

**Accounting & Finance Department  
SYLLABUS**

<b>COURSE:</b>	ACCT 430, Accounting Information Systems, 3 credits
<b>INSTRUCTOR:</b> Office: Office hours: E-mail: Phone:	Dr. Dawna M. Drum SSS 469 Tu/Th 9-11 Wed 9-11 drumdm@uwec.edu 715.836.3207
<b>COURSE PREREQUISITES:</b>	Admission to College of Business Minimum senior standing ACCT 302, BSAD 305, FIN 320, MGMT 340, MGMT 341, MKTG 330
<b>REQUIRED LAPTOP PC:</b>	This course requires that students have access to a laptop computer on which they can do course work. ( <a href="#">Click here</a> for College of Business recommended laptop specification.)
<b>REQUIRED SOFTWARE:</b>	Windows XP, 7, or 8 operating system Web browser compatible with Desire2Learn Microsoft Office 2013 Word, Excel, and Access <a href="#">Cute PDF Writer</a> ( <a href="#">Click here</a> for Wisconsin Software Consortium.)
<b>REQUIRED TEXTS:</b>	RENTAL: <i>Accounting Information Systems: The Crossroads of Accounting &amp; IT</i> Kay and Ovlia ISBN: 978-0-13-213252-7

**Academic Honesty** (rev. 8/24/2012)

You are subject to the Department of Accounting and Finance's policy on Academic Honesty which follows:

Plagiarism, unauthorized collaboration on academic projects, and cheating are prohibited. Plagiarism is the act of stating or implying that another person's work is your own; this includes memorizing the work of others and representing this memorization as your own work. Also prohibited is sharing your work with others for them to copy or use as a reference. We do not tolerate academic dishonesty, including plagiarism. Please be sure you understand what plagiarism is and how to avoid it. The Student Academic Misconduct Disciplinary Procedures code, which dictates the disciplinary action against students who engage in academic misconduct, is available for review at <http://www.uwec.edu/DOS/policies/upload/BlugoldCode2012.pdf>

The penalty for academic dishonesty in this course will include, at a minimum, a zero on the assignment/paper/quiz/project/exam, followed by reduction in your course grade of one full letter grade after the score of zero is factored into your course grade.

Other sanctions may also be given in accordance with the Student Academic Misconduct Disciplinary Procedures Code, including failure of the course. All acts of misconduct will be reported to the Chair of the Accounting and Finance Department, the Associate Dean of the College of Business and the Department of Academic Affairs. You are also expected to follow the Student Code of Conduct of the College of Business (I.N.T.E.G.R.I.T.Y.) as found at this link: [http://www.uwec.edu/cob/info/code\\_of\\_conduct\\_undergraduate.htm](http://www.uwec.edu/cob/info/code_of_conduct_undergraduate.htm) of the College of Business (I.N.T.E.G.R.I.T.Y.) as found at this link: [http://www.uwec.edu/cob/info/code\\_of\\_conduct\\_undergraduate.htm](http://www.uwec.edu/cob/info/code_of_conduct_undergraduate.htm)

**Assistance:** If you have a physical, psychiatric/emotional, medical, or learning disability that might impact your ability to carry out assigned course work, you are encouraged to contact the Services for Students with Disabilities (SSD) office. The office is located in the Old Library building, Room 2136; 836-4542, [www.uwec.edu/ssd](http://www.uwec.edu/ssd). SSD will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you.

Please let me know as soon as possible if you cannot take one or more of the exams at the scheduled time. A legitimate, documentable reason is required, and any accommodation is at your instructor's discretion.

**COURSE DESCRIPTION:** This course is designed to help accounting majors extend their understanding of how information systems concepts and technology impact the practice of accounting. It addresses all aspects of accounting information systems (AIS), emphasizing AIS vocabulary and concepts, use of off-the-shelf accounting software, and tools for documenting custom AIS designs. This course supports all of the [UW Eau Claire Liberal Education Learning Goals](#) with particular relevance to goals 2, 3, and 4: creative and critical thinking, effective communication, and individual and social responsibility.

