Course Number: ACCT 3326.94L

Course Name: Accounting Information Systems

Course Modality: Online Synchronous ***

Meeting Days/Times: Wednesdays 5:00 PM – 7:30 PM

INSTRUCTOR INFORMATION

Instructor: Celso Cisneros, MACC
Office: EMEBL 3.156 (By Appointment)
Cellphone: (956) 605-6283
Office Telephone: (956) 296-1952
Email: celso.cisneros01@utrgv.edu

Virtual Office Hours: Tuesdays & Thursdays 11:00 AM – 1:00 PM and other times by appointment.
I will set up a Zoom meeting during office hours with waiting room feature. It is best if you e-mail me to schedule appointment, so that I can be expecting you. I will send an announcement if scheduled days or hours change.

Response Time:
Generally, I will respond to emails within 24 hours of receiving them for Mondays through Thursdays, and within 48 hours for Fridays through Sundays.

Announcements:
I will utilize blackboard announcements and UTRGV e-mail to communicate with you. Please refer to the instructor availability section above to find out the best time I can be reached.

***Online Synchronous Courses: These courses will be delivered fully online. There will be a designated class meeting time for real-time instructor/student interaction, which will be conducted remotely via online platforms from the safety of your home. This real-time interaction may be supplemented by the digital presentation of course content. Your instructors will provide you with feedback on assigned work, communicate with you electronically, and be available to meet with you as defined on this syllabus.
COURSE DESCRIPTION, PREREQUISITES & MODE OF LEARNING

This course analyzes the role of accounting information systems in organizations. Emphasis is placed on data processing, organizational effectiveness, and controls necessary to ensure the accuracy and reliability of financial information.

Prerequisite

ACCT 2302 with a 'C' or better.

Mode of Learning

This course will be delivered fully online. There will be a designated class meeting time for real-time instructor/student interaction, which will be conducted remotely via online platforms from the safety of your home. This real-time interaction may be supplemented by the digital presentation of course content. I will provide you with feedback on assigned work, communicate with you electronically, and be available to meet with you as defined on this syllabus.

COVID-19 RESOURCES:

Please visit the UTRGV COVID-19 Website via the following link for the most up-to-date information and resources (https://www.utrgv.edu/coronavirus/index.htm). This includes information on self-screening questions, links to forms for travel and contact, etc.

Face Covering Protocol:

As part of the university’s ongoing COVID-19 mitigation efforts to maintain a healthy environment for all members of our campus community, anyone entering a campus building must wear a face covering that covers the mouth and nose. The covering must be worn in all hallways, public spaces, research labs, teaching/computer labs, libraries, classrooms, automobiles with a passenger, stairwells, elevators and common areas, as well as office spaces. In office spaces, when social distancing of 6 feet is possible and maintained, face coverings may be removed. Face coverings also are required in outdoor settings when safe social distancing and gathering practices are not possible.

NOTICE: Your enrollment in this course requires that you use Respondus Lockdown Browser and Respondus Monitor for online assessment proctoring. LockDown Browser is a custom browser that locks down the testing environment within Blackboard and replaces regular browsers such as Chrome, Firefox, and Safari. Respondus Monitor requires you to have a webcam and microphone as it will record you while taking your assessment.
YOUR ACTIVITIES ARE RECORDED WHILE YOU ARE LOGGED INTO OR TAKING YOUR ASSESSMENT(S). THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.

You can find more detailed information on Lockdown Browser and Monitor at UTRGV.edu/online.

Teaching philosophy:
• Flipped classroom model:
This course will follow a flipped classroom model. More time will be dedicated to hands-on activities and exercises than lecturing.
• Experiential learning:
This course provides an experiential learning experience through a real-life simulation by learning how to navigate an accounting software for several hypothetical companies.

THE ROBERT C. VAKCAR COLLEGE OF BUSINESS ENTREPRENEURSHIP LEARNING GOALS AND MISSION

The Robert C. Vackar College of Business Entrepreneurship has adopted the following learning goals and objectives that each student should achieve while in the degree program. Not all goals and objectives are covered in each course; however, all goals and objectives should be addressed throughout the degree program.

