

**ACG 3401 – Business Processes and Accounting Information Systems
Spring - 2017**

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Sections: TR 9:35 to 11:15 in GER 121
TR 11:45 to 1:25 in GER 121

Office Hours: Monday & Wednesday 12:30 to 2:00

TA Patrick Sweeney
Office hours to be announced first week of class

Required Materials

Accounting Information Systems, 9th edition by James A. Hall
The Hall text can be a traditional textbook, loose leaf version or ebook.
Systems Understanding Aid, 9th edition by Arens and Ward

Course Objectives

Examination of the accounting information systems in a business organization. Coverage extends over topics such as business processes, internal controls, and the fundamentals of accounting information systems analysis, design, implementation and control.

Writing Instrument

The ONLY acceptable writing instrument to be used in this class for quizzes and exams is MECHANICAL PENCIL. Official written assignments as homework must be prepared using Word or Excel unless specific other instructions are given. The deliverable must be stapled! Violation of these requirements will result in an automatic 50% grade reduction on the deliverable.

Grading

Exam One	20%
Exam Two	20%
Final Exam	20%
SUA Project	15%
Written Assignments and Quizzes	15%
Class Participation	10%

Missed Exams

There are NO makeups on exams or quizzes. If a bona fide reason surfaces and the student informs the instructor before the scheduled exam or quiz, alternate arrangements may be made at the discretion of the instructor.

Professionalism and Class Participation

One of the determinants of the course grade is a focus on class participation. Included in this portion of your grade will be your attendance, bringing your textbook to class, being on time for class, your ability to ask thoughtful questions during class and your ability to respond to questions from the instructor (cold calling). Chronic lateness will NOT be tolerated since it is a distraction to me and your classmates. Also, though a valid reason, interviews are not an excused absence from class. A seating chart will be composed the second week of class and you're expected to sit in your assigned seat.

Regarding the class participation portion of your grade – everyone starts off with a 75%. Basically, if you attend class everyday and answer when called upon but do nothing beyond that, you will keep the 75%. If you are extraordinary and make a diligent effort to contribute to the class discussion, you can earn above that 75%. If you are absent, late or cannot answer the instructor's questions then you will receive below that 75%.

Exam Policies

During exams the only electronic device you are allowed to use is a four function basic calculator or a financial calculator. No other electronic devices are permitted. This includes cellular phones, "i-pads", graphing calculators and any other electronic device. Wearable devices such as Apple Watches which can receive text are not permitted as well. This policy will be STRICTLY enforced.

In addition, no written materials such as cheat sheets, notes and textbooks are permitted to be used during the exam.

There will be no leaving the classroom during an exam unless it is an absolute dire emergency.

Your exams will not be returned for you to keep. After the exam we will go over the exam during class time, but then I collect them back for safe keeping.

Cellular Phones and Laptops

There will be absolutely NO use of cellular phones including texting during class. The first violation of this policy will result in a 25% decrease of your class participation grade. The second violation will result in a full letter grade reduction to your overall course grade. The third violation will result in a failing course grade.

I am not opposed to using your laptop for taking notes and some in class ad hoc research for items which pop up during class discussion. I am opposed to being on Facebook, checking email, point spreads and match.com etc... during class time. Violations of this policy have the same penalties as texting which are outlined in the proceeding paragraph.

Canvas Site

A site on Canvas is maintained for this course. It will contain slides, solutions, announcements, readings and other items related to the course. You should log in to the site on a regular basis.

Course Grades

The prerequisite for ACG 4111 and ACG 4341 is completion of ACG 3401 with a grade of "C" or better.

Final Exam

Monday, April 24 at 8am in Gerson Hall. Specific room assignments TBA.

Academic Honesty

Academic dishonesty will not be tolerated. Students are required to know and comply with the university's policy on academic honesty. This policy is detailed in the Undergraduate Catalog and by reference is included in this course syllabus. For more information visit: <http://www.registrar.ufl.edu/catalog/policies/students.html>

Accommodations for Students with Disabilities:

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation a minimum of ten days prior to the requested accommodation.

Grade Values: The grade-point value per credit hour associated with each letter grade is assigned by the Office of the University Registrar: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ 1.33, D = 1.0, D- = .67, E = 0.0. For more information visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Evaluation: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>

Course Grade: Final grades will be based on the following percentages notwithstanding any final curve which may be applied at the instructor's discretion. However, rest assured there will never be a "negative" curve.

A = 92 – 100%
A- = 90 – 91%
B+ = 89%
B = 81 – 88%
B- = 80%
C+ = 79%
C = 70 – 78%
D+ = 69%
D = 65 – 68%
E = Below 65%

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency call 911.

ACG 3401 - Tentative Schedule

Class No.	Day	Date	Chapter	Topic
1	R	5-Jan		Background Notes
2	T	10-Jan	1	The Information System
3	R	12-Jan	1	The Information System Introduction to SUA Project
4	T	17-Jan	2	Introduction to Transaction Processing
5	R	19-Jan	2	Introduction to Transaction Processing
6	T	24-Jan	3	Ethics, Fraud and Internal Control
7	R	26-Jan	3	Ethics, Fraud and Internal Control
8	T	31-Jan	3	Ethics, Fraud and Internal Control
9	R	2-Feb		Catch Up & Review
10	T	7-Feb		Exam One
11	R	9-Feb	6	Expenditure Cycle - Payroll
12	T	14-Feb	6	Expenditure Cycle - Payroll
13	R	16-Feb	4	Revenue Cycle
14	T	21-Feb	4	Revenue Cycle
15	R	23-Feb	4	Revenue Cycle
16	T	28-Feb	8	Financial Reporting and Mgt Reporting Systems
17	R	2-Mar	5	Expenditure Cycle - Disbursements
18	T	14-Mar	5	Expenditure Cycle - Disbursements
19	R	16-Mar	6	Expenditure Cycle - Fixed Assets
20	T	21-Mar		Catch Up & Review
21	R	23-Mar		Exam Two

ACG 3401 - Tentative Schedule

<u>Class No.</u>	<u>Day</u>	<u>Date</u>	<u>Chapter</u>	<u>Topic</u>
22	T	28-Mar		Introduction to Auditing
23	R	30-Mar		Microsoft Excel Skills
24	T	4-Apr		Analytics and Data Science
25	R	6-Apr		Analytics and Data Science
26	T	11-Apr	9	Database Management Systems
27	R	13-Apr		XBRL Tableau
28	T	18-Apr		Tableau