

**Sul Ross State University
Rio Grande College of Business
Accounting Information Systems
ACCA 4334.W01
Online Asynchronous
Summer 1 - 2025**

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

Office Hours:

Office hours are available on an appointment basis, in person or via Microsoft Teams. Please email the professor to schedule any office hours.

Required Course Materials:

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

If you are a part of the Sully Shelf Program through the campus bookstore, you were charged a fee in your tuition and all required course materials should be available to you. If you opted out of this program, you can purchase the book through the SRSU bookstore or directly through McGraw Hill. Make sure that you purchase the “Connect” version of the book if you purchase it directly through McGraw Hill’s website.

Course Description:

This is an online course that will take place over the normal course of the first Summer 2025 Session. In the beginning of the course, we will go over an introduction to Microsoft Excel, using LinkedIn Learning and other exercises. Next, we will begin an introduction to Accounting Information Systems and learn about the principles of these systems and why they are so important in the accounting function. There will be two Comprehension Opportunities over the six chapters on Accounting Information Systems that we will cover. There will also be weekly homework that will be due on Blackboard. Some of these assignments will be multiple choice assignments, but there will be Microsoft Excel assignments also, that are from the textbook. After this portion of the course, we will continue to expand Microsoft Excel skills and look at other ways that a business might use this software as an Accounting Information Systems. There will be assignments due using Microsoft Excel. There will be a third Comprehension Opportunity at the end of the semester over the knowledge gained on Microsoft Excel throughout the course.

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

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 or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu.

Counseling

Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/365 support by visiting [Timelycare/SRSU](https://www.timelycare.com/sulross). The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and RGC students.

Required Student Responsibilities Statement

All full-time and part-time students are responsible for familiarizing themselves with the [Student Handbook](#) and the [Undergraduate & Graduate Catalog](#) and for abiding by the [University rules and regulations](#). Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. Every student is expected to obey all federal, state and local laws and is expected to familiarize themselves with the requirements of such laws.

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 an online course. We will not meet in person for classes. However, you are still responsible for viewing/reading class materials that are posted on Blackboard. These may include articles, videos, handouts, and/or lectures. Video and/or audio lectures will be provided. 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	70%
Comprehension Opportunities (Exams)	30%
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

All assignments will be due on **June 30th, 2025**, except for your last Comprehension Opportunity. The last Comprehension Opportunity will be due on the last day of class, which is **July 2nd, 2025**. The course will be designed for you to go at your own pace, but it will be based on your progression. This means you will have to finish other assignments before you can move on. There will be suggested deadlines for certain assignments for each student to be able to maintain successful completion of the course. Your individual progress will be monitored by the professor throughout the course. The assignments will be submitted through Blackboard. They will be open through the duration of the course. If they are not completed by the end of the course, then you **will receive a zero**. There will not be exceptions to this rule. If there are extenuating circumstances that keep you from completing the assignments, please let the instructor know **as soon as possible**. This is a self-paced course, so you need to take responsibility for gaining knowledge on the course matter and completing the course on time and successfully.

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. The first two Comprehension Opportunities will be over Accounting Information Systems concepts covered throughout the course via the textbook. The last Comprehension Opportunity will cover questions related to Microsoft Excel basics, and how it can be used as an Accounting Information System. The last Opportunity is due on July 2nd, 2025. The first two are due on June 30th, 2025. If there is any reason that you can't complete one of

these on time, please discuss it with your professor as soon as possible. If you have a family or medical emergency, please discuss it with your professor.

ACCA 4334					
2025 Summer 1 Session					
	Topic	Pages	Assignment	Suggested Due Date	
	-	-	LinkedIn Profile Submission	Friday, May 30th, 2025	
	Excel Basics	-	Excel Basics -LinkedIn Learning Assignments	Tuesday, June 3rd, 2025	
	Chapter 1	Full Chapter	Ch 1 Homework (2 assignments)	Friday, June 6th, 2025	
	Chapter 2	Full Chapter	Ch 2 Homework (2 assignments)	Tuesday, June 10th, 2025	
	Chapter 3	Full Chapter	Ch 3 Homework (2 assignments)	Friday, June 13th, 2025	
	Chapters 1-3	See Above	Comprehension Opportunity #1	Sunday, June 15th, 2025	
	Chapter 7	Full Chapter	Ch 7 Homework (1 assignment)	Tuesday, June 17th, 2025	
	Chapter 11	Full Chapter	Ch 11 Homework (1 assignment)	Friday, June 20th, 2025	
	Chapters 7 & 11	See Above	Comprehension Opportunity #2	Sunday June 22nd, 2025	
	Financial Transaction Entry	-	Entering Business Transactions Excel Assignment	Wednesday, June 25th, 2025	
	Using Logical Formulas & Pivot Tables	-	Logical Formulas & Pivot Tables	Saturday, June 28th, 2025	
	Microsoft Excel Basics	-	Comprehension Opportunity #3	Wednesday, July 2nd, 2025	***
		*** This is a hard deadline, not a suggested deadline. The hard due date is for the last Comprehension Opportunity. All assignments are due no later than Wednesday, July 2nd, 2025 at 10 p.m. This is the last day of the session.			