Our mission is to be the agent of innovation, knowledge discovery, and economic development in South Texas, Northern Mexico, and beyond, by offering a rigorous curriculum informed by experiential learning, high quality research, and community partnerships. Your mastery of these learning goals and objectives help us to achieve this mission.

SCHOOL OF ACCOUNTANCY BBA LEARNING OBJECTIVES CONTRIBUTED TO AND HOW MEASURED

Student Learning Objectives for the BBA in Accounting:
• Demonstrate knowledge of accounting functional area concepts and theories. Is assessed through discussions, homework problems, quizzes, project, and exams.
• Understand an accountant’s ethical responsibility. Is assessed through discussions, homework problems, quizzes, project, and/or exams.
• Demonstrate effective business decision-making skills using both quantitative and qualitative factors. Is assessed through homework problems, quizzes, project, and/or exams.
• Student Learning Outcomes for the Course:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Program Student Learning Outcomes</th>
<th>Standards</th>
<th>Major Course Requirement/Major Assignment/Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Define an accounting information system and identify its components.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 1.</td>
</tr>
<tr>
<td>2- Describe information technology relevant in accounting.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 2.</td>
</tr>
<tr>
<td>3- Analyze risks and internal controls.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 2.</td>
</tr>
<tr>
<td>4- Describe major business processes and the related accounting cycles.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded questions in Exam 3.</td>
</tr>
<tr>
<td>5- Demonstrate a practical intermediate level with an accounting software.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Computerized Accounting Homework.</td>
</tr>
<tr>
<td>6- Demonstrate knowledge of accounting information system concepts and theories.</td>
<td>ACC LO1</td>
<td>80% of the students achieve a score of 70% or higher.</td>
<td>Embedded exam questions.</td>
</tr>
</tbody>
</table>

**TEXTBOOK & COURSE MATERIALS**

• Core Concepts of Accounting Information Systems, 14e eBook with loose leaf ISBN – 9781119537311

Used copies of the bound book and rentals may be available on several textbook websites. Wiley offers the following benefits to students:
- Free shipping for hard copies.
- Free 14-day access to the eBook while you wait for the print book to ship.
- Optional heavily discounted eBook purchase after textbook rental expires.

Wiley Accessibility & Privacy Statement Links:
Privacy Policy
Accessibility Statement

Core Concepts of Accounting Information Systems - purchasing options

  o Note about used copies of this set of books: Most used textbooks have an already used code. You will need this code to access the company files and software. Also, many used copies of this book either do not come with the workbook (the Student problems & cases book) or come with one with missing pages, which will prevent you from completing your homework and project. We will need all three complete books to properly work on the software. ISBN: 978-0-912503-71-4 (New $98)
  o Please note that QuickBooks Pro 2018 is not compatible with Mac computers. Please refer to chapter 1 page 1-3 of the Instructions book for further details.
Here is the link to the textbook from the publisher’s website:  

- Access to Microsoft Excel 2016 or higher
- Access to Microsoft Access 2016 or higher

**TECHNICAL REQUIREMENTS**

Student Technical Skills
You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

Minimum System Requirements:
- Windows PC: Windows 7 or newer.
- Mac: OS X “El Capitan” 10.11 or newer.
- Processor: Intel Core i3 or a comparable processor (2013 or newer) with at least 2 GB of RAM.
- Broadband Internet connection: 1.5 Mbps.

Recommended System Requirements:
- It is recommended that students work in a Windows environment.
- Any system older than 4 years may not have the processing power to work with our current version of Blackboard and its components.
- Recommended System requirements for online classes (including internet access and browsers) may be found in this link: https://www.utrgv.edu/online/getting-support/faculty-support/system-requirements/index.htm
- Other software tools may require more advanced system requirements. Please check the system requirements for the software tools required.
- Mac: OS X “Panther” 10.13 or newer. Mac users, please see note below.
- Processor: 8th generation Intel Core i5 or better.
- Memory: 8 GB of RAM or higher.
- Broadband Internet connection: 3 Mbps or higher.

