

Spring 2023

ACCT 4391 ACCOUNTING INFORMATION SYSTEMS

Section 001

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903-565-5547
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Zoom: <https://uttyler.zoom.us/j/9705761192>

Office Hours are my availability for you. I am on campus MWF, only. For Tuesday and Thursday, please make an appointment for Zoom, as I do not have it open unless I am on a call.

MW - 1:30pm – 2:15pm, in office or Zoom by appt.;
W - 4:30pm -5:00pm, in office or Zoom by appt.;
F - 2:00pm - 4:30pm, in office or Zoom by appt.;
TTH - 10:00am – 4:00pm, by Zoom appt. only.

If these times do not fit your schedule, I am open to seeing what time(s) would work.

Please schedule time for Zoom via link below, at least 12 hours in advance to ensure availability.

<https://calendly.com/dmarks-uttyler>

Zoom link will be provided in appointment confirmation.

Preferred means of communication:

In an effort to ensure that I can respond to your needs promptly and efficiently, here are my preferred methods of communicating:

- Email me directly, or
- Visit me during my office hours. I can use either Zoom or meet personally...the choice is yours.

Course Description: Structure of financial data flow systems within an organization. Development of logic, flow and control concepts and reporting techniques of these systems.

Prerequisite: Grade of 'C' or better in TECH 2323 or equivalent
Grade of 'C' or better in ACCT 3312 or concurrent enrollment in ACCT 3312

Teaching Method: This is an upper-division undergraduate course. The understanding of the principles and concepts will be challenging and require active participation by the student. The instructor will facilitate learning

through classroom lecture and discussion, case study and analysis, and hands on introduction to computer tools and techniques.

Course Objectives:

- To understand the conceptual foundations and changing environment of accounting information systems and how manual and computerized accounting information systems relate to financial reporting and decision making within organizations.
- To understand, define, and describe the terminology, components, processes, reports, documents, and procedures inherent in accounting information systems.
- To understand the internal controls necessary for adequate accounting information systems.
- To prepare and interpret data flow diagrams and document flowcharts both manually and computerized.
- To prepare financial statements and other financial reports based on U.S. generally accepted accounting principles using current accounting information systems.
- To discuss the impact of globalization on financial reporting and current technology on accounting information systems.

Competencies developed and/or demonstrated in this course include:

- **Computer-Based Skills**
 - **Word Processing:** Written assignments for submission will develop skills using a word processing program to assimilate, manipulate, organize, store, and present information.
 - **Spreadsheet:** Written assignments for submission may use a spreadsheet program to develop, evaluate, organize, process, store and present information.
 - **Current Accounting Software:** used to develop skills in processing accounting data and creating useful information.
 - **Presentation Software:** Presentation software may be used to facilitate oral presentations.
- **Communication Skills**
 - **Written:** Students are expected to prepare written problem solutions, case analysis, answers to examination questions, and support for cases/projects. They will demonstrate the ability to select, evaluate, and **communicate** information **effectively and concisely** using written, graphic, pictorial, or multi-media methods.
 - **Oral:** Students are expected to participate in class discussions, problem solving, group discussions, and case analysis. They will learn to select, evaluate and communicate information using oral methods as well as develop listening skills.
- **Interpersonal Skills**
 - **Team-Based Abilities - INTRA-GROUP AND INTER-GROUP COOPERATION:** This course is project-oriented and students will work on projects that require team participation.
 - **Leadership:** Leadership is demonstrated by the ability to influence and/or guide towards completion of a common goal. Students may demonstrate those traits through participation in team-based activities.
 - **Conflict Resolution:** Interpersonal conflict resolution may be demonstrated via group discussions and team involvement.
- **Problem Solving (Critical Thinking)**

- **Conceptual Thinking:** Required by case and problem assignments
- **Gathering And Analyzing Data:** Required by assignments, cases, and projects.
- **Quantitative And Statistical Skills:** Students must apply basic quantitative skills in order to solve selected assignments, cases, projects and assessments.
- **Creativity And Innovation:** Required by assignments, cases, and projects.
- **Self-Reliance:** Employers demand employees that when given a task, be self-motivated to learn what is necessary to successfully complete the task. Completion of this course will require a high degree of self-study, contributing to the development of a good work ethic and developing stronger study skills as a result.

