



Texas A&M University-Central Texas

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*ACCT 3310-110 Accounting Information Systems*

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Fall 2020

Texas A&M University-Central Texas

August 24–December 11, 2020

**Required Materials:**

Textbook: AIS, Romney & Stienbart 14E

LinkedIn Learning Subscription

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**INSTRUCTOR INFORMATION**

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**Instructor Contact Information**

*Course Instructor:* Dr. Ankita Singhvi

*Office location:* Founders Hall, #323

*Office phone:* N/A email is the best form of communication

*Email address:* [a.singhvi@tamuct.edu](mailto:a.singhvi@tamuct.edu)

If you have any questions or concerns before class starts, please send an e-mail to [a.singhvi@tamuct.edu](mailto:a.singhvi@tamuct.edu). When sending an e-mail, please identify ACCT 3310 in the subject line!

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*Instructor's TAMUCT Office Hours*

If you have any questions about this course or during the course, I am available by appointment on Wednesdays 2-4pm. Also, you can send Canvas Inbox or e-mails anytime; I usually respond to questions quickly, but not longer than 36 hours. If you need assistance outside the stated office hours, please send me an email request, and we will find a time that works around our schedules.

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*Mode of Instruction and Course Access*

This is an ONLINE Class. All course materials will be found on canvas. Lesson materials, assignments and grades are delivered via canvas. Certain software availability is assumed and required for this course.

Examples include: Microsoft office (including Access), and Tableau (available for free and will be discussed later).

***Student–Instructor Interaction***

Canvas inbox is my preferred method of communication, and I typically respond within a few hours, but not more than 24 hours. If you do not receive a response within 24 hours, please contact me again

***911 Cellular***

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION**

**Learn an analytical approach to the application of finance and accounting principles relevant to the analysis of financial statements.**

**Course Goals and Objectives**

<b>Course Goals</b>	<b>Objectives</b>	<b>Assessments</b>
Know the various transaction cycles that an accounting information system may comprise of.	<ol style="list-style-type: none"> <li>1. Demonstrate the ability to recognize the steps in a transaction cycle.</li> <li>2. Describe the processes, important documents involved in each process and the actors in each cycle.</li> </ol>	in class work, exams
Understand system documentation.	<ol style="list-style-type: none"> <li>1. Identify and use the symbols to depict business processes in an accounting system.</li> <li>2. Document an accounting system using narrative descriptions, data flow diagrams and flowcharts.</li> </ol>	in class work, exams
Understand the threats related to various transaction cycles	<ol style="list-style-type: none"> <li>1. Analyze the threats to each process in the transaction cycle</li> <li>2. Communicate why the threat is relevant and how it impacts business process.</li> <li>3. Communicate the need to use internal controls.</li> </ol>	in class work, exams

Understand the controls that need to be implemented to mitigate the threat to accounting transaction cycles.	<ol style="list-style-type: none"> <li>1. Analyze the controls that need to be implemented for each step in the transaction cycle.</li> <li>2. Communicate exactly what the control does and how it mitigates the threat.</li> <li>3. Describe the checks that can be implemented to prevent fraud or error in accounting systems.</li> </ol>	in class work, exams
Understand the concepts of relational databases and learn introductory Microsoft Access	<ol style="list-style-type: none"> <li>1. Articulate the need for relational databases.</li> <li>2. Define and explain the concept of keys in a relational database.</li> <li>3. Demonstrate knowledge of queries, reports in Microsoft Access.</li> </ol>	in class discussion, practice

Furthermore, successful accounting professionals possess strong analytical and communications skills, and are expected to work effectively with other professionals from diverse backgrounds. The course assignments are intended to help you develop and enhance these skills. Effective synthesis of information and communication is covered by the term paper and presentations in class.

## COURSE REQUIREMENTS

### Course Requirements

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A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make certain changes to facilitate the academic environment better. In such an event, changes will be announced within one week of the change decision in the Canvas classroom. Changes may be made within the last two weeks of the semester only in exceptional circumstances. Conflicts between Canvas and the syllabus will be resolved according to syllabus requirements. Following is a description of the major course assignments as well as other components that make up the total grade for this course.

### Class Participation

Students are expected to participate in class discussions where appropriate and/or when called on. Further, students are expected to conduct themselves at all times in a professional manner. Participation/Professionalism points are earned via active, meaningful, and consistent contributions to class discussions. Your grade will be assigned based on my evaluation of how consistently and effectively you contribute to the learning environment. These points are generally earned daily and constitute 15% of your total grade.