A note for Mac users:
Although MACs are used widely in the creative world, the Windows Operating System is the standard in business environments. As such, many business applications do not run natively on a Mac. This course is created based on a Windows operating system environment. I did not test it myself in a Mac environment and I will not be responsible for any tool/function availability issues if you use a MAC. If you choose to work on a Mac, you will have to take full responsibility for it.

Potential issues:
Some functions may not work in a Mac as expected.
Screens may look slightly different from what’s in the textbook. Some work steps may be a bit off (which may be the case anyway even in a Windows environment too since the software is constantly updated). That being highlighted, since we’re working on a cloud-based software, the likelihood that these issues will turn into major problems is very minimal. Whether using a Windows PC or a Mac, many issues can be resolved if you allow yourself ample time when you do your homework.

Other Hardware Requirements:
- A high definition webcam for class discussions, communication, and exams. If your computer does not have a built-in microphone or webcam, the following are highly recommended: Plantronics Headset and Logitech HD Webcam.
- A headset and a microphone for class discussions, communication, and e-meetings.
- To ensure you are using a supported browser and have required plug-ins please refer to Supported Browsers, Plugins & Operating Systems for Blackboard Learn from Blackboards resource page.

Software Requirements
Many of these tools are either free to the public or are provided to URGV students. Some are found in the Student Support tab once you log in to your UTRGV Blackboard (right upper corner).
- Browsers: Google Chrome is the course’s internet browser. COLTT recommends using Chrome for Blackboard and Intuit recommends it for Quickbooks Online. Respondus Lockdown Browser will also be needed (see below).
- Intuit Quickbooks Online: QuickBooks Online is accessible securely from a web browser or through the mobile app. No download of software is required. However, for the best QuickBooks experience refer to the recommended system requirements above. The student license to the software will be included with your copy of the Computer Accounting with QuickBooks Online textbook. More details about the software will be discussed in the first day of classes.
- Microsoft Office suite. You can download Office365 using your UTRGV account here: https://www.utrgv.edu/it/how-to/pro-plus-software/index.htm
  You can also access Microsoft Office 365 by logging in using your UTRGV account here: www.office.com
- Acrobat Reader 11.0 or higher to print forms.
- Zoom for online communication, meetings, and office hours.
- PanoptoTM to record videos (See the Blackboard Student Support page).
- Respondus LockDown Browser® & Respondus Monitor® (See the Blackboard Student Support page).
• A short video explanation of how these tools work (2 mn): https://web.respondus.com/lockdownbrowser-student-video/
• Screen capture tool (Windows: Snipping Tool or Print Screen)

Blackboard Support Contact Information:
If you need Blackboard support at any time during the course or to report a problem with Blackboard you can:

• Visit the Blackboard Student Help Site
• Submit a Blackboard Help Ticket
• UTRGV’s Blackboard Support:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Brownsville</th>
<th>Edinburg</th>
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<tbody>
<tr>
<td>Location</td>
<td>Rusteberg (BRUST) 108</td>
<td>Education Complex (EEDUC) 2.202</td>
</tr>
<tr>
<td>Phone</td>
<td>956-882-6792</td>
<td>956-665-5327</td>
</tr>
<tr>
<td>Toll-Free</td>
<td>1-866-654-4555</td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday - Friday, 7:30 a.m. - 6:00 p.m.</td>
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<tr>
<td>Support Tickets</td>
<td>Submit a Support Case via our Ask COLTT Portal</td>
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</table>

24/7 Blackboard Support

Need Blackboard assistance after hours? You can call our main office numbers, 956-882-6792 or 956-665-5327, to speak with a support representative.

**COURSE ORGANIZATION & ONLINE TOOLS**

Course Structure:
This course will be delivered entirely online through the course management system Blackboard Learn and through McGrawHill-Connect. You will use your UTRGV account to login to the course from the My.UTRGV.edu site and under applications click on Blackboard Learn.

This course is organized into 16 weekly modules. These modules are located under the Course Materials section within the Course Material Modules link on the left column menu in your Blackboard course.
To actively participate in this course, you will need to get familiar with the course environment. We will be using different tools such as Zoom for class meetings, Respondus Lockdown Browser with Webcam Monitor, etc. If you are not familiar with how to navigate this environment as a student, or how to use any of these tools, please self-enroll to the Blackboard Orientation course.