Please read the following carefully as there are several different options for you to purchase these books and the related electronic access.

Required Course Materials:

1. **Revel:** You are required to purchase the **Revel** version of **Romney, Steinbart, Summers, and Wood, Accounting Information Systems, 15e**, for this course. I will assign reading, writing, and other homework activities in Revel - **ISBN 9780135573044**.

- a. This will give you access to the Revel platform and the eText. While access to Revel is required, the printed version of this text is optional - see purchasing options below. There are two ways to purchase Revel access. Choose the option that works best for you:

Option #1: Online Instant Access (**Least expensive option**): If you decide not to purchase Revel from the bookstore, you can purchase Revel access online. You will see this as an option after clicking on the **Pearson Revel** link on the Canvas course menu (left side of the Canvas page).

Option #2: Purchase a Revel access code from the campus bookstore.

- b. When you register (via access code or online instant access), you can then choose to purchase the discounted loose-leaf book (not required) through Revel for \$29.99 and it will be shipped directly to you.

Follow these steps to get started or watch a short video

(www.pearsonhighered.com/Revel/students/registration) on how to register for Revel.

If you need help, check out these Revel student resources:

<https://www.pearsonhighered.com/revel/students/support/>

2. **QuickBooks Online: Level 1, Academic Year 2022-2023 (see Note 2 on page 4)**

Choose the **ONE** purchase option that works best for you:

Option #1: (Least expensive option) Digital Online Instant Access from publisher:

- Item #: 1-64061-375-7
 - ISBN: 978-1-64061-375-1
- Packaging Option: Digital (ebook + eLab: instant access)
 Purchasing Page Url: http://www.lablearning.com/QuickBooks-online-level1-2022-2023_2.html?sc=54&category=111269
 Author(s): Patricia Hartley,

Option #2: Purchase access code from the campus bookstore.

- ISBN: 978-1-64061-376-8

Packaging Option: Digital (ebook + eLab: instant access)
Retail card, Author(s): Patricia Hartley

Option #3: Optional Print Textbook (includes ebook + eLab)

- Item #: 1-64061-374-9
 - ISBN: 978-1-64061-374-4
- Purchasing Page Url: http://www.lablearning.com/QuickBooks-online-level1-2022-2023_2.html?sc=56&category=105451
Author(s): Patricia Hartley.

3. ALTERNATE Project, IF QuickBooks Certified (see Note 2, below):

- **Electronic Systems Understanding Aid 1st edition (eSUA 1st)**
 - 978-0-912503-74-5
 - Suggested Retail \$72.00 (direct purchase, bookstore price is higher)
 - Online store: <http://armonddalton.directfrompublisher.com/>

4. USB Flash Drive: Be prepared to save your work to an external device if access to the Cloud becomes an issue.

Note 1: if you are seeking to get QuickBooks certified, certification is not part of this course. Additional fees for certification test are required and outside the current course.

Note 2: if you are already QuickBooks certified, show proof of certification. You will be excused from the QuickBooks requirements. However, you will be required to complete a separate project on the Accounting Information Cycle (see Required Course Material #3, above).

Companion Websites

All course material is accessed through Canvas. Both Romney and QuickBooks have companion sites; **Revel** and **eLab**, respectively. Homework and other deliverables will be obtained and submitted through these sites and are accessed through Canvas. ***It is important to register on these sites to be able to complete the related course requirements.***

Do not use Internet Explorer as your browser. Please use **Chrome or Firefox** as your browser. These suffer from fewer problems than other browsers.