**OBJECTIVES:** The objectives of this course center on learning AIS vocabulary & concepts, using off-the-shelf accounting software, documenting custom AIS designs:

1. Use the Systems View to understand and influence the performance of social and technical systems.
2. Correctly use AIS vocabulary to knowledgeably discuss AIS concepts.
3. Read and understand AIS design documents such as dataflow diagrams, entity-relationship diagrams, and process flow charts.
4. Develop a reasonable design for an AIS and document it with design documents such as those listed in goal 3 above.

5. Use AIS technology such as accounting software and design tools to perform routine accounting tasks such as establishing a new set of books, posting transactions, and generating & posting reports for management.
6. Knowledgeably discuss the impact on AIS of legislation such as the Sarbanes-Oxley Act ethics principles espoused by the accounting profession.
7. Correctly explain how to implement accounting controls in an AIS.
8. Develop a basic understanding of transaction processing, internal controls, and other basic features of SAP.

#### **STUDENT EVALUATION:**

**Late homework submissions are normally not accepted.**

**Late exam policy:** If you miss an exam without prior approval, for ANY reason, you will take a make-up exam which is significantly different from the original exam but covering the same material. ALL MAKEUP EXAMS WILL BE GIVEN DURING FINALS WEEK ONLY, REGARDLESS OF REASON.

Your grades in the course consist of the components listed below.

**Class Participation and Activities:** During class time, we'll regularly do activities individually and in teams that will be turned in. If you are not in class that day, you will not be able to get those points.

**SAP Homework and Project:** You will work through the SAP exercises in the "Global Bikes Inc (GBI)" case. Each exercise is due on the date specified in the schedule. You will also complete a final project using a file that I will give you. The project is due on the date specified in the schedule and will be graded on punctuality, completeness, and correctness. Late submissions are normally not accepted.

**Feed My People DFD Assignment:** We will be working in groups to create DFDs and written documentation for the Feed My People Foodbank.

**Other Assignments:** Throughout the class we will also be doing smaller assignments including, but not limited to essays, a DFD and a process map.

		<b>Acct430 Fall 2014</b>	<b>Assignments Due</b> (all assignments are due at midnight unless otherwise noted)
<b>Wk</b>	<b>Date</b>	<b>Topics Covered</b>	
1	Sept 2	General Systems Ch 1 – Accounting Systems Intro to Virtual Lab and Excel Review	Ex 1.38
	Sept 4	SAP Intro SAP Journal Entries	GBI JE (Excel)
2	Sept 9	Ch 4 – Systems and Processes	
	Sept 11	Ch4 Continued, JE in SAP	Ex 4.26
3	Sept 16	SAP Purchase To Pay 1-5	SAP GBI JE (in SAP)
	Sept 18	SAP P2P 6-15	SAP P2P 1-5
4	Sept 23	Ch 12 – Risk Management (READ THIS!!)	Ex 12.29 AND SAP P2P 6-15
	Sept 25	PwC Risk Management	
5	Sept 30	Ch 5 – Process	Ex 5.18
	Oct 2	SAP Order to Cash 1-4	
6	Oct 7	SAP O2C 5-11 Exam Review	SAP O2C 1-4
	Oct 9	EXAM 1	SAP O2C 5-11
7	Oct 14	Bill Brown from Feed My People	
	Oct 16	SAP O2C 12-23	
8	Oct 21	Ch 6 – Integrated Systems	SAP O2C 12-23
	Oct 23	In-class work on Process Flow project	
9	Oct 28	Ch 10 – Fraud and Internal Controls	
	Oct 30	SAP SOD 1-2	
10	Nov 4	Ch 10 – Fraud and IC	CampS Controls (Ch 10a) AND FMP Level 1 Draft
	Nov 6	SAP SOD 3-4	SAP SOD 1-2
11	Nov 11	More IC practice and Exam Review	Ex 10.36 (Ch 10b)
	Nov 13	Bill Brown from FMP	SAP SOD 3-4
12	Nov 18	EXAM 2	
	Nov 20	Guest speaker	
13	Nov 25	In-class work on Process Flow project	
		Thanksgiving!!	
14	Dec 2	Ch 7 – Business Intelligence Ch 8–Sustainability Accting (Not doing Ch 9 or 11)	FMP Project
	Dec 4	Ch 13 – System Development Project Management	Ex 8.23 Ex 7.34
15	Dec 9	Final Project	Ex 13.28
	Dec 11	Final Project	SAP Control DFD
16	Finals Week	Final Project	Final Project