

**The Ohio State University
Department of Accounting & MIS
ACCTMIS 3600- Intro to Accounting Information Systems
Spring 2015**

**COURSE WEBSITE:
CARMEN.OSU.EDU**

Section 31929	9:10 - 10:05am	MWF	230 Schoenbaum
Section 3752	10:20 - 11:15am	MWF	205 Schoenbaum
Section 3753	11:30 - 12:25pm	MWF	205 Schoenbaum
Section 3754	12:40 - 1:35pm	MWF	205 Schoenbaum

Professor:	Cynthia W. Turner, Ph.D., CPA	Phone: 292-4023
Office:	430 Fisher Hall	E-mail: turner.1278@osu.edu
Office hours:	1:45-3:15pm W & by appt.	

TEXTBOOK AND MATERIALS:

Accounting Information Systems: The Crossroads of Accounting and IT, 2E, by Donna Kay and Ali Ovlia, Pearson Education, 2014. (ISBN 978-0-13-299132-2)

E-text option: <http://www.coursesmart.com/accounting-information-systems-the-crossroads/donna-kay-ali-ovlia/dp/9780132993722>

The text website www.pearsonhighered.com/kay contains data files for assignments, chapter links, two online chapters (15 & 16), and online chapter extensions.

COURSE DESCRIPTION:

An accounting information system is a system designed to collect, store, analyze, and safeguard an organization's financial and accounting data. We will examine how such a system supports the financial and accounting activities of an organization by examining how modern information technology resources are applied to traditional accounting controls and methods to assist management decision making, drive external financial reporting, and minimize errors and fraud.



COURSE PREREQUISITE:

1. You should have completed ACCTMIS 3200.
2. You should be familiar with the use of spreadsheet applications such as Microsoft Excel, and will have to develop a working knowledge of Microsoft Access, a database application for PCs.

MICROSOFT ACCESS (ONLY AVAILABLE FOR PC COMPUTERS):

You will be required to complete a number of assignments throughout the semester that will require use of the database application Microsoft Access that is only available for PCs (there is no equivalent version for this application on Macs). This software is available on the PC computers in the following labs:

- **Mason Hall Group Lab (in basement--Room 005)**
 - 55 computers
 - Hours: M-Th 7:30am -10:30pm; Fr 7:30am-7:30pm; Sat 12pm-4pm; Sun 12pm-8pm
- **Mason Hall Silent Lab (in basement--Room 010)**
 - 120 computers
 - Hours: M-Th 8:30am -8:30pm; Fr 8:30am-5:30pm; Sat-Sun closed

Additional options to access Microsoft Access:

- One month free trial of Microsoft Access when trying Office 365 Home Premium at <http://office.microsoft.com/en-us/try/>. After the first month, you will be charged \$9.99/month until you cancel the subscription.
- Purchase Office Pro Plus 2013 (which includes Microsoft Access) from WiredOut on campus for \$49.99.

PREPARATION FOR CLASS:

1. Reading assignments are indicated by date on the course schedule. In-depth reading for conceptual understanding is required.
2. All reading and homework assignments are to be completed before class. Homework assignments will be due at the beginning of class.

CLASS FORMAT:

During the beginning of the semester, you will be assigned to groups of 3-5 team members. Classroom discussion and in-class assignments will be performed in groups. Homework assignments are to be completed individually.

GROUP PARTICIPATION:

Groups will be involved in performing various in-class problem assignments throughout the semester. Evaluation of each team members' participation (i.e., peer evaluation) will be provided subsequently. Peer evaluations are worth 50 points (5%) of your grade.

ATTENDANCE / INDIVIDUAL PARTICIPATION:

During seven (7) random class periods in the semester, I will take attendance. Your attendance at those class periods is worth 5 points, for a maximum of 30 points (you can miss one of the class periods selected). Further, when time permits, I will open the floor for general participation during classroom discussion. This time provides the opportunity for you to individually participate in class. While such participation is not formally graded, I may consider such participation when computing final grades.