GRADING POLICY

Each assignment is graded based on a maximum of 100 possible points. Final grades assigned for this course will be based on the weighted percentage of the average grade for each category of assignments. The categories and percentage weights are assigned as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation/Discussions</td>
<td>5%</td>
</tr>
<tr>
<td>Excel/Access</td>
<td>10%</td>
</tr>
<tr>
<td>Homework and Quizzes (Average)</td>
<td>10%</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>15%</td>
</tr>
<tr>
<td>Exam I</td>
<td>15%</td>
</tr>
<tr>
<td>Exam II</td>
<td>15%</td>
</tr>
<tr>
<td>Exam III</td>
<td>15%</td>
</tr>
<tr>
<td>Final Comprehensive Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Total Grade Possible</td>
<td>100%</td>
</tr>
</tbody>
</table>

A = 90-100%   B = 80-89%   C = 70-79%   F = Below 70%

- Attendance/Participation/Discussion
  This is a synchronous course; therefore, attendance is mandatory and will be recorded every session. Your participation in discussions, both during class and on discussion forums.

- Excel/Access
  Excel – There will be two or three projects (as time permits). You will use Excel to create a variety of pivot tables, format the pivot tables, apply filters, create calculated columns, create pivot charts. These assignments will be assigned throughout the semester. In essence, you will be analyzing the transaction data to answer several questions using pivot tables and charts in Excel.

Access – There will be one project. You will use Access to design a simple database by creating tables, queries, forms and reports.
• Homework/Quizzes
These are primarily weekly assignments to help you learn as you apply concepts you are reading about. Quizzes will be assigned online through Blackboard. The reading quizzes are based on the reading of the scheduled chapter(s). There will be a reading quiz for each chapter. You will have one attempt for each quiz and they will be timed to 15 minutes. As for all online assignments, you cannot “come late” to the assignment. There will be no make-up for missed quizzes.

• CA Homework
The CA Homework assignments are based on the Computer Accounting with QuickBooks Online book. Some exercises are an extension of other exercises in which case you have to follow the order of the exercises. The homework link is available in Blackboard and it will take you to the Connect platform (i.e. the link to the Connect homework is found in Blackboard). Please do not work directly on Connect as the grades will not be transcribed in Blackboard. Instead, go the Please do not work directly on Connect as the grades will not be transcribed in Blackboard. Instead, go to Blackboard and click on the homework link from there. It will take you to McGraw Hill Connect. You are required to work on the questions by the due date and time stated on the Deliverables sections in Blackboard. There will be no make-up for the homework. Missed homework will receive a grade of zero. You have one attempt for every assignment and no late CA Homework will be accepted.

• CASmartbook Lessons
The Computerized Accounting (CA) Smartbook Lessons are based on the Computer Accounting with QuickBooks Online book. A CA SmartBook Lesson is available for every Computerized Accounting chapter and provides a more in depth understanding and practice of chapter content. CA Smartbook Lessons are reading and practice assignments that are performed via your Connect account for this course. The CA Smartbook Lessons link is available in Blackboard and it will take you to the Connect platform (i.e. the link to the Connect homework is found in Blackboard). You are required to work on these lessons by the due date and time. You will have one attempt and there will be no make-up for the Smartbook lessons. Missed CA Smartbook lessons assignments will receive a grade of zero. No late CA Smartbook lessons assignments will be accepted.

• Exams:
There will be 3 non-comprehensive exams and a final comprehensive exam in the course. Exam questions can be of any form (multiple choice, problems, open-ended, etc.). No student should copy or reproduce exams with any form of technology under any circumstance. There will be no make-up for missed exams. Missed exams will receive a grade of zero. Students who have a medical condition need to contact Student Accessibility Services and provide a document from them. You will have to start the exam at least 4 hours before the due time to be able to work out any technical issues. As for all
online assignments, you cannot “come late” to the assignment. All exams will use the Respondus Lockdown browser and the Respondus monitor technologies, as explained on this syllabus.

