

Dr. Therese Viscelli
Office Lowder 349
Office Phone 334-844-8432

ACCT 3510 Accounting Information Systems – three (3) credit hours, prerequisites – junior standing

Office hours: Tuesday 3:00 – 5:00
Wednesday 9:00 – 11:00
If you are unable to come during regular office hours, contact me about setting up a different time
You are welcome to stop by anytime I am in my office.

Course Description

Introduction to accounting information systems with emphasis on understanding computer-based systems and developing technology skills.

Learning Objectives

Enhance critical thinking skills by analyzing business problems
Improve/enhance MS Excel skills beyond basic skill sets
Improve/enhance MS Access skills beyond basic skill sets

Textbooks

There are two textbooks required for this course which are available in print and e-book formats. The books are:

Succeeding in Business with Microsoft Office Access 2013: A Problem-Solving Approach, 1st Edition

eText: ISBN-10 1285290151, ISBN-13 9781285290157
Print: ISBN-10 128507758X, ISBN-13 9781285077581

Succeeding in Business with Microsoft® Excel® 2013: A Problem-Solving Approach, 1st Edition

eText: ISBN-10 1285405315, ISBN-13 9781285405315
Print: ISBN-10 1285099141, ISBN-13 9781285099149

Communication

Primary communication should be through Canvas messaging module and should be checked daily Monday through Friday. I typically check Canvas in the morning and the late afternoon, Monday through Friday. Should you email me during the weekend, you should not expect an answer before Monday morning. In the event that Canvas is down, you may email me at trv0002@auburn.edu or call my phone. It is always better to let me know sooner rather than later if you are experiencing problems.

Attendance

I take attendance every day, but it does not count as part of your grade. It is your responsibility to decide to come to class. You will pick a seat on the third class of day and I will expect you to sit there throughout the rest of the semester.

Disabilities

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to either arrange a meeting during office hours the first week of classes or contact me through the messaging module of Canvas. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me through Canvas. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

Diversity

Diversity at Auburn University encompasses the whole of human experience and includes such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation, economic status, and veteran status. These and other socially and historically important attributes reflect the complexity of our increasingly diverse student body, local community, and national population. Auburn University recognizes and values the considerable educational benefits emanating from diversity as we prepare our students for life and leadership in a multicultural world. Students who interact with and learn about people from a variety of backgrounds are more apt to understand, appreciate, and excel in the community they inhabit. In this context, diversity is aligned with Auburn University's land grant mission of providing its students with a superior education in service to the needs of Alabama, the nation, and the world. Contact the Office of Diversity at www.auburn.edu/diversity.

Academic Honesty

All work in this course is to be an individual student's work. The course does not have any team projects. Should a student be found to have worked with another student, both students will be reported for violation of the academic honesty code. A link to the Student Academic Honesty Code has been provided should you have any questions.

<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>

School of Accountancy Career Development: *In addition to the OPCD, Mrs. Colby Lakas in the School of Accountancy is dedicated to assisting with your career development. She is available to meet with you in 359 Lowder Hall to answer your questions about: (1) the Accounting Internship Program, (2) Accounting Recruiting Activities/Events, (3) Beta Alpha Psi, (4) the Financial Leadership Society, (5) the Master of Accountancy Program, (6) the 150-hour Requirement, (7) the CPA Exam, and/or (8) address any other questions you may have about your career.*

*Mrs. Lakas is **NOT** intended to replace a student's current undergraduate academic advisor – for academic matters, please visit the Office of Academic Advising in 147 Lowder. To make an appointment with Mrs. Lakas, please email her at colby.lakas@auburn.edu.*

School of Accountancy Academic Honesty Policy

We, the School of Accountancy (SOA) faculty, believe in the honesty and integrity of our students. Experience has taught us that many academic honesty issues arise from the lack of clear

guidance and communication. The SOA Academic Honesty Policy was implemented to improve guidance and communication related to academic honesty. In addition to this policy, your professor will provide additional clarity as it relates to course-specific, academic honesty issues.

General:

All portions of the Auburn University student Academic Honesty Code (Title XII) found in the *Student Policy eHandbook* will apply to this class. The Academic Honesty Code can be accessed at:

<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>. All academic honesty violations will be reported to the Auburn University Academic Honesty Committee.

Exams:

No part of any exam from any accounting course (past and present) at Auburn University may be possessed, reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form or by any means—electronic, mechanical, photocopying, recording, or otherwise—without the written permission of the course professor from which the exam originated. Violation of this policy will be considered a violation of the Academic Honesty Code.

Collaboration:

Many courses within the School of Accountancy require completion of projects, cases, exercises, and/or other assignments outside of the classroom environment. The professor may require that these assignments be completed individually or within a group setting. Each student (and group) should understand and abide by the collaboration guidelines for *each assignment* in order to avoid violating the Academic Honesty Code.

The acceptable level of collaboration may vary greatly from assignment to assignment, course to course, and from professor to professor. It is the professor's responsibility to notify students to what extent collaboration is allowed. **Absent written notification from the professor you should assume that collaboration of any sort is NOT permitted.** Collaboration includes a number of activities, such as working together to complete an assignment, discussing an assignment before it has been completed, and discussing an assignment after it has been completed but before it has been turned in. Make sure that you understand the degree of collaboration allowed by the professor. If you are not sure, ask the professor.

Course Details – a detail schedule of the course will be found in Canvas. The schedule may change with appropriate notice given.

