University of South Florida Sarasota-Manatee
Accounting Information Systems
ACG 3401
Spring 2015

Instructor: Ildiko Toth, M.Acc., CPA
Office: C227
Office phone: P: 941-359-4252 F: 941-359-4367 best way to communicate is email
E-mail: itoth@usf.edu Please include “ACG 3401” in the subject line
Office hours: TuTh 12:30 – 1:30 pm
Th 5pm – 5:30 pm
Or by appointment

Class Times: Section 591: Hybrid – see course schedule for in-class dates
Th 6 pm - 8:45 am
Room B333

ASSIGNMENT/COURSE SCHEDULE: Posted on Canvas and is a supplement to the Syllabus.

PREREQUISITES: ACG 3103 with a grade of C or better, not C-.

COURSE DESCRIPTION:
This course provides students with a basic understanding of well-controlled information systems in a variety of technological environments with added emphasis on the collection, processing, and reporting of accounting information.

COURSE OBJECTIVES:
This course focuses on the structure, control and purpose of contemporary accounting information systems. The primary goal is to provide students with a basic understanding of how AIS can be effectively used by organizations to achieve their objective.

COURSE STUDENT LEARNING OUTCOMES:
The student will be able to:

- Discuss the elements of computer based information systems in general
- Describe the elements of database systems, including concepts such as referential integrity and normalization
- Compare and contrast various documentation (DFD, ERD) for AIS
- Discuss basic business activities and the Revenue, Expenditure, Production cycles
- Discuss how the auditor can minimize audit risk as well as audit risks and procedures relating to auditing in computerized environments.

TEXT AND MATERIALS:

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CANVAS:
Certain materials for this course will be distributed via Canvas (learn.usf.edu). Registration in the course is a requirement for accessing the materials and obtaining announcements. Please be sure to provide an email address that you use on a regular basis, otherwise, you may not receive important information. You are responsible for checking Canvas frequently for assignments, announcements of quizzes, and updates.

Information on how to use Canvas is available at: http://usfsm.edu/informationcommons/faculty-resources/

Students MUST bring to class the syllabus, class schedule, projects, and any handouts that are posted in Canvas as well as assignments due per course schedule.

EMAIL COMMUNICATIONS:
Email is generally the best way to get in touch with me, and I will try to answer emails within 24 hours Monday through Friday. If you do not receive a response within 48 hours, please send me another email with the subject line ACG 3103-2nd request.

COMPUTERS
Permitted if being used for note taking, however, if you are emailing or surfing the web on your computer or being disruptive to your classmates, you will be asked to leave class.

GRADING, EVALUATION AND ATTENDANCE POLICIES:
(Instructor reserves the right to add, delete, or modify any policies or assignments during the semester)

ATTENDANCE
Students are expected to attend class and to participate in class discussions. Anything discussed in class, whether covered in the text or not, may appear on exams. Regular attendance, good class notes, and working ALL assigned problems are essential to doing well in this class. If you miss a class, please make arrangements with fellow students to obtain missed lecture notes.

CLASS FORMAT
In general, this is a lecture/discussion course. Questions and comments are encouraged! Lectures and discussions will be supplemented with class problems and a review of homework problems.

READINGS AND HOMEWORK
The required readings should be read BEFORE each class and all assigned homework should be completed BEFORE class. Due to the amount of material covered in the class, it may not always be possible to go over all assigned homework. The solutions to all chapter problems will be posted on Canvas.

Homework corresponding to each exam will be collected before each exam. It is to be turned in BY CHAPTER (handwritten is okay but must be separated by chapter) before the corresponding exam. Late HW will NOT be graded. HW points are assigned by chapter based on the following scale:

Complete (3pts), mostly complete (2 pts), somewhat complete (1 pt), not completed (0)
Total of 30 points will come from your HW grade. DO NOT miss out on these points.
EXAMS
There will be three scheduled exams (including the final). Exams will be comprised of multiple choice and true/false questions. Exams will test the knowledge of the material covered in the textbook, class lectures, and handouts and the students’ ability to analyze problems. Generally, no make-ups will be permitted. If there is a valid reason (validity to be determined by the instructor) where it is necessary to miss an exam, written evidence will be required to support the reason prior to the exam date. Make-ups will only be given if the Student received advance approval from the Instructor. Generally, missed exams must be made up within a week of the originally scheduled exam. Make-ups will be scheduled at the convenience of the Instructor.

After Exams are graded, the Instructor may not have time to review the exam with the class due to the amount of material that must be covered. You may come to the instructor’s office during office hours and review your exam. If you believe that there has been a grading error, it is your responsibility to notify your instructor before a week has elapsed since your exam was returned. In no case will tests be re-graded after that time.

After the exams are graded, the exams will be retained for a minimum of two weeks into the next semester by the instructor, and then they will be destroyed. If you wish to have your grade reviewed, you must notify the instructor in writing within this two week time period.