### Research Paper and Presentations

Each student will investigate a research question developed from topics covered in class and write a thorough paper on it. The paper must be your own work and it should demonstrate that you have read about and understood your topic. Note that these are broad topics so you will have to narrow the scope of your topic and write a manageable paper on a pertinent aspect of the topic. Do not try to write about everything related to the topic. Focus on a relatively

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Narrow aspect only.

Paper must be APA style and about 8-10 pages long. Times New Roman, 12 pt font, single spaced. Grades for the paper will be assigned based on writing quality, organization and flow, technical accuracy, documentation style and accuracy of references, and demonstration of an understanding of the issues related to your topic Detailed Grading Rubric will be posted on Canvas.

Towards the end of the semester, each student will present their research & findings to the class in a concise, engaging and thoughtful presentation of about 15 minutes. Effective communication is a key component of a well-rounded accounting professional and this skill is only developed with practice and constructive feedback. Each student will grade their peers' presentations providing valuable suggestions. Details of this will be discussed in class and more guidelines will be posted.

Here are some resources that might be helpful to develop your research. We will discuss this more in detail.

## Resources

American Psychological Association (APA)

<http://www.apastyle.org/>

Purdue Online Writing Lab

<http://owl.english.purdue.edu/owl/resource/560/01/>

KPMG Institutes

<http://www.kpmginstitutes.com/>

Ernst & Young Insights

<http://www.ey.com/GL/en/Issues>

Accounting Today

<http://www.accountingtoday.com/>

The CPA Journal

<http://www.cpajournal.com/>

Journal of Accountancy

<http://www.journalofaccountancy.com/>

FASB

<http://www.fasb.org/home>

IASB

<http://www.ifrs.org/Home.htm>

PCAOB

<http://pcaobus.org/Pages/default.aspx>

SEC

Online  
<http://www.sec.gov/>

AICPA  
<http://www.aicpa.org/Pages/Default.aspx>

### About Discussions and Activities

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Students are expected to be prepared each week by completing the assigned readings before due dates as posted in the course schedule.

### Online Learning

As noted earlier in the syllabus, 15% of the grade is based on the online learning component of the course. Specifically, this refers to the successful completion of the assigned LinkedIn Learning courses, as well as the integrated assignments. LinkedIn Learning currently offers a one month trial that may mitigate the cost. The cost of LinkedIn Learning is \$29.99/month and your access needs will likely be for 3 months. The estimated cost for this is \$60. Please note that these numbers are estimates and controlled by LinkedIn, and are subject to change at their discretion.

More information can be found here:

[https://www.linkedin.com/learning/subscription/products?courseSlug=learning-excel-2019&destRedirectURL=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Flearning-excel-2019&trk=learning-course\\_nav-header-join&upsellTrk=lil\\_upsell\\_nav\\_subscription&session\\_redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Flearning-excel-2019%3Ftrk%3Dlearning-serp\\_learning\\_search-card&upsellOrderOrigin=homepage-learning\\_learning-search-bar\\_search-submit&upsellTrackingId=Z0ISUFdtQm%2B0OR7Mj15EXw%3D%3D&contextUrn=urn%3Ali%3AlyndaCourse%3A746264&lpi=urn%3Ali%3Apage%3Ad\\_learning\\_course\\_guest\\_jsbeacon%3BGMKdp8a6Sb6XD1Tou28nlQ](https://www.linkedin.com/learning/subscription/products?courseSlug=learning-excel-2019&destRedirectURL=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Flearning-excel-2019&trk=learning-course_nav-header-join&upsellTrk=lil_upsell_nav_subscription&session_redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Flearning-excel-2019%3Ftrk%3Dlearning-serp_learning_search-card&upsellOrderOrigin=homepage-learning_learning-search-bar_search-submit&upsellTrackingId=Z0ISUFdtQm%2B0OR7Mj15EXw%3D%3D&contextUrn=urn%3Ali%3AlyndaCourse%3A746264&lpi=urn%3Ali%3Apage%3Ad_learning_course_guest_jsbeacon%3BGMKdp8a6Sb6XD1Tou28nlQ)

### Instructor Policies:

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I care about my students and their learning. If you don't agree with a particular grade, please bring it to my attention via email within 3 days of receiving that grade. I will attempt to resolve it with you within a week of assigning it. No grade revisions are made once the week

### Course Grading Criteria:

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Graded requirements support course objectives and include a combination of discussions, assignments, research paper, and exams.

