



SAMPLE Course Syllabus (students should use current syllabus from current professor)

Title: ACC 6400 – Accounting Information Systems

Term: FALL 2015 (5 week)

Instructor: Dr. Del DeVries, CPA, CISA

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AIS: Data Analysis, Decision Making, Spreadsheet
Controls and Advances in Accounting Systems
ACC 6400



TEXTBOOK (required): Gross, Akaiwa, and Nordquist (2013) *Succeeding in Business with Microsoft Office Excel 2013: A Problem-Solving Approach*. ISBN: 9781285099149

Welcome to Accounting Information Systems! My professional and academic career has been focused on the intersection between accounting, business processes, auditing, and information technology. This is an area that does not sit idle watching the world change!

FOLLOWING ARE GENERAL POLICIES FOR THIS CLASS--BASED ON THE PROGRESS OF THE CLASS DEVIATIONS MAY BE NECESSARY.

COURSE DESCRIPTION: This course provides accounting students with knowledge needed for understanding and using information technologies and for knowing how an AIS gathers and transforms data into useful decision-making information.

LEARNING OBJECTIVES: *The focus of this course is on helping you develop 1). your understanding of enterprise system processes and controls and 2.) analysis and decision making skills by efficiently solving business problems with appropriately controlled spreadsheet analysis.*

- Understand how an enterprise system supports major business event processes by using SAP to process transactions through the procurement, productions, sales, controlling, and financial accounting modules.
- Review of fundamental internal control concepts for application processing and segregation of duties.
- Define and describe corporate governance issues regarding spreadsheets
- Compare and contrast good vs weak spreadsheet creation practices
- Apply good practices and controls in spreadsheet creation in order to reduce errors
- Use Excel effectively at a power user skill level
- Use Excel to analyze business decisions through the application of advanced analysis capabilities
- Identify current topics related to information systems for business processes and accounting reporting

Course Structure: To accomplish these objectives, you will read and discuss articles from current trade journals and websites and work in class on learning SAP processing steps and advanced Excel features. The class will be meeting in the computer lab to facilitate easy access to Excel for demonstrations and activities. I believe that you will have fun, work hard, and learn a great deal in this class.

Method(s) of Instruction: This is a graduate level course that depends in large part on your participation and interaction for success. The class will consist of discussions, demonstrations, presentations, and some lectures. The course has been designed to provide you with knowledge and skills that you can use in your accounting career. Your input and questions will make this a better class. The more you put into class, the more you will take from it.

It is important that you attend each class, participate in class discussions and complete all assigned work on a timely basis (very similar to employer's expectations!).

Detailed Course Information: We will use an online Blackboard site to post detailed information about this course including assignment requirements, class lecture overheads, etc.

COURSE REQUIREMENTS:

Course Assignments: Assignments for the course include reading and studying the assigned articles. Assignments to be completed and turned in require you to use SAP and Excel 2010/2013 and infrequently, Access 2010/2013. Assignments will be electronically submitted. You should take appropriate care to backup your work and have contingency plans for computer crashes and network outages in order to meet deadlines.

- **Submitting Assignments to Blackboard** will occur frequently. Problems can occur in the submission process, typically due to the configuration of your computer. The Blackboard home page has a "Check Browser" option in the upper right – use it to figure out what to fix if you have a problem while submitting an assignment. For more information check the documents posted in Resources section of Blackboard.
- **File Management:** Over the next 5 weeks you will be working with many different files in various formats (SAP, Excel, Access, text, PDF, etc.). To maintain your sanity with all of these files, you should be very, very comfortable with file management. If you aren't - I've posted a web link on Blackboard under Resources to a book chapter titled "Working with Files, Folders, and Disks and Windows".
- **Storage Space for Files:** You will need some! Good options for moving files around with you are:
 - **USB drives**
 - **E-mail files to yourself** (sometimes can be a bit messy, think about using file compression first to compress several files together into one Zip file). Your Belmont email or a free Gmail account can be very effective.
 - **Online cloud storage** – Google Drive has 15 GB of free online storage. OneDrive (Microsoft) offers 15 GB of free online storage that can be password protected. Another option is DropBox.com which offers 3 GB of free space which can backup and synchronize files between multiple computers.

