



UNIVERSITY OF CENTRAL ARKANSAS COLLEGE OF BUSINESS VISION, MISSION, AND CORE VALUES STATEMENT

COB Vision

Our vision is to be recognized as the business college of choice for undergraduate and masters programs among public business colleges in Arkansas and the region, with national recognition in selected fields or areas.

COB Statement of Mission and Core Values

Our mission is to provide high quality business education to our undergraduate and graduate students through the delivery of a current, responsive, and innovative curriculum that promotes intellectual and professional development. We promote excellence through our scholarly endeavors and service to our stakeholders through strong engagement with the local, regional, national, and global business community.

In carrying out this mission, the College of Business is guided by the following core values and expects the following outcomes:

1. Intellectual Excellence.

- 1.1. Educate students: We promote intellectual and professional development of students by emphasizing communication, critical and analytical thinking, collaboration, information management and a broad exposure to key business disciplines.
- 1.2. Scholarship: We believe that faculty and students should engage in professional development and scholarly endeavors that promote and impact the application, creation and dissemination of knowledge through contributions to business practice, learning and pedagogical research, and discipline-based scholarship.
- 1.3. Cultural competence: We maintain and develop current and responsive curriculum that prepares students for the global business environment through broad exposure to key business disciplines.
- 1.4. Physical learning environment: We strive to provide a physical infrastructure with appropriate technology that provides an environment in which our students and faculty can thrive professionally and intellectually.

2. Community.

- 2.1. Collegiality: We encourage transparency in our decision making practice through a process of shared governance based on interactions among faculty, staff, and students.
- 2.2. Service: We pursue collaborative partnerships between our internal and external stakeholders to impact and promote life-long and experiential learning, research, service, and community engagement.

3. Diversity.

- 3.1. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas.

4. Integrity.

- 4.1. Ethics: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students by promoting the awareness of professional ethical responsibilities.
- 4.2. Responsibility: We commit to being responsible and accountable in our operations at all levels, including assessment and continuous improvement of our academic programs and transparency in our fiscal and operational proceedings.

Learning Goals

Our graduates shall possess:

- 1. Critical Thinking & Analytical Thinking Skills;
- 2. Awareness of the Global Business Environment;
- 3. Ethical Reasoning Abilities;
- 4. Effective Communication Abilities;
- 5. Effective Collaborative Skills;
- 6. Effective Information Management Skills;
- 7. Understanding of a Broad Range of Business Disciplines.

Course Syllabus

Course Information:

Course Number:	ACCT 3320
Course Name:	Accounting Information Systems
CRN:	10277
Semester:	Fall 2014
Location:	COB 206
Class Hours:	2:00 pm – 3:15 pm MW

Instructor Information:

Name:	Dr. Stephanie F. Watson		
Office Location:	COB 204Q		
Work Email:	swatson@uca.edu		
Phone:	501.450.5317 (Or call cell 501.291.0422 to make appointments)		
Office Hours:	Mondays	9:00am–9:50am & 11:00am–11:50 am & 1:00 pm–1:50pm	<i>Or other times by appointment (call/email to schedule)</i>
	Tuesdays	9:30am–11:30 am	
	Wednesdays	9:00am–9:50am & 11:00am–11:50 am & 1:00 pm–1:50pm	
	Thursdays	None scheduled	
	Fridays	9:00am–9:50am & 11:00am–11:50 am	

Prerequisites:

Intermediate Accounting I (ACCT 3311) with a C or better

Desktop Decision Support Technology (MIS 2343) with a D or better

Textbook and Instructional Materials Required:

1. Perdisco Peachtree Accounting Practice Set and Peachtree software (www.perdisco.com)
2. Items from the course Blackboard site
3. Reliable Internet access

Course Description:

Armed with knowledge of financial and managerial accounting, students in Accounting Information Systems (AIS) will study the systems used to manage accounting information. This endeavor will include examination of the following areas.

Course Objectives:

- Gain an understanding of the common **business process** that generate source documents and accounting information.
- Gain an understanding of common **documentation procedures** for accounting and business processes.
- Learn about the **professional certifications** that work with these business processes and documentation procedures.
- Gain an understanding of **technology** used in these business processes and documentation procedures.

Course Delivery Method:

The materials and information for this course will come from the following sources: handouts on Blackboard, in-class lectures, and an out-of-class practice set.

Grading:

600 points is available in this course. Accumulated points determine course grade:: A≥540; B≥480; C≥420; D≥360; F<360.

Exams: Exams (4 at 100 points each) will be a mixture of objective questions (e.g. matching, multiple choice) and short answer. Perdisco/Peachtree is not covered on the exams.

Assignments: Assignments (100 points) are completed both in and out of class. Assignments are mostly individual, and students will submit their individual solutions. Assignments may be graded for accuracy and/or completeness. There will be a few group assignments with each group submitting one solution; an individual's grade on a group assignment may be adjusted based on your participation.