Class Participation/Discussions	100
Online Learning	50
Research Paper	100
Research Presentation	50
Exams 1,2,3	300
	<b>600</b>

Grade Composition

90% and above=A  
 80% and above=B  
 70% and above=C  
 60% and above=D  
 Below 60=F

Posting of Grades

Most student grades will be posted in the Canvas Grade book within 10 days of submission and/or close of discussions. However, most grades will be returned within 3-5 days. Students should monitor their grades through this tool and report any issues immediately.

Submitting Course Requirements

Please submit all course requirements (activities, assignments, and exams) through the Canvas classroom. If you are unable to post to the Canvas classroom due to an unexpected difficulty, please send me an e-mail explaining the difficulty. Be sure to place ACCT 3310 in the subject line! Then, post or complete the course requirement in the Canvas classroom as soon as you can, so that you may receive feedback and a grade for the course requirement.

COURSE OUTLINE AND CALENDARComplete Course Outline

	Textbook Chapter Coverage	LinkedIn Assignments and Due dates
Tuesday, August 25, 2020	Introduction	
Thursday, August 27, 2020	Chapter 1	
Tuesday, September 1, 2020	Chapter 1	
Thursday, September 3, 2020	Chapter 2	
Tuesday, September 8, 2020	Chapter 2	
Tuesday, September 8, 2020	Chapter 12	<a href="https://www.linkedin.com/learning/data-science-foundations-fundamentals">https://www.linkedin.com/learning/data-science-foundations-fundamentals</a> (Links to an external site.)
Thursday, September 10, 2020	Chapter 12	
Tuesday, September 15, 2020	Exam Review	
Thursday, September 17, 2020	Exam - 1	
Tuesday, September 22, 2020	Chapter 13	<a href="https://www.linkedin.com/learning/tableau-10-essential-training">https://www.linkedin.com/learning/tableau-10-essential-training</a> (Links to an external site.)

Thursday, September 24, 2020	Chapter 13	
Tuesday, September 29, 2020	Chapter 16	
Thursday, October 1, 2020	Chapter 16	Research paper draft – 1 due
Tuesday, October 6, 2020	Chapter 5	<a href="https://www.linkedin.com/learning/ethical-hacking-introduction-to-ethical-hacking/lock-down-the-organization">https://www.linkedin.com/learning/ethical-hacking-introduction-to-ethical-hacking/lock-down-the-organization</a> (Links to an external site.)
Thursday, October 8, 2020	Chapter 5	
Tuesday, October 13, 2020	Exam Review	
Thursday, October 15, 2020	Exam - 2	
Tuesday, October 20, 2020	Chapter 7	<a href="https://www.linkedin.com/learning/blockchain-basics">https://www.linkedin.com/learning/blockchain-basics</a> (Links to an external site.)
Thursday, October 22, 2020	Chapter 7	Research paper feedback
Tuesday, October 27, 2020	Chapter 3	
Thursday, October 29, 2020	Chapter 3	
Tuesday, November 3, 2020	Chapter 3	
Thursday, November 5, 2020	Chapter 4	Research paper check in – each student to post progress to instructor via CANVAS assignment link.
Tuesday, November 10, 2020	Chapter 4	<a href="https://www.linkedin.com/learning/access-2019-essential-training/database-concepts">https://www.linkedin.com/learning/access-2019-essential-training/database-concepts</a> (Links to an external site.)
Thursday, November 12, 2020	Chapter 4	
Tuesday, November 17, 2020	Exam Review	
Thursday, November 19, 2020	Exam - 3	
Tuesday, November 24, 2020	Guest Speaker / Community Engagement	Research paper check in – each student to post progress to instructor via online meetings
Thursday, November 26, 2020	Thanksgiving Holiday	
Tuesday, December 1, 2020	Student Presentations	
Thursday, December 3, 2020	Student Presentations	
Tuesday, December 8, 2020	Student Presentations	

Thursday, December 10, 2020	Student Presentations	Research paper due on December 11 <sup>th</sup> by 9 pm.
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[Important University Dates:](#)

**COURSE OUTLINE AND CALENDAR**

**Important University Dates**

The following calendar is proposed and **scheduled to change** without notice.

