

**ACC 340—Accounting Information Systems
Fall 2014**

Professor & Office:

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Office Hours:

M-F 10:00-11:00
M & W 1:00-2:00
T & TR 2:30-3:30
Also by appointment

Textbook & Materials:

Systems Understanding Aid, Alvin A. Arens and D. Dewey Ward, 8th Edition, Armond Dalton Publishers

Computerized Accounting using QuickBooks Pro 2014, Alvin A. Arens and D. Dewey Ward, Second Edition, Armond Dalton Publishers

You will find additional course materials at the following URL:

https://dl.dropboxusercontent.com/u/82809589/acc_340/handouts-f14.html

You should bookmark the above URL as you will be using it often.

Course Description:

A dual-purpose course which explores the theoretical view of information systems, while at the same time exposing the student to actual off-the-shelf accounting software. The course alternates between textbook readings and discussions and cases. After completing the course, the student is expected to possess the ability to computerize a manual accounting system, to understand system theory underpinnings of accounting information systems, and to have developed a view of the implications of expected technological advances on management information systems in general and accounting systems in particular.

Assignments:

Assignment details and deadlines are available at the handouts URL mentioned above.

Quizzes and Exams:

12 quizzes will comprise 30% of your grade. You may drop your two lowest quiz scores, so your ten highest scores will count. Quizzes will only be given during class. No make-up quizzes will be given. If you miss class when a quiz is given, you will receive a zero for that quiz. Quizzes may be given anytime during class—beginning, middle, or end.

Quizzes will be handed back, in order to provide feedback, during the next class period. However, quizzes may not leave the classroom. Quiz scores will not be recorded until after we review the quiz in class and they are handed back in. If you do not hand your quiz back in after we review them, you will receive a zero. You may look at any of your quizzes in my office during office hours.

Attendance:

SEE QUIZZES AND EXAMS SECTION! Attending class regularly is one of the most important things that lead to success in this course. **We will cover important material every day in this course.**

Grades:

Course grade summary:

Quizzes	300
SUA	300
QB	300
Final	<u>100</u>
	<u>1000</u> points

Your course grade will be determined based on the following percentage scale.

90 - 100% = A	70% = C
88% = A-	60% = D
86% = B+	<60% = F
80% = B	
78% = B-	
76% = C+	

Final Exam

The final exam is scheduled for Tuesday, December 16 from 3:30 a.m. – 5:30 a.m. Plan accordingly.

Academic Integrity:

Students are expected to uphold the standards of intellectual and academic integrity as outlined in the Student Handbook. This means refraining from all forms of dishonorable conduct in the course of your academic work, including plagiarism, cheating on examinations, unauthorized collaboration. Potential penalties are an "F" or withdrawal from the course.

Students who lack common courtesy toward each other or the instructor in the classroom or via email will either be withdrawn from the course or given an "F." Please do not use cell phones or MP3 players during the class and have the courtesy to turn them off before class begins.

Students are also expected to behave in a manner that does not infringe on the rights of others or interfere with the educational process. Disruptive student behavior will result in the student's withdrawal from class if on or before the last day to withdraw or else a failing course grade after that date. Repeatedly leaving the classroom during a class, except in the case of a genuine emergency, is considered disruptive behavior.

ADA Accommodations:

Any student eligible for and needing academic accommodations because of a disability is requested to speak with the professor after class or during office hours. All discussions will remain confidential. You will need to provide documentation of your disability to the Academic Resource Center in 302 Taylor Hall.

Dr. Crowley reserves the right to change this syllabus and semester schedule. Changes will be announced on the website and in class. **It is the student's responsibility to contact a classmate to find out "if anything important was covered" during a missed class.**

Please do not use cell phones or other mobile devices during the class and have the courtesy to turn them off before class begins. You will be asked to leave the class if you violate this policy.