Canvas and Companion Mobile App:

All course material is available on Canvas. You should check Canvas regularly for updates and announcements. Canvas has created **Canvas Student** to help you access your courses while you are away from a computer browser. The Canvas Student app comes in handy for checking messages, announcements, and grades.

How to Install the Canvas App

1. On your mobile device, open the App Store.
2. Search for Canvas Student or Canvas Teacher
3. Select the appropriate app, and download and install it.

How to Log in to the Canvas App

The first time you log in, you will need to identify your institution and log in with your UT Tyler user ID and password.

1. Open the Canvas app.
2. Tap Find Your School or District.
3. Type the name of your institution. When the full name appears in the search list, tap the name.
4. Type your UT Tyler user ID and password, and tap Login.
5. On the verification page, tap Log In.

Your Canvas dashboard will open.

Classroom Policies:

- Class starts promptly at the assigned time. If you have a problem that prohibits you from arriving to class on time, please find a seat near the entrance to minimize the disruptions to the classroom.
- Inform me in advance if you must leave the class before the scheduled ending time.
- Electronic devices (cell phones, pagers, iPods, etc.) must be deactivated during class. **Texting and surfing the internet in class is not allowed.**
- Textbooks, materials and calculators should be brought to all classes.
- Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the classroom, but derogatory remarks and profanity will not be allowed in the classroom.
- Dishonesty will not be tolerated in this class. Violations of accepted standards of conduct will result in the imposition of the penalties allowed by the University.
- In an accounting class, missing just one class can cause you to fall behind! If you are absent, it is your responsibility to obtain materials and class notes. Lengthy instructions will not be repeated on a one-on-one basis.
- **All assignments must be completed on or before the due dates and before class begins on that due date.** This allows you the greatest opportunity to be learn by addressing areas of concern through active in-class participation. **Late assignments may be allowed with a cumulative penalty for late work (5% per day)**, unless there are emergency situations and documentation is provided (e.g. doctor’s note, subpoena, accident report, etc.).

The basis of your grade is determined as follows:

| Assignment | Percent of grade | Points | Grading Scale: | |
|--------------------------------|------------------|--------|----------------|---|
| Revel (Romney)* @ | 25.00% | 250 | 100 – 90% | A |
| MySQL Project | 7.50% | 75 | 89.99 – 80% | B |
| Excel Data Analytics Project | 7.50% | 75 | 79.99 – 70% | C |
| PowerBI Data Analytics Project | 7.50% | 75 | 69.99 – 60% | D |
| QuickBooks (Labyrinth)* # | 15.00% | 150 | <60% | F |
| Mid Term and Final Assessments | 37.50% | 375 | | |
| Total | 100.00% | 1,000 | | |

* - based on % of total pts earned

@ - includes computer-based homework and in-class work or quizzes

- or alternate Systems Understanding Aid Project if QuickBooks certified

Grades posted on Canvas throughout the semester are individual grades for that assignment only and are not weighted but are posted for your review. Final grades will be posted on Canvas at the

end of the semester using the Grading Scale, above.

Assessments:** The plan is to have two (2) face-to-face assessments; a mid-term and a final. Assessments may take the form of paper exams and/or research presentations. All assessments, online or face to face, will be administered at the pre-determined time.

During exams you will be permitted to have:

- a four-function calculator (no programmable calculators),
- one sheet of blank scratch paper only.
- Face to Face exams include:
 - 1 Scantron Form 882 E,
 - a #2 pencil, eraser

You will **not** be permitted to use a cellphone or take bathroom breaks. Please prepare accordingly.

****If online assessments are necessary due to University mandates**, they will be administered and proctored using ProctorU. There will not be any additional cost for proctoring. Please make sure you are using the current version of Chrome or Firefox and you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser
- Quiet and private environment to take your assessment

Restrictions for online exams do not differ from in-class exams with the additional requirements that you will **not** be permitted to have other people in the room with you and your webcam must be on for the duration of the exam. Failure to adhere to these requirements will result in a zero (0) for the exam.