<u>Date</u>	<u>Description</u>
August 24, 2020	Classes Begin for Fall Semester
August 26, 2020	Deadline for Add, Drop, and Late Registration for 16-and First 8-Week Classes
August 31, 2020	Deadline to Drop First 8-week Classes with No Record
September 7, 2020	Labor Day (University Closed)
September 9, 2020	Deadline to drop 16-week Classes with No Record 2020
October 1, 2020	Deadline for Teacher Education Program Applications
October 2, 2020	Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)
October 15, 2020	Deadline for Clinical Teaching/Practicum Applications
October 16, 2020	Classes End for First 8-week Session
October 16, 2020	Deadline to Withdraw from University for First 8-Week Classes (WF)
October 19, 2020	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
October 19, 2020	Classes Begin for Second 8-Week Session
October 20, 2020	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 21, 2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 26, 2020	Deadline to Drop Second 8-Week Classes with No Record
October 30, 2020	Deadline for Graduation Application for Fall Ceremony Participation
November 1, 2020	Deadline for GRE/GMAT Scores to Graduate School Office
November 2, 2020	Registration Opens for Spring Semester
November 6, 2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2020	Veteran's Day (University Closed)
November 20, 2020	Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office
November 26-27, 2020	Thanksgiving (University Closed)
November 27, 2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 11, 2020	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 11, 2020	Fall Semester Ends 2020
December 11, 2020	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 11, 2020	Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee

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December 11, 2020 Fall Commencement Ceremony Bell County Expo 7 pm

December 15, 2020 Deadline for Faculty Submission of 16-Week and Second 8-Week Final  
Class Grades (due by 3pm)

December 15, 2020 Deadline for Theses to Clear Graduate School Office for Fall Semester

Also available at <https://www.tamuct.edu/registrar/docs/2020-2021-academic-calendar.pdf>

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## TECHNOLOGY REQUIREMENTS AND SUPPORT

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### Technology Requirements

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For this course, you will need reliable and frequent access to a computer and the Internet. If you do not have frequent and reliable access to a computer with an Internet connection, please consider completing Web-supported activities in the A&M-CT computer lab (Founder's Hall, 113) or contact me to discuss your situation.

To complete assignments, you will need MS Word and PowerPoint software. You will also need a headset or speakers, a microphone, and a webcam or other video recording device to be able to listen to online resources and record voice narration and video presentation for the Project. If you do not have MS PowerPoint, you can get [Microsoft Office Suite free through your myCT](#).

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### Technology Support

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#### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

#### Other Technology Support

For log-in problems, students should contact Help Desk Central. 24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues related to course content and requirements, contact me. Remember, technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly, address issues well in advance of deadlines, and have a backup plan.

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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### UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

#### Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

### Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

The University Writing Center (UWC) at Texas A&M University—Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOOnline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the

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reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<http://tamuct.libguides.com/index>].

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For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [<http://tamuct.libguides.com/index>] to access our virtual reference help and our current hours.

## Instructor Policies Related to Absence, Grading, etc.

### Late assignments

All discussions and activities are due on the date designated on the syllabus course schedule unless otherwise posted in the classroom announcements. **A ten percent penalty will be assessed for late assignments.** Assignments that are **late will not be accepted more than three days late without written documentation of an emergency or unavoidable unplanned event.**

All late assignments should be uploaded to the Canvas classroom. Students with written documentation supporting an emergency or unplanned event may contact me for an alternate assignment of equal value and work related to each missed discussion. It is your responsibility to contact me and request the alternate assignment at the time you return to the virtual class.

### Plagiarism

**Students whose assignment contains plagiarized information, i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, will receive a 0 for the assignment and likely a referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Students whose assignment contains inadequate effort will receive a substantial deduction in points, i.e., a citation that does not include the author and date in the citation or a reference missing the majority of the required information.

### Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright. (2020) by Ankita Singhvi at Texas A&M University-Central Texas, College of Business Administration; 1001 Leadership Place, Killeen, TX 76549; 254.501.5933; Fax 254.501.5825; [a.singhvi@tamuct.edu](mailto:a.singhvi@tamuct.edu)

This syllabus may be updated as needed and students will be made aware on any amendments via canvas.

