or email pharris@sulross.edu. Ms. Harris's office is at 2623 Garner Field Road, Uvalde, TX 78801 (this is the mailing address, too).

Distance Education

Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the

course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook.

Libraries

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu/. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

Mike Fernandez, SRSU Librarian, is based in Eagle Pass (Building D-129) to offer specialized library services to students, faculty, and staff. Utilize free services such as InterLibrary Loan (ILL) and ScanIt to get materials delivered to you at home or via email.

Classroom Etiquette

We will be participating in discussions and interacting with each other throughout this course. It is important for all students to be respectful and kind to one another, regardless of any differences. The course requires respect be shown at all times.

Attendance

This course is a face to face course. We will meet in person for classes. You are responsible for attendance to the course, which is mandatory. If you will be out for a school function, it is your responsibility to communicate this with your professor BEFORE the absence. You will be responsible for the lectures and information given to you during the class time. Therefore, attendance *is mandatory* and will be a part of your grade.

The class is a 75-minute class. If you arrive to class more than 25 minutes late, you will be counted absent. I would still suggest that you show up, so that you are not behind in the lectures. However, it is important to be punctual and in class on time. Announcements and reminders will likely be given at the beginning of the class. In addition, missing too much of a lecture could set you behind.

PowerPoint lectures and other information will be posted on Blackboard for your convenience, as well. You are responsible for viewing/reading class materials that are posted on Blackboard. You are responsible for the topics and the due dates.

Academic Honesty Policy

The University expects all students to engage in all academic pursuits in a manner beyond reproach and to maintain complete honesty and integrity in academic experiences both in and out of the classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

Academic Dishonesty includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.
9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of research materials" means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.
11. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
12. "Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty, but must notify the student of his/her right to appeal to the department chair, the College Dean,

and eventually to the Graduate Dean before the imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Graduate Dean shall be final.

In the case of flagrant or repeated violations, the Graduate Dean may refer the matter to the Dean of Students for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process except as provided under Interim Disciplinary Action.

Academic Integrity

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. Students should submit work that is their own and avoid the temptation to engage in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. Students should also avoid using open AI sources *unless permission is expressly given* for an assignment or course. Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

Classroom Climate of Respect

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

Department of Business Administration BBA Student Learning Outcomes

SLO 1 – Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies.

SLO 2 – Students will be able to communicate about contemporary business-related topics.

SLO 3 – Students will be able to comprehend the impact of ethical and social responsibility in business

Department of Business Administration BBA Marketable Skills

Marketable Skill 1 - Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.

Marketable Skill 2 - Students will have the ability to use research and analysis to make informed decisions.

Marketable Skill 3 - Students will have the ability to write business letters, emails, resumes and reports.

Marketable Skill 4 - Students will have the ability to make effective oral presentations to both professional and general audiences.

Course Grading

Blackboard Homework & BB Discussions	40%
Comprehension Opportunities (Exams)	30%
Attendance	5%
Classroom Activities/Excel Assignments	25%
Total	100%

Your grade will be based off of the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	69% or below

Assignments

Assignments will **not** be accepted late. Most assignments will be completed through McGraw-Hill's Connect platform and will differ, depending on the chapter. There will usually be two homework assignments per chapter. Some weeks there might be more or less assignments. These assignments will be due on **Friday evenings at 10 p.m.** They will open on the Saturday before at midnight, so you will have a full week to complete the assignments. If there are extenuating circumstances that keep you from completing the assignments, please let the instructor know **BEFORE** the due date. You will be given seven days to complete the online assignments, so there should be plenty of time to let the professor know of your situation or to complete the assignments. Be responsible with your time.

Comprehensive Excel Project

There will be an end of the semester project where you will utilize the Excel skills that you learned to track business transactions, analyze them, and then create financial statements within the software. There will be an additional project guidelines document available in Blackboard to discuss the parameters of the project. All skills needed to complete the comprehensive Excel project will be learned throughout the course as we build knowledge of the program and how to use it as an Accounting Information System.

Comprehension Opportunities (Exams)

There will be three Comprehension Opportunities throughout the semester. The first two Opportunities will cover topics discussed in the seven chapters of the text that we will cover. The first Opportunity will cover three chapters and the second Opportunity will cover four chapters. The last Opportunity will cover information learned during the Microsoft Excel portion of our course. The Opportunity will include questions about ways that Microsoft Excel can be used and basic skills and knowledge. In addition, it could include a practical portion related to creating a Microsoft Excel workbook. The Opportunities have due dates listed on the course schedule. This is the date that the Opportunity is due. The Opportunities will be taken online through Blackboard. They will be open for two days, starting the day before it's due on the course schedule at midnight and will end on the scheduled due date at **10 p.m.** See the course schedule for the due dates. If you are going to miss a Comprehension Opportunity, please notify the professor as early as possible. We can work together to schedule a time to take the Opportunity. If you have a family or medical emergency, please discuss it with your professor as soon as possible.

**Accounting Information Systems
Spring 2024
Class Assignments & Schedule**

Week	Due Date	Chapter	Assignments	
1		N/A	Welcome to the Course! Let's focus on getting the book, because it is needed for your homework.	
2	1/26/2024	1	Accounting Information Systems and Firm Value - BB Homework & BB Discussion #1 Due	
	2/1/2024		Last day to drop without creating an academic record	
3	2/2/2024	2	Data Analytics: Addressing Accounting Questions with Data - BB Homework Due	
4	2/9/2024	3	Data Analytics: Data Visualizations - BB Homework Due	
	2/13/2024		Comprehension Opportunity #1 - Ch. 1-3	
5	2/20/2024	7	Sales and Collections Business Process - BB Homework Due	***
6	2/27/2024	8	Purchases and Payments Business Process - BB Homework	***
7	3/5/2024	11	Accounting Information Systems & Internal Controls - BB Homework Due	***
	3/12 - 3/16		Spring Break - No Class	
9	3/22/2024	15	Emerging Technologies: Blockchain and AI Automation - BB Homework Due	

3/26/2024

Comprehension Opportunity #2 - Ch. 7,8,11, & 15

10

3/29/2024

Introduction to Excel - **No Homework Due**

11

4/5/2024

Introduction to Excel - **Create a Workbook Homework Due**

4/12/2024

Last Day to Drop with a "W"

12

4/12/2024

Inputting Business Transactions - **Homework Due**

13

4/19/2024

Creating Financial Statements - **Homework Due**

14

4/26/2024

Ancillary Excel Skills - **No Homework Due**

15

5/2/2024

Comprehensive Excel Project Due

Finals

5/7/2024

Comprehension Opportunity #3 - Excel

NOTE: Comprehension Opportunities are due on the days noted, however they will be online exams through Blackboard. You will have two days (the day before its' due and the due date) to complete the exam, at your pace.

Dates with asterisks by them are not Fridays. These are weeks when homework is due on a day of the week other than a Friday.

IMPORTANT DATES

2/1/2024

Last day to drop a class without affecting academic record

2/20/2024

1st Comprehension Opportunity DUE

3/11-3/15	Spring Break - No Classes
3/26/2024	2nd Comprehension Opportunity DUE
4/12/2024	Last day to drop with a "W"
5/2/2024	Comprehensive Excel Project DUE
5/7/2024	Comprehension Opportunity #3 DUE
5/10/2024	Graduation