Homework: Read the assigned chapter and come to class prepared to apply what you have read. Each chapter will have a short video to watch and one or more assignments to complete. Each assignment is worth 5 points and there are 12 assignments. The highest 10 scores will be counted in your grade (total of 50 points). The assignment may be a short quiz or require you to complete an exercise as shown in the video. Details on the assignment will be found in Canvas. Homework is due by 10:59 AM on its due date.

Projects: There are two projects that will be done during the semester. Each project is worth 100 points. The projects will be due at 5:00 PM on the due date and will be submitted through Canvas. **Late assignments are not accepted.** Projects are individual efforts. While you may talk among your classmates about the project, each person must do their own work. Receiving help from anyone other than a classmate or myself or my TA is not allowed. Sharing files under any circumstance **is not allowed.** Should it be determined that a file has been shared, the person sharing the file and the person receiving the file will receive a zero on the project and will have a violation of the Academic Honesty code submitted to the provost. Details on the projects will be found in Canvas.

Test: There are three tests during the semester worth 75 points each. Should you miss a test with a *valid University excuse*; the make-up test will be scheduled at a mutually agreed upon date within 1 week of the missed test. It will not be the same exam. If you know before the test date that you will miss it, the test should be taken in advance.

Final Exam: The final exam is a cumulative exam worth 75 points. You may use your total grade on the final exam to substitute for the lowest total test score. Refer to the course schedule for the date and time of the exam. The final exam must be taken, regardless of your grade going into it.

Extra Credit: The course does not have any extra credit, so be sure to complete all of the components.

Grades: Final grades are assigned based on the points earned during the semester, not the percentage of points earned. Canvas will reflect all of the homework points earned, **but only the highest 10 assignments will be counted in your final grade.** The table below shows the break out of points by class activity type and the minimum number of points required to earn a letter grade.

Grading Breakout

Class Activity Type	Nbr	Points each	Total points	Letter grade	Minimum points required
Homework	10	5	50	A	495
Test	3	75	225	B	440
Project	2	100	200	C	385
Final Exam	1	75	75	D	330
Total			550	F	Below 330

The dates on this schedule are tentative and may be changed with appropriate notice

Date	Topic	Assignments	Tests	Projects	Video Address	Time
Monday, August 18, 2014	Introduction					
Wednesday, August 20, 2014	Excel Chapter 1	Cell References			https://www.youtube.com/watch?v=NmVMjQzseLA	10:02
Monday, August 25, 2014	Excel Chapter 2	Paste Special			https://www.youtube.com/watch?v=mc9oyl23BJs	7:53
Wednesday, August 27, 2014	Excel Chapter 2					
Monday, September 01, 2014	Holiday					
Wednesday, September 03, 2014	Excel Chapter 3					
Monday, September 08, 2014	Excel Chapter 4	Conditional Formatting			https://www.youtube.com/watch?v=iTztUryXN0	3:40
Wednesday, September 10, 2014	Excel Chapter 4					
Monday, September 15, 2014			Test 1			
Wednesday, September 17, 2014	Excel Chapter 5	Vlookup			https://www.youtube.com/watch?v=-WAEzokHSJM	6:15
Monday, September 22, 2014	Excel Chapter 5					
Wednesday, September 24, 2014	Excel Chapter 7	Pivot Table and Chart			https://www.youtube.com/watch?v=CCr-byzAeH8	5:24
Monday, September 29, 2014	Excel Chapter 7					
Wednesday, October 01, 2014	Excel Chapter 8	One variable data tables			https://www.youtube.com/watch?v=Wcmd0iO1Ngs	7:33
Monday, October 06, 2014	Excel Chapter 8					
Tuesday, October 07, 2014	Drop Date					
Wednesday, October 08, 2014	Excel Chapter 10	Data Validation		Project 1	https://www.youtube.com/watch?v=qKVOx-9ZGRM	8:10
Monday, October 13, 2014			Test 2			
Wednesday, October 15, 2014	Access Chapter 1	ERD			https://www.youtube.com/watch?v=fQ-bRIlhXc	15:03
Monday, October 20, 2014	Access Chapter 1					
Wednesday, October 22, 2014	Access Chapter 2	Create Tables			https://www.youtube.com/watch?v=J_aRB21-ONM	4:04
Monday, October 27, 2014	Access Chapter 2					
Wednesday, October 29, 2014	Access Chapter 3	Expression Builder			https://www.youtube.com/watch?v=KkvHtDOWLZ0	6:45
Monday, November 03, 2014	Access Chapter 3					
Wednesday, November 05, 2014	Access Chapter 3	Summary Queries			https://www.youtube.com/watch?v=hKllwIVci5w	8:22
Monday, November 10, 2014	Access Chapter 4	Forms			https://www.youtube.com/watch?v=R3WHo7DAOg0	15:22
Wednesday, November 12, 2014	Project Work day			Project 2		
Monday, November 17, 2014	Access Chapter 5; Macros p. 447 - 453					
Wednesday, November 19, 2014			Test 3			
11/24/2014 - 11/28/2014	Thanksgiving Holiday					
Monday, December 01, 2014	SAP					
Wednesday, December 03, 2014	Final Review					
Friday, December 12, 2014	MW 11:00 AM	12:00 - 2:30 PM				
Wednesday, December 10, 2014	MW 12:30 PM	4:00 - 6:30 PM				
Monday, December 08, 2014	MW 3:30 PM	4:00 - 6:30 PM				