Make-up quizzes and exams will **ONLY** be given under extreme extenuating conditions such as, but limited to, hospitalization or medical emergency (including COVID related issues), physical injury, or death of an immediate family member. You **MUST** provide me proof of your issue in order to qualify for a make-up exam. For extenuating conditions, make-up exams must be taken **within three days** of your medical release.

- Student Athletes must present notification in accordance with the Student Manual of Operating Procedures ([Sec. 1-501](#)).

In-Class Expectations: In order to get the most out of this course, you should come prepared. That includes, but not limited to, **reading the related chapter text and the watching any related chapter videos before you come to class**. From time to time you will be called on to participate in discussions, and to do so requires your attendance and preparation. I will also, from time to time, require a class activity for a grade that will be included in the overall grade for that related assignment area.

Zoom is not conducive for successful completion of this course. If you are not present in class, you are responsible for obtaining the work covered.

Copyrights

Unauthorized distribution of copyrighted material may subject students to civil and criminal penalties under the Federal Copyright law. The University of Texas System maintains its copyright policy at [UTS107](#), "Use of Copyrighted Materials." If you are a member of a UT institution community (faculty, staff, or student), click the appropriate link to view frequently used [copyright agreements](#), [courseware agreements](#), and [software standard agreements](#). Because copyright law is fluid, evolving, and fact-specific, contact an attorney for assistance on particular issues. UT institution community members may contact the [Office of General Counsel](#) for guidance.

Important Dates:

- **Monday, Jan 16**: MLK Holiday
- **Monday, Jan 23**: Census Date; deadline for all 15-Week session registrations and schedule changes
- **Mon-Sat, Mar 13-18**: Spring Break
- **Thursday, Mar 23**: Last Day to Withdraw
- **Mon-Sat, Apr 24-28**: Final Exams

Student Resources

Resources to assist you in this course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office \(Links to an external site.\)](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center \(Links to an external site.\)](#)
- [The Mathematics Learning Center \(Links to an external site.\)](#)
- [UT Tyler PASS Tutoring Center \(Links to an external site.\)](#)
- [UT Tyler Supplemental Instruction \(Links to an external site.\)](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas \(Links to an external site.\)](#)
- [Robert Muntz Library \(Links to an external site.\)](#) and [Library Liaison \(Links to an external site.\)](#)
- [Canvas 101 \(Links to an external site.\)](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center \(Links to an external site.\)](#)
- [UT Tyler Testing Center \(Links to an external site.\)](#)
- [Office of Research & Scholarship Design and Data Analysis Lab \(Links to an external site.\)](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center \(Links to an external site.\)](#)(available to all students)
- [TAO Online Support Center \(Links to an external site.\)](#)(online self-help modules related to mental & emotional health)
- [Military and Veterans Success Center \(Links to an external site.\)](#)(supports for all of our military affiliated students)
- [UT Tyler Patriot Food Pantry \(Links to an external site.\)](#)
- [UT Tyler Financial Aid and Scholarships \(Links to an external site.\)](#)
- [UT Tyler Registrar's Office \(Links to an external site.\)](#)
- [Office of International Programs \(Links to an external site.\)](#)
- [Title IX Reporting \(Links to an external site.\)](#)
- [Patriots Engage \(Links to an external site.\)](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

- **Withdrawing from Class** - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must

check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

- **Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library. \(Links to an external site.\)](#)
- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(Links to an external site.\)](#) ([https://hood.accessiblelearning.com/UTTyler/ \(Links to an external site.\)](https://hood.accessiblelearning.com/UTTyler/)) and complete the New Student Application. For more information, please visit the [SAR webpage \(Links to an external site.\)](#) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC \(Links to an external site.\)\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions

of those who do." Therefore, we enforce the [Student Conduct and Discipline policy \(Links to an external site.\)](#) in the Student Manual Of Operating Procedures (Section 8).

- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3 \(Links to an external site.\)](#). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
 - **Information for Classrooms and Laboratories:** It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines \(Links to an external site.\)](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources \(Links to an external site.\)](#) for support.
 - **Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501 \(Links to an external site.\)](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>. ([Links to an external site.](#))

TENTATIVE Acct 4391 Spring 2023 Schedule. This course is taught in a blended format. Blended learning includes a face-to-face component as well as virtual components. These components are intended to compliment, not replace, one another. For example, you may be asked to complete research, reading, Excel analysis, or videos online that will then be used to facilitate in-class discussions and activities. To help you stay organized, a course schedule is provided, below. **Homework assignments are found on Canvas in individual modules that identify any online and/or in-class assignments.** **Any due date or assignment/project is subject to change at any time by the instructor.** Any changes will be announced in class and via Canvas announcement at least one week prior to due date.

Assignments and due dates for the entire semester are visible in Canvas. **All assignments must be completed on or before the due dates and before class begins on that due date.** Late assignments may be allowed with a cumulative penalty for late work (5% per day), unless there are emergency situations and documentation is provided (e.g. doctor's note, subpoena, accident report, etc.).

The coursework is "chunked" which is splitting up the chapter work due dates rather than being due on a single date. This allows you to absorb the requirements in pieces rather all at once. *"How do you eat an elephant? One bite at a time."* Specific due dates are on the related Canvas module.

Some assignments will require that you work on various computer programs outside of class, such as MS Excel. If access to a computer is an issue for you, you may use the Finance Lab (when classes are not present) or there is a computer lab on the second floor in room 252 of the COB.

Major Assignments listed, below (detailed information will be provided in class):

- **QuickBooks Online Level 1:** throughout the semester, we will work through topics including:
 - choosing the appropriate subscription level for a business,
 - customizing company-level settings,
 - working with customers,
 - working with vendors
- **Electronic Systems Understanding Aid (eSUA):** Alternative project if student is QuickBooks certified. Manual AIS project performed on-line involving journal entries, financial statement preparation, and other accounting tasks.
- **MySQL:** This project introduces students to MySQL, a free open source relational database management system. Students will build a small database and write simple SQL queries, introducing them to the more common SQL commands.
- **Excel Data Analytics Case:** This Excel project shows students how to drill-down into a company's sales and cost data, gaining a deeper understanding of the company's sales and how this information can be used for decision-making. Students will use Excel to analyze the sales and cost transactions for an insurance company. Students will first have to find and correct errors in the data set. Students then will create calculated columns, pivot tables, charts, and a dashboard, and will draw conclusions based on these results.¹
- **PowerBI Data Analytics Case:** This project shows students how to drill-down into a company's sales data, gaining a deeper understanding of the company's sales and how this information can be used for decision-making. Students will use Power BI to analyze the sales and cost

from the previous Excel Data set. Students will create table visualizations, slicers, and a dashboard, and will draw conclusions based on these results.¹

¹ KAT Insurance Corporation: Introductory Managerial Accounting Data Analytics Case, Instructor Guide, Wendy M. Tietz, Kent State University, Jennifer M. Cainas, University of South Florida, Tracie L. Miller-Nobles, Austin Community College.

TENTATIVE Acct 4391 Spring 2023 Schedule

Specific chapter assignments for Romney, including reading and chapter questions, are found on Canvas in individual modules that identify any online and/or in-class work to be completed, and is subject to change by the instructor