Although each of these services are free, each has limitations on maximum file size. Links to each are in the Resources on Blackboard.

- **Attendance and Participation:** Much of what you gain in this class should come from your engagement and participation; therefore, class attendance is required. Any absence must be approved in advance by the professor. The Belmont class attendance policy is in effect for this class.

Other Readings and Course Materials: Will be provided from current trade and industry journals for several classes and will be accessed through web links on Blackboard.

- **Grading Scale**

The course grade will follow the scale of:

A 100-94	A- 93-90	B+ 89-87	B 86-84
B- 83-80	C+ 79-77	C 76-74	C- 73-70
F 69 and below			

- **Course Evaluation and Grading Distribution:**

Excel Quizzes	35%
SAP Exercises	35%
Critical Reflection in 2 parts: Data Analysis and Enterprise Systems	10%
SAP MC, Pre- and post-tests	<u>20%</u>
Total	100%

Late Projects / Assignments: Assignments (including quizzes and exercises) are submitted on Blackboard. I will accept late turn-in of assignments as follows: Penalty of 15% of total points for each day or portion of a day late.

UNIVERSITY POLICIES:

- **Accommodation of Disabilities:** In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the university to provide reasonable accommodations of the disability during this course, please notify the Office of the Dean of Students located in the Beaman Student Life Center (460-6407) as soon as possible.

- **Honor Code:**

The Belmont community values personal integrity and academic honesty as the foundation of university life and the cornerstone of a premiere educational experience. Our community believes trust among its members is essential for both scholarship and effective interactions and operations of the University. As members of the Belmont community, students, faculty, staff, and administrators are all responsible for ensuring that their experiences will be free of behaviors, which compromise this value. In order to uphold academic integrity, the University has adopted an Honor System. Students and faculty will work together to establish the optimal conditions for honorable academic work. Following is the Student Honor Pledge that guides academic behavior:

“I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, in the preparation of reports, or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.”

CLASS SCHEDULE

(The matching of Excel topics with dates are a rough approximation and is subject to change as necessary.)

Check Blackboard for sections/pages to focus on in each chapter and for other readings.

#	DAY	DATE	TOPIC	<u>Excel</u> <u>Textbook</u>	<u>SAP Text</u> <u>(PDF)</u>	<u>Due before</u> <u>class</u>	<u>Due by</u> <u>end of</u> <u>class</u>
1	M	11/9	Introduction and Course Overview / Pre-test / SAP overview and sign-in				Pre-test
2	W	11/11	Excel #1 - Corporate Governance Issues / Spreadsheet Controls	Ch 10 Ch 1 and 2			
3	M	11/16	Excel Data Analysis overview SAP – Ch 2 Procurement Logistics (MM)		Ch 1 Intro Ch 2 MM		SAP Ch 1 & 2 MC
4	W	11/18	Guest speakers (HCA) for 1 st hour – Data Analysis & Tableau Excel #2 - Functions / Date Functions / Lookups	Ch 4 and 5		Excel Quiz #1	
5	M	11/23	SAP – Ch 3 Production Logistics (PP)		Ch 3 PP	SAP Ch 2 MM exercise	SAP Ch 3 MC
	W	11/25	Thanksgiving				
6	M	11/30	SAP – Ch 4 Sales Logistics		Ch 4 SD	SAP Ch 3 PP exercise	SAP Ch 4 MC
7	W	12/2	Excel #3 - Conditional Formatting / Data Filtering / Pivot Tables	Ch 7		Excel Quiz #2	
8	M	12/7	SAP – Ch 5 Financial Accounting and Controlling		Ch 5 FI & CO	SAP Ch 4 SD exercise	SAP Ch 5 MC
9	W	12/9	Excel #4- Dynamic Summary Tables / Database (OLAP) functions	articles		Excel Quiz #3	
n/a	Sat	12/12	n/a	n/a	n/a	SAP Ch 5 FI / CO exercise	n/a
10	M	12/14	Wrap-up			Excel Quiz #4 Critical Reflection in 2 parts (Data Analysis and Enterprise Systems)	Post-test

The Assignments (SAP exercises and Excel Quizzes) are submitted on Blackboard. SAP MC and Pre- and Post-Tests are “in-class”.