Please note that habitual late arrivals, early departures, and disruptive behavior can lead to a reduction of ten points in your final course grade. Disruptive behavior includes, but is not limited to, excessive talking, and the use of cell phones and other electronic devices that are not being used for class-related activities.

HOMEWORK ASSIGNMENTS:

You will be assigned homework periodically throughout the semester. In general, neither excused nor unexcused absence will affect the deadlines imposed for homework assignments. If you expect to miss a class in which an assignment is due, you will be expected to deliver the assignment via a classmate on that date or earlier to me.

FINAL PRESENTATION:

Each group will be required to complete a final project. Groups will receive feedback regarding their presentation style and regarding organization, visual aids and style. Groups will be graded on both the presentation and its content. More information about this assignment will be provided later in the semester.

PROFESSIONALISM

Effective and professional communication is vital in today's business world and is therefore a factor in the determination of your overall course grade. This factor will apply to all assignments and projects, unless otherwise indicated. When applicable, documents must be prepared using word processing, spreadsheet, or other appropriate software. You are expected to use correct spelling, punctuation, and grammar. Expectations will be communicated for each assignment.

EXAMS:

I will administer three exams during the semester. If you have to miss an exam due to an emergency, illness or death in the family, you must provide adequate documentation to support your circumstance. Consequently, you will have to complete a late exam. If you receive an excused absence from the final exam, you will receive an incomplete grade until you complete the make-up exam, which will take place at the beginning of the next semester.

GRADING POLICY:

Your course grade will be determined as follows:

Attendance	30
Group assignments (5 assignments & 3 quizzes @ 10 pts. each)	80
Peer evaluations	50
Individual assignments	140
10 homework assignments @ 10 pts. each	100
2 memo assignments (content- 10 pts; writing skills- 10 pts)	40
Final Group Project	100
Group in-class & written presentation- content	60
Group written presentation- writing skills	30
Group in-class presentation- individual oral skills	10
Exams (3 exams @ 200 pts. each)	600
Total	1000

I use the equivalent of the OSU standard grading scale:

A 925-1000 B+ 865-894 C+ 765-794 D+ 665-694 E 0-594
 A- 895-924 B 825-864 C 725-764 D 595-664
 B- 795-824 C- 695-724

However, I reserve the right to calculate the final course grade on a curve when I deem it beneficial to the class overall. *Also, please note that should you find that you are few points short of your desired grade, I do not offer extra credit for performing additional work.*

DISABILITY SERVICES

The Office of Disability Services (150 Pomerene Hall; 614-292-3307) coordinates accommodations for students with specific disabilities. If you feel that you may need an accommodation based on the impact of your disability, you should contact me at the beginning of the semester to discuss your particular needs.

ACADEMIC MISCONDUCT

I am obligated by university rules to report my suspicions of any student academic misconduct to the Committee on Academic Misconduct (COAM). Academic misconduct includes, but is not limited to, copying another individual's work or materials, and cheating on exams and other individual assignments. Please review the code of student conduct for additional information regarding this subject matter.

PROFESSIONALISM

Effective and professional communication is vital in today's business world and is therefore a factor in the determination of your overall course grade. This factor will apply to all assignments and projects, unless otherwise indicated. When applicable, documents must be prepared using word processing, spreadsheet, or other appropriate software. You are expected to use correct spelling, punctuation, and grammar. Expectations will be communicated for each assignment.

OTHER POLICIES

This syllabus should be considered tentative. I reserve the right to change dates or modify assignments during the course of the semester.