Respondus Lockdown Browser with Monitor
All course exams are proctored through the Respondus Lockdown Browser with Monitor. This tool will be utilized for taking exams. A webcam is required. If your computer does not have a built-in microphone or webcam, the following are highly recommended: Plantronics Headset and Logitech HD Webcam. To Download for Windows; To Download for MAC

Using LockDown Browser and a Webcam for Online Exams
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. A student Quick Start Guide is also available.

Then download and install LockDown Browser from the Student Support link located in the top right part of the Blackboard menu, under Student Resources:
To ensure LockDown Browser and the webcam are set up properly, do the following:
• Start LockDown Browser, log into UTRGV Blackboard, and select this course.
• Locate and select the Help Center button on the LockDown Browser toolbar.
• Run the Webcam Check and, if necessary, resolve any issues.
• Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution’s help desk.
• Exit the Help Center and locate the practice quiz named Practice Respondus Exam under Getting Ready.
• Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

• Ensure you’re in a location where you won’t be interrupted.
• Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your exam environment.
• Clear your desk of all external materials not permitted — books, papers, other devices.
• Before starting the text, know how much time is available for it, and that you’ve allotted sufficient time to complete it.
• Remain at your computer for the duration of the test.
• If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.

• To produce a good webcam video, do the following:
  o Avoid wearing baseball caps or hats with brims.
  o Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
  o If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  o Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

• Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

• It is the student’s responsibility to properly record and report Exam pre-checks (Webcam check, Student Photo, Student ID, Environment Video). If you fail to report these checks properly, this will be treated as a suspect case of academic dishonesty. Proper steps include that he environment video should be at least 30 seconds and should show me a complete view of your exam environment. You should hold your webcam of laptop for a complete 360° horizontal tour of your workspace, including all sides of your desk/table. You should start the exam shortly (i.e. within 10 seconds) after the environment checks. Once the exam starts, there should be no change in the exam’s environment. Since I cannot assess the student’s intent in an online setting, every technical anomaly will be considered an act of academic dishonesty. If I discover an act of academic dishonesty, I will impose grade penalties up to assigning a grade of zero for the exam and take proper administrative action.

You can find more detailed information on Lockdown Browser and Monitor at UTRGV.edu/online.

• Late Work Policy
Be sure to pay close attention to deadlines—No late work will be accepted. If you miss an exam for a demonstrable emergency, please contact the instructor, via e-mail, within 48 hours of the missed exam. For the final exam notice is required within 24 hours of the missed exam. The instructor will determine if the matter is considered an emergency of a magnitude to warrant missing the exam. In addition, appropriate documentation, as determined by the instructor, must be provided. If the instructor determines that a make-up is warranted, it will be up to the instructor to determine how (e.g. different test) and when the make-up will occur. It is imperative that EXAMS not be missed.
COURSE POLICIES

Participation

Online courses require your active participation. Here are some tips for success:

- Attend every Zoom session during your class time. Log in to the course frequently and check the announcements. This will keep you apprised of any course updates, progress in discussions, assignment information, and messages requiring immediate attention.
- Be aware of and keep up with the Course Schedule in the Syllabus.
- Participate in team activities to the best of your ability. How well your team does—and how well you do—depends on all the team members working cooperatively.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete Assignments

All assignments for this course will be submitted electronically through Blackboard as instructed. Assignments and discussions must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

Communication Skills

All students must have adequate writing skills to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references to support their thesis and ideas in the paper.
Netiquette

Netiquette describes the code of conduct for an online environment. It ensures respect for others and prevents misunderstandings or unintentional offenses to others. The netiquette described here is amended to ensure your success in this course.

- When you are typing or submitting a response, do not use all capital letters (caps). Caps is equal to SHOUTING YOUR MESSAGE.
- Although it is customary to use acronyms (ex. ROFL - rolling on floor laughing, BTW - by the way, or FYI - for your information) when chatting online, try to avoid using these. There may be those in this course who are not as experienced as you and may miss out on understanding.
- Although you are encouraged to participate and ask questions, it is asked that you do not spam other users (SPAM refers to unwanted or excessive email). Before sending mass emails, consider using the discussion board to post general inquiries or requesting assistance from your instructor.