GRADING
There will be 3 exams; 11 quizzes (only 10 highest counted); completion of assigned homework, paper assignment for a total of 290 points as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>60</td>
</tr>
<tr>
<td>Exam II</td>
<td>60</td>
</tr>
<tr>
<td>Exam III</td>
<td>80</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Homework</td>
<td>30</td>
</tr>
<tr>
<td>Assignment</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>290</strong></td>
</tr>
</tbody>
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Points to earn an “A” grade 261 points
Points to earn a “B” grade 232 points
Points to earn a “C” grade 203 points

No grades in this course will be curved. Plus and minus grades will not be used in this class. The professor reserves the right to grant plus or minus grades in extreme borderline letter grade situations and would only be given to help a student and never to hurt their grade. The professor reserves the right to modify the point allocation including adding or taking away assignments if necessary.

ASSIGNMENT
There will be an individual assignment during the semester. It will be posted in Canvas by the instructor. Students will be required to turn in a hard copy of the assignment during class on the day indicated in the course schedule. No late projects will be accepted. Projects may not be left under my office door. Any projects left there will be considered late and will receive a zero grade.
GRADE FORGIVENESS
The University grade forgiveness policy applies. Grade forgiveness is limited to 3 USF courses with no more than 1 repeat course. Accounting majors can use the forgiveness policy only once in an upper level accounting course. It is the student’s responsibility to determine the current grade forgiveness policies.

GRADE DISCLOSURE
Due to confidentiality issues, grades will not be released via email or telephone. All grades for the course will be posted in Blackboard.

INCOMPLETE GRADES
An “I” grade may be awarded only when a small portion of the student’s work is incomplete due to circumstances beyond the control of the student and the student is earning a passing grade. “I” grades are to be used only in emergency situations. “I” grades are not to be used as a means of avoiding a poor grade. For this course students must complete their “I” grade within two weeks of the end of the academic semester.

S/U GRADE
No upper level accounting courses may be taken on an S/U basis. Proper enrollment is required to take any exams.

W GRADE
A “W” grade is given to students who have withdrawn from the course before the drop date. Your course schedule shows the last day to withdraw without academic penalty.

LECTURE NOTES
In accordance with the USF Faculty Handbook, students or other individuals may not take notes or tape lectures for the purpose of selling said materials. Class notes/tapes are only for the personal use of each student officially enrolled in the course. You must receive advance permission from the professor to audio record any lecture. Video recording is not permitted.

Class notes are not to be copied, sold, or distributed by the student.

SOUND AND/OR VIDEO RECORDING DEVICES PROHIBITED
The use of sound and/or video recording devices is prohibited except when required in writing by Student Disability Services. Such recordings may be used only for individual or group study, or for other non-commercial purposes reasonably arising from the student’s study or enrollment. A violation of this policy will result in an Honesty policy violation and the assignment of a grade FF for the course.

SOLUTIONS MANUALS
The solutions to all textbook problems will be available in Canvas. It is provided so that students have the ability to practice concepts beyond the assigned homework. It is recommended that you work every homework problem that is assigned from the textbook as well as additional problems in areas that you may be having difficulty.

USFSM AND USF SYSTEM POLICIES

ACADEMIC DISHONESTY:
Do not risk your future career for a few points on an exam. One of the key requirements for a position in accounting is that the person be trustworthy and honest. As part of the course

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structure, you will have take-home projects. Once you have received the take-home project you may not discuss it with ANYONE BUT ME.

The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

SEXUAL HARASSMENT AND GENDER-BASED CRIMES:
The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. You can receive assistance in confidence. This confidential resource can help you without having to report your situation to the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu. Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
Hope of Manatee: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488; Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800

ACADEMIC DISRUPTION:
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

CONTINGENCY PLANS:
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

DISABILITIES ACCOMMODATION:
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/
FIRE ALARM INSTRUCTIONS:
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

RELIGIOUS OBSERVANCES:
USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

WEB PORTAL INFORMATION:
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

GENERAL INSTRUCTIONS FOR STUDENTS

CELL PHONES/PAGERS
To avoid class disruptions, cellular phones and pagers must not emit audible signals during class. Place such equipment in mute or off modes. If you are texting or surfing the web on your cell phone, you will be asked to leave class.

ACADEMIC SUPPORT SERVICES:
Information Commons provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. Information Commons is staffed with a librarian, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by the Learning Support Services, which are provided at no cost to students.

HOW TO STUDY
- ALWAYS come to class and ask questions
- Take good notes
- Use the handout provided for note taking
- Use your notes to organize the study and review of the material
- Read the chapters and do all the assigned homework before coming to class! Coming to class without attempting the homework provides very little benefit to you.
- You should also try to do problems in your text that are not assigned and check solutions against solution manual posted on Canvas. This is especially important for concepts that you are struggling with
- Do NOT fall behind. This class moves very fast and it will be hard to catch up.
- You will need to practice analyzing complex problems. Keep practicing. Do not get discouraged!
- You should rework problems worked in class and the homework again to make sure you understand it. Also work the problems presented in the book.
- Practice working problems under time pressure!
- Always do and hand in assignments on time. This will help not only your grade, but will also help you prepare for the test.
- Email or visit my office hours as soon as you encounter a problem. Do NOT wait.
- DO NOT WAIT – if you are finding the material difficult seek help right away!

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