Perdisco/Peachtree Practice Set (PPPS): PPPS will total 100 points. Perdisco assigns a score out of 419. Your grade will be based on the percentage of Perdisco points you earn with 19 points forgiven. **Example:** You score 365 of the 419 on Perdisco. You'll get 91.25 points of the 100 Peachtree points (365÷400). **Warning:** PPPS takes 12-20 hours to complete. Do NOT wait until near the due date to work on it; the due date cannot be extended.

Bonus Points: As an incentive to keep up with your Perdisco/Peachtree assignment, you can earn up to 24 bonus points by completing your Perdisco tasks and submitting evidence of your completion by a specific deadline. These bonus points may be used to elevate your final score on the Perdisco/Peachtree assignment or tests, but your score on these elements cannot be elevated above 100 points each. Bonus points cannot be used to elevate assignments.

Grammar and Spelling: Communication skills are particularly important in accounting. Your assignments and exams *may* be penalized for grammar and spelling errors. For a list of words that will *definitely* incur a penalty, visit Blackboard.

Description of Major Deliverables/Course Requirements:

The daily coverage schedule, which can be found on Blackboard, depicts daily class coverage, assignments, exams, and required completion of Peachtree/Perdisco. These dates are subject to change and will be updated on Blackboard. Significant dates to make note of include the following:

Exam 1 September 29	Exam 2 October 20	Exam 3 November 10	PPPS December 1	Exam 4 December 12
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Evaluations:

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the thirteenth week of instruction through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.

Policies and Procedures:

Attendance and Timeliness Policy:

- Attendance is taken every day, but is not used in grade calculations.
- Students who are late to class on a regular basis will be warned and then asked not to return.
- Students who routinely miss class will be dropped for nonattendance if they have not made progress toward the completion of the class by the first exam.

Missed Grade Opportunities:

- ASSIGNMENTS: missed assignments cannot be made up. However, students may replace up to 5 assignment points by attending College of Business meetings where a record of attendance is available (1 point per meeting).
- EXAMS: a student may miss one exam (no excuse necessary) and take a makeup on study day.
- PPPS: the deadline for PPPS is firm and cannot be extended. Only the work submitted by the due date will be counted.
- BONUS: no bonus points will be awarded for late submissions.

Classroom Behavior and Electronics:

- Use of any device that records voice and or image is prohibited in class without permission.
- Other electronic devices are permitted for course purposes.
- Students should respect the teacher and classmates and make every effort to eliminate disruptions.
- Student who disrupt class or distract classmates for any reason will be warned and then asked not to return.

Examination Policies:

- You may not leave the classroom during an exam.
- Allowed items: writing implements, erasers, calculator (non-programmable), and a watch (not web or cellular enabled).
- All other personal items must be left at the front of the room during an exam including your cell phone and pencil cases.
- ▶ Students who are in possession of a prohibited item during an exam will receive a zero on the exam and may be subject to the academic dishonesty policy.

University Closure Contingency Policy:

Should the University close for any reason other than scheduled holidays causing this class to be cancelled for more than one day, the following policy will take effect.

- Lectures conducted on the Blackboard chat function at the same time as our regular lecture.
- Assignments will still be due as scheduled.
- Depending on the duration of the closure, exams may be rescheduled or taken online.

Situations that prevent a student from participating in the online lectures will be addressed on an individual basis.

Academic Integrity Statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a

failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

For this class specifically, academic dishonesty includes (1) providing answers/solutions to any grade or bonus opportunity or (2) obtaining and submitting as one's own work answers/solutions to any grade or bonus opportunity. Students who are caught in any act of academic dishonesty will be confronted and given a failing grade in the course. Students are encouraged to work and study together. However, each student should submit only his/her work.

Disabilities Act Statement:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Services, 450-3613.

Sexual Harassment and Academic Policies:

All students are required to familiarize themselves with the University of Central Arkansas policy on sexual harassment and on academic policies. These policies are printed in the Student Handbook.

Title IX

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member, the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <http://uca.edu/titleix>.

Emergency Procedures Summary (EPS):

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

Accreditation & Assurance of Learning

Learning Goal(s) Assessed in this Class:

- ☒ There is no formal assessment activity scheduled in this class.
☐ There is formal assessment activity scheduled in this class.

Learning Goals: Responsible Living

Objectives: Students completing the UCA Core Program will

- Analyze the effect that decisions have on self, others, and the environment (Recognize the consequences of decision making.)
- Evaluate and practice strategies leading to individual and social well-being (Evaluate practices that lead to personal and social well-being.)

Measure: Test questions related to opportunities for fraud and mistakes in business processes, the consequences, and controls.

Benchmark: None Set