Time Commitment

Online courses are typically just as time intensive, and may be more rigorous than traditional courses. Many students claim that online courses require more time and commitment. As you begin this course, you would be wise to schedule 8 or more hours per week for studying materials and completing assignments.

Falling behind in this course is particularly problematic because the concepts we cover are cumulative. This means that not becoming proficient with information and objectives presented and assessed in a particular week can lead to low scores for that week as well as in subsequent weeks.

Online course due diligence
You are expected to perform class activities in a timely manner. Some assignments are timed and are pre-scheduled so that you can plan your class and other activities for the semester. Students who fail to submit graded work regularly may be dropped from the course for lack of attention and care. To do well in any online course, you should:

- Check your email and the Blackboard announcements section frequently.
- Keep up with the readings and the end-of-chapter practice problems in a timely manner.
- Work on the assignment as soon as you can. Do NOT wait until the due time.
• Start every assignment at least 4 hours before it is finally due. Remember: Online assignments are programmed so that once the remaining time is less than the allowed time for the assignment, the assignment will just NOT open. For example, if a 60-minute-exam is due at 11:59 PM on a certain date, it will just NOT OPEN for you after 10:58 PM. This means you cannot “come late” to an exam/assignment.
• Work on assignments during technical support working hours (be it the UTRGV COLT, IT Help Desk, or the Publisher’s Online Technical Support) so that you get help from technical support if needed.

Students who wait till the last minute will bear full responsibility for their choices. Technical glitches do happen and they are NOT considered a legitimate excuse for not submitting assignments on time.

UTRGV Policy Statements

STUDENTS WITH DISABILITIES (Inform Your Instructor of Any Accommodations Needed)

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who experience a broken bone, severe injury, or undergo surgery during the semester are eligible for temporary services.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

Student Accessibility Services:
Brownsville Campus: Student Accessibility Services is located in 1.107 in the Music and Learning Center building (BMSLC) and can be contacted by phone at (956) 882-7374 or via email at ability@utrgv.edu.
Edinburg Campus: Student Accessibility Services is located in 108 University Center (EUCTR) and can be contacted by phone at (956) 665-7005 or via email at ability@utrgv.edu.

MANDATORY COURSE EVALUATION PERIOD:

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

Module 1 October 2nd – 8th  
Module 2 November 27th – December 3rd  
Full Fall Semester November 14th – December 4th

ATTENDANCE:

Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

SCHOLASTIC INTEGRITY

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.
• Definitions

“Plagiarism is a form of cheating. At UTRGV, “plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own academic work offered for credit.”

**SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:**

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (oie@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at 665-8287, 882-8282, or [OVAVP@utrgv.edu](mailto:OVAVP@utrgv.edu).

**COURSE DROPS:**

According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Course policies are subject to change. It is the student’s responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be posted in Blackboard.
If a student finds it necessary to drop the course, it is the student’s responsibility to properly withdraw from the class including completing a formal withdrawal by the drop date. NO Assumption should be made that the faculty member dropped the student. Failure to formally withdraw, if that was your intent, will result in a grade of “F”, assuming that is your average, after assigning “O’s” to incomplete work/tests at the end of the semester.

STUDENT SERVICES:

Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Brownsville Campus</th>
<th>Edinburg Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Center</td>
<td></td>
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<tr>
<td><a href="mailto:AcademicAdvising@utrgv.edu">AcademicAdvising@utrgv.edu</a></td>
<td>BMAIN 1.400</td>
<td>ESWKH 101</td>
</tr>
<tr>
<td>(956) 665-7120</td>
<td>(956) 665-7120</td>
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<tr>
<td>Career Center</td>
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<tr>
<td><a href="mailto:CareerCenter@utrgv.edu">CareerCenter@utrgv.edu</a></td>
<td>BCRTZ 129</td>
<td>ESSBL 2.101</td>
</tr>
<tr>
<td>(956) 882-5627</td>
<td>(956) 665-2243</td>
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<tr>
<td>Counseling Center</td>
<td></td>
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<tr>
<td><a href="mailto:Counseling@utrgv.edu">Counseling@utrgv.edu</a></td>
<td>BSTUN 2.10</td>
<td>EUCTR 109</td>
</tr>
<tr>
<td>(956) 882-3897</td>
<td>(956) 665-2574</td>
<td></td>
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<tr>
<td>Counseling and Related Services List</td>
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<tr>
<td>Food Pantry</td>
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<tr>
<td><a href="mailto:FoodPantry@utrgv.edu">FoodPantry@utrgv.edu</a></td>
<td>BCAVL 101 &amp; 102</td>
<td>EUCTR 114</td>
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<tr>
<td>(956) 882-7126</td>
<td>(956) 665-3663</td>
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<tr>
<td>Learning Center</td>
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<tr>
<td><a href="mailto:LearningCenter@utrgv.edu">LearningCenter@utrgv.edu</a></td>
<td>BMSLC 2.118</td>
<td>ELCTR 100</td>
</tr>
<tr>
<td>(956) 882-8208</td>
<td>(956) 665-2585</td>
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## TOPIC OUTLINE/SCHEDULE

