Course Description:

This is an introductory module in accounting information systems. It includes consideration of issues such as transaction processing and transaction processing cycles, the use and effects of computers and other relevant technology on accounting, database and file systems, internal accounting and administrative controls, and information technology audits. The module emphasizes the use of common business software, which may include Microsoft Excel spreadsheets, Microsoft Access database management systems and QuickBooks pro accounting software.

Prerequisite:

ACCT 0105 principles of accounting II

Course Objectives:

A: CONTENT OBJECTIVES

The objectives of this course are to provide students with understanding about the following key concepts:

➢ The basic activities performed in the major business cycles.

➢ What data need to be collected ton enable managers to plan, evaluate, and control the business activities in which an organization engages.

➢ How Information technology developments can improve the efficiency and effectiveness of business processes.

➢ How to design accounting information systems to provide the information needed to make key decisions in each business cycle.

B. SKILL OBJECTIVES

➢ This course takes a student's perspective by illustrating how MS Excel spreadsheets, MS Access database and QuickBooks pro software are used and created.

➢ Help students apply the accounting concepts they have learned to real –world problems, aided by the use of a worksheet and /or database.

- ➢ Motivate students to become more familiar with and more at easy using a worksheet and /or database to solve accounting and business problems
- ➢ Provide students a means to investigate the underlying source documents that generate most financial accounting information using the QuickBooks pro as Accounting software.

REQUIRED MATERIALS

1. Romney, Marshall B. Accounting Information Systems / Marshall B. Romney, Paul John Steinbart - 12th ed.p.cm. Includes index.
   ISBN 978-0-13-255262-2
   2012- Person Education, Inc., Publishing as Prentice Hall.
2. Glenn Owen ,Using Excel and Access 2010 for Accounting , 3rd edition 2012 – South-Western , Congage Learning
   ISBN -10:1-111-53267-2
   ISBN-13:978-11-1153267 3
3. Terri E. Brunsdon , Learning QuickBooks Pro And Premier Accountant 2011 A practical Approach .
   2012- Pearson Education, Inc., Publishing as Prentice Hall.
   ISBN -10:0-13-274325-6

Course Format:

The content of the course will be presented online in Learning Modules, which correspond to textbook chapters. Each Learning Module will contain a wide variety of materials that will help you master the textbook chapter content.
They include:
- lecture outlines and notes
- power point presentations
- Additional problems and solutions
- Homework assignments
- Relevant and interesting web links
- Chapter quizzes.
- video or audio lectures
- Excel templates for different accounting applications.
- Access database for different accounting applications.
- For each Learning Module, you will read assigned materials and complete assignments and assessments by posted due dates.

In order to successfully complete the course, you are expected to read all assigned readings and take the chapter assessments for each Learning Module. The assessments are provided to help you master the material and check your comprehension. They are not

timed and you can take them multiple times until you achieve the grade you are satisfied with. The average of all of your assessment grades will be included in your final grade.

Learning Modules will be available approximately every week over the course of the semester. You are expected to check PLATO on a regular basis (every two or three days) for new or changed course readings and assignments.

There will also be four online exams. These exams are timed and can only be taken once, but you will have a flexible exam window over which each student can select an exam time that best suits their schedule.

.

Get Up to Speed with Socrates:

Before the semester begins, make sure you are ready for the online experience. Visit the following websites to learn everything from "how to login", to "checking your browser configuration."

http://www.wsc.ma.edu/plato/Seven_Steps_To_Logging_Into_Vista.html
https://bbl.westfield.ma.edu/

Academic Honesty:

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

➢ **Plagiarism** – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
➢ **Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
➢ **Facilitating Academic Dishonesty** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

I fully expect and trust that everyone taking this course will comply with the College's policy on academic honesty. Plagiarism and cheating are serious offenses and may be punished by failure on the exam, quiz, paper, or project; failure in course; and/or expulsion from the College. Students who submit any assignment, assessment, or exam which has been completed by someone else will receive a failing grade for that work. The situation will also be referred to the appropriate dean for further action.

Exams and final grade:

Your final grade will be determined by your performance on the four exams .There will be three exams each covering 1/3 of the course material and one comprehensive final. The exam will consist of multiple choice questions, short exercises and long problem, preparing Excel templates for accounting applications, and create accounting application using MS Access database. Chapter Quizzes, the assessment average, class participation, (participation in the student lounge), and turned-in homework assignments.

Application Project

Each student must create, develop and prepare his or her projects (Access or Excel). The project will be assess after assigned due date. The due dates of the project are 11/15/2013. Students will be graded on their software. The project is worth 10% of the final grade

ATTENDANCE and TEACHING APPROACH

- You must have access to a computer. It should have high speed internet access. (The videos are almost impossible to download with a dial-up connection). If you do not have access or cannot get access to high speed internet you will be required to use the computers on campus in the computer lab's to do your work.
- You should plan on attending the orientation session previous to the start of class.
- You need to know how to add attachments to e-mails and discussions within Plato.
- You need to know Excel, Access and Word. You need to have access to these programs.
- You should be able to download files and plug-ins (and install them) from the web if needed.
- Know the basics about your operating system. I will not be teaching basic computer skills.
- You should know and understand what you have for firewalls, pop up blockers, spam software and which browser you are using.
- You should know how to disable some of the above software if it interferes with downloading some of our files.
- You should be able to carry on an educated conversation about your computer and your software with the people at the CIT HELP desk if you do encounter problems.
- You need to realize that technical issues due come up. Think about this when you are planning out your work schedule. Plan to get your work in early whenever possible in case your system goes down or you encounter some other technical issue.
- This course will probably take more time than a live course. You should be planning on at least three hours a week for any presentation coverage which is in place of the three classroom hours you normally have. You should then be planning on a minimum of six to ten hour a week for homework and studying. For most students this is the minimum amount required to be successful in this class. Some of you may need more time.

Additional Questions: Please drop me an email if you have any questions or concerns

ralzubaidi@westfield.ma.edu.
Looking forward to working with you soon!