| WEEK | DAY | DATE | Romney | | QuickBooks Online | QuickBooks Assignment | Other Activities & Assignments* | |
|---|-----|------|------------------------------------|--|---|--|---|--|
| Conceptual Foundations of Accounting Information Systems | | | | | | | | |
| 1 | Mon | 1/9 | CH 1 | Introduction and Accounting Information Systems: An Overview | CH 1 Getting Started with QuickBooks Online | Setting up your QuickBooks Online | Intro to Revel and eLab/QuickBooks | |
| | Wed | 1/11 | CH 1 | | | Complete Ch 1 | | |
| 2 | Mon | 1/16 | School Closed - MLK Holiday | | | | | |
| | Wed | 1/18 | CH 2 | Overview of Transaction Processing & ERP Systems | | | | |
| | Mon | 1/23 | CH 2 | | CH 2 Setting up a New Company | | Census Date deadline for all 15-Week session registrations and schedule changes | |
| Control of Accounting Information Systems | | | | | | | | |
| | Wed | 1/25 | CH 10 | Control and Accounting Information Systems | | RYS 2-1, 2-2, 2-3 | | |
| 4 | Mon | 1/30 | CH 10 | | | AYS 2-1 Chart of Accounts (Graded) | | |
| | Wed | 2/1 | CH 13 | Processing Integrity and Availability Controls | | | | |
| 5 | Mon | 2/6 | CH 13 | | | AYS 2-2 Products and Services List (Graded) AYS 2-3 Ending Chart of Accounts (Graded) | | |
| Accounting Information Systems Applications | | | | | | | | |

| WEEK | DAY | DATE | Romney | | QuickBooks Online | QuickBooks Assignment | Other Activities & Assignments* | |
|------|-----|------|----------------------------|--|-----------------------------|--|---------------------------------|--|
| | Wed | 2/8 | CH 3 | System Documentation Techniques | CH 3 Working with Customers | | | |
| 6 | Mon | 2/13 | CH 3 | | | RYS 3-1 RYS 3-2 RYS 3-3 | | |
| | Wed | 2/15 | CH 14 | The Revenue Cycle: Sales to Cash Collections | | AYS 3-1 AYS 3-2 AYS 3-3 (Graded) | | |
| 7 | Mon | 2/20 | CH 14 | | CH 4 Working With Vendors | | | |
| | Wed | 2/22 | CH 15 | The Expenditure Cycle: Purchasing to Cash Disbursements | | RYS 4-1 RYS 4-2 RYS 4-3 RYS 4-4 | | |
| 8 | Mon | 2/27 | CH 15 | | | AYS 4-1 AYS 4-2 | | |
| | Wed | 3/1 | CH 18 | General Ledger and Reporting System | | AYS 4-3 Aging (Graded) AYS 4-3 Vendor Bal (Graded) AYS 4-3 Trans List (Graded) | | |
| 9 | Mon | 3/6 | CH 18 | | | | | |
| | Wed | 3/8 | Mid-Term Assessment | | | | | |
| | Mon | 3/13 | Spring Break | | | | | |

| WEEK | DAY | DATE | Romney | QuickBooks Online | QuickBooks Assignment | Other Activities & Assignments* | |
|----------------|-----|------|----------------------|--|-----------------------|--|--|
| | Wed | 3/15 | Spring Break | | | | |
| Data Analytics | | | | | | | |
| 10 | Mon | 3/20 | CH 4 | Relational Databases | | Introduce MySQL | |
| | Wed | 3/22 | CH 4 | | | | |
| | Fri | 3/23 | Last Day to Withdraw | | | | |
| 11 | Mon | 3/27 | CH 4 | | | MySQL due | |
| | Wed | 3/29 | CH 5 | Introduction to Data Analytics in Accounting | | Introduce Excel Data Analytics Case | |
| 12 | Mon | 4/3 | CH 5 | | | | |
| | Wed | 4/5 | CH6 | Transforming Data | | | |
| 13 | Mon | 4/10 | CH6 | | | Excel Data Analytics Case Due | |
| | Wed | 4/12 | CH6 | | | Introduce Power BI Data Analytics Case | |
| 14 | Mon | 4/17 | Ch 7 | Data Analysis and Presentation | | | |
| | Wed | 4/19 | Ch 7 | | | Power BI Data Analytics Case Due | |
| 15 | TBD | TBD | Final Assessment | | | | |

"I find that the harder I work, the more luck I seem to have."

-- Thomas Jefferson