Important Note: Activity and assignment details will be explained in detail within each week’s corresponding weekly content area. If you have any questions, please contact your instructor.

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Text or Other Materials</th>
</tr>
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<tbody>
<tr>
<td>August 24th</td>
<td>Discuss Syllabus and Course Expectations</td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Accounting Information Systems and the Accountant</td>
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<tr>
<td>August 31st</td>
<td>Accounting on the Internet</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td>Information Technology and AIS - QuickBooks</td>
<td>Chapter 3</td>
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<tr>
<td>September 7th</td>
<td>Accounting and Data Analytics</td>
<td>Chapter 4</td>
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<td>Excel</td>
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<td>September 14th</td>
<td>Integrated Accounting and Enterprise Software</td>
<td>Chapter 5</td>
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<td>Exam 1 (Chapters 1 - 5)</td>
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<tr>
<td>September 21st</td>
<td>Excel</td>
<td>Chapter 6</td>
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<tr>
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<td>Introduction to Internal Control Systems and Risk Mgmt</td>
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<td>September 28th</td>
<td>Computer Controls for Organizations and AIS</td>
<td>Chapter 7</td>
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<td>Cybercrime, Fraud, and Ethics</td>
<td>Chapter 10</td>
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<tr>
<td>October 5th</td>
<td>Information Technology Auditing</td>
<td>Chapter 11</td>
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<td>Exam 2 (Chapters 6, 7, 10 &amp; 11)</td>
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<td>October 12th</td>
<td>QuickBooks</td>
<td>Chapter 8</td>
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<td>AIS and Business Processes</td>
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<td>October 19th</td>
<td>QuickBooks</td>
<td>Chapter 9</td>
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<td></td>
<td>AIS and Business Processes</td>
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<tr>
<td>October 26th</td>
<td>QuickBooks</td>
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<td>QuickBooks</td>
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<tr>
<td>November 2nd</td>
<td>Documenting AIS</td>
<td>Chapter 12</td>
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<td>Exam 3 (Chapters 8, 9, &amp; 12)</td>
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<td>November 9th</td>
<td>Database Design</td>
<td>Chapter 14</td>
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<td>Access</td>
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<td>November 16th</td>
<td>Organizing and Manipulating the Data in Databases</td>
<td>Chapter 15</td>
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<td>Access</td>
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<td>November 23rd</td>
<td>Database Forms and Reports</td>
<td>Chapter 16</td>
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<td>Thanksgiving</td>
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<td>November 30th</td>
<td>Access</td>
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<td>Study Day</td>
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<tr>
<td>December 7th</td>
<td>Final Exam (Comprehensive)</td>
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</table>
The UTRGV academic calendar can be found at https://my.utrgv.edu/home at the bottom of the screen, prior to login. Some important dates for Fall 2020 include:

Aug. 24   First day of classes  
Aug. 27   Last day to add a class or register for Fall 2020 classes  
Sept. 7   Labor Day – NO classes  
Nov. 11   Last day to drop a class or withdraw  
Nov. 26-27 Thanksgiving Holiday – NO classes  
Dec. 3    Study Day – NO classes  
Dec. 4-10 Final Exams  
Dec. 14   Grades Due at 3 p.m