COURSE SCHEDULE

CLASS	DATE	READING	TOPIC	OTHER INFO
1	M, Jan. 12		Introduction	
2	W, Jan. 14	Ch. 1	Accounting System Insights	
3	F, Jan. 16	Ch.1	Accounting System Insights	
	M, Jan. 19		No Class- Martin Luther King, Jr. Day	
4	W, Jan. 21	Ch. 2	Accounting Databases	Individual Homework #1 Assign teams
5	F, Jan. 23	Ch. 2	Accounting Databases	
6	M, Jan. 26	Ch. 3	Accounting Interface: Database Forms, Queries, and Reports	Individual Homework #2
7	W, Jan. 28	Ch. 3	Accounting Interface: Database Forms, Queries, and Reports	Group Assignment #1
8	F, Jan. 30	Ch. 4	Accounting Systems and Business Processes	Individual Homework #3
9	M, Feb. 2	Ch. 4	Accounting Systems and Business Processes	Individual Memo #1
10	W, Feb. 4	Ch. 5	Business Processes: Purchasing, Sales, and Payroll Cycles	Individual Homework #4
11	F, Feb. 6	Ch. 5	Business Processes: Purchasing, Sales, and Payroll Cycles	
12	M, Feb. 9		Comprehension Check/Group Quiz #1	Group Assignment #2 due
13	W, Feb. 11		EXAM #1	IN CLASS
14	F, Feb. 13		Group Assignment #3 Preparation	Final Project: Topic choice
15	M, Feb. 16		Post-Exam Review	
16	W, Feb. 18	Ch. 6	Integrated Enterprise Systems and Cloud Computing	Individual Homework #5
17	F Feb. 20	Ch. 6	Integrated Enterprise Systems and Cloud Computing	
18	M, Feb. 23	Ch. 6/Ch. 7	Accounting and Business Intelligence	Individual Homework #6 Milestone 1: Group Assignment #3 due
19	W, Feb. 25	Ch. 7	Accounting and Business Intelligence	
20	F, Feb. 27		GUEST LECTURE: Bob Davenport, BlackLine	
21	M, Mar. 2	Ch. 8	Accounting and Sustainability Intelligence	Individual Homework #7
22	W, Mar. 4	Ch. 8	Group Assignment #4 Preparation	Final Project: Emerging Tech Session Proposal
23	F, Mar. 6	Ch. 8	Accounting and Sustainability Intelligence	
24	M, Mar. 9		Comprehension Check/Group Quiz #2	Milestone #2: Group Assignment #4 due
25	W, Mar. 11		EXAM #2	IN CLASS
26	F, Mar. 13		Group Assignment #5 Preparation	Emerging Tech Research
	M, Mar. 16		No Class- Spring Break	

CLASS	DATE	READING	TOPIC	OTHER INFO
	W, Mar. 18		No Class- Spring Break	
	F, Mar. 20		No Class- Spring Break	
27	M, Mar. 23		Post-Exam Review	
28	W, Mar. 25		GUEST LECTURE: EY	
29	F, Mar. 27	Ch. 9	XBRL: Intelligent Business Reporting	Individual Homework #8
30	M, Mar. 30	Ch. 9	XBRL: Intelligent Business Reporting	Individual Memo #2
31	W, Apr. 1	Ch. 10	Fraud and Internal Control	Individual Homework #9
32	F, Apr. 3	Ch. 10	Fraud and Internal Control	
33	M, Apr. 6	Ch. 11	GUEST LECTURE: PwC	Milestone #3: Group Assignment #5 due
34	W, Apr. 8	Ch. 11	Cybersecurity	Individual Homework #10
35	F, Apr. 10	Ch. 11	Cybersecurity	
36	M, Apr. 13	Ch. 11	Cybersecurity	Distribute take-home Comprehension Check/Group Quiz #3 Due
37	W, Apr. 15		Cybersecurity	
38	F, Apr. 17		Final Project Preparation	Prepare Oral & Written Presentations
39	M, Apr. 20		Group presentations	Milestone #4: Final Project Written Presentation due
40	W, Apr. 22		Group presentations	
41	F, Apr. 24		Group presentations	Turn in take-home Comprehension Check/Group Quiz #3 Due
42	M, Apr. 27		Group presentations	Peer evaluations due
	W, Apr. 29		EXAM #3 CONFLICT EXAM #3	1000 MP McPherson Chemical Lab 8-9:45pm TBD