



Texas A&M University-Central Texas

ACCT 3310 Accounting Information Systems

Fall 2023
Texas A&M University-Central
Texas
August 28, 2023 – December 15,
2023
TR 11-12:15 (via Webex)
FH 313 – In person meeting
when scheduled

Required Materials:

Accounting Information Systems: Connecting Careers, Systems, and Analytics, 1st Edition
ISBN: 978-1-119-74442-9 and
Wiley Plus Access

This is a Writing Instructive course, which means writing will be an integral part of measuring your mastery of course content. Throughout the course you will have several opportunities to work on improving your writing skills. Out of the available points for this class, more than half of them will be connected to some form of written work (e.g., essay questions, journals, drafts, literature review). Since learning to revise your writing is fundamental to improving writing skills, I will give you detailed feedback that includes specific strategies for how to improve your writing.

INSTRUCTOR INFORMATION

Instructor Contact Information

Course Instructor: Dr. Ankita Singhvi
Office location: Founders Hall, #323
Office phone: 254.501.5933 (**email is the best form of communication**)
Email address: a.singhvi@tamuct.edu

If you have any questions or concerns before class starts, please send an e-mail to a.singhvi@tamuct.edu.

Instructor's TAMUCT Office Hours

If you have any questions about this course or during the course, I am available by appointment. Also, you can send e-mails anytime; I usually respond to questions quickly, but not longer than 36 hours. We will meet via Webex at a mutually agreeable time.

Book a one-on-one meeting with me!

[Select a Date & Time - Calendly](#)

Office hours: Monday and Wednesday 9-10am and by appointment if you would like to meet in person.

Mode of Instruction and Course Access

This is a Hybrid 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. We will meet via Webex on TR – 11-12:15pm. These meetings are recorded, and we discuss chapter content. Other chapter videos are available on Wiley Plus.

Student–Instructor Interaction

Email 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

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](#) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]

2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

COURSE INFORMATION

Course Goals and Objectives

1. Understanding Accounting information Systems.
2. Applying concepts of risk prioritization, responses, and types of risks in systems
3. Understanding COSO framework and controls
4. Learn about how accounting professionals use data
5. Understand disruptive technology trends such as Blockchain and RPA.
6. Understand XBRL in financial reporting and how financial reports are generated in the system.
7. Understanding how visualizations help us understand data.

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 discussions in class.

COURSE REQUIREMENTS

Course Requirements

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.

To Do:

- 1) I would like to do a weekly “HOW’S IT GOING” meeting with each student. You can set it up ahead of time for the semester. This is YOUR responsibility, NOT MINE!
- 2) Watch videos and complete readings on time. If you lag once, you will lag throughout the semester. Please try to catch up sooner rather than later.

- 3) Make sure to reach out to me should you have any questions or concerns about the course, your assignment grade or anything else. If you don't tell me, I don't know!

Discussions

There will be discussion threads on Canvas that the student must make meaningful contribution to. Each student must post to the discussion each week and respond to at least one other classmate with insightful comments. It is important to integrate current business articles in the discussion. It adds value and furthers our understanding of the topic.

To attain full credit –

1. Make the post on time.
2. Respond to at least 1 classmate on their post. “Good job”, “very informative” does not count as a response.

Homework

Homework will be related to the exercises or chapter topics in the book and will be assigned for nearly each chapter. Each student must complete their homework on/before the scheduled date.

Due to the nature of the course, late work is not permitted in the course.

Exams

The exam dates are listed on the syllabus. There is no provision for makeup exams unless in an unforeseen circumstance or an emergency. If you are going to miss an exam, it needs to be communicated to me well in advance (2-3 weeks at least), not after the exam has passed.

ALL exams will be proctored via PROCTORIO which is a monitoring system for proctoring the exams and maintaining the integrity of testing. If you have an issue with PROCTORIO, please notify me by September 5, 2023. We will then devise a plan for testing at the testing center. If I am not informed by then, I will assume you are okay with this tool. Please read more about PROCTORIO at <https://proctorio.com/>

It is YOUR responsibility to make sure your device is compatible and works on the day of the exam. It's best to test it, configure everything several weeks before our first exam.

Research Paper and Presentation

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. Do not try to write about everything related to the topic. Focus on a relatively narrow aspect only. It is not an essay, there must be a research question, literature review and conclusion section. All topics must seek approval from the instructor.

There are several milestones for this assignment. Each counts towards the final grade. All drafts and the final paper MUST have gone through the writing center and the feedback should be attached to the submission. If the student fails to obtain feedback from the writing center, it will result in a 0 grade. Writing center plays an

integral role in this class. You must plan in advance as they tend to get busy. Please plan in advance.

Paper must be APA style and about 8 pages long. Times New Roman, 12 pt font, double-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

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

AICPA

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

Instructor Policies:

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 appeal window is crossed.

Course Grading Criteria:

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

Discussions	20%
Homework	15%
Research Paper	30%
Research Presentation	15%
Exams	20%

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 5 days of submission and/or close of discussions. However, most grades will be returned within 2-4 days. Students should monitor their grades through this tool and report any issues immediately.

Submitting Course Requirements

Please submit all course requirements for homework through the Wiley classroom. Email submissions are not allowed.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

Date	Chapter	Discussion	HW
Tuesday, August 29, 2023	1		
Thursday, August 31, 2023	1	1	
Tuesday, September 5, 2023	2		Chapter 1 HW
Thursday, September 7, 2023	2	2	
Tuesday, September 12, 2023	3		Chapter 2 HW
Thursday, September 14, 2023	3	3	
Tuesday, September 19, 2023	4		Chapter 3 hw
Thursday, September 21, 2023	4	4	Chapter 4 Hw due Saturday midnight
Tuesday, September 26, 2023	Exam 1		Chapters 1,2,3,4
Thursday, September 28, 2023	5		
Tuesday, October 3, 2023	5	5	
Thursday, October 5, 2023	6		Chapter 5 HW
Tuesday, October 10, 2023	6	6	
Thursday, October 12, 2023	7		Chapter 6 HW
Tuesday, October 17, 2023	7	7	
Thursday, October 19, 2023	8		Chapter 7 HW
Tuesday, October 24, 2023	8		
Thursday, October 26, 2023	8	8	Chapter 8 HW due Saturday midnight
Tuesday, October 31, 2023	Exam 2		Chapters 5,6,7,8
Thursday, November 2, 2023	9		
Tuesday, November 7, 2023	9	9	Chapter 9 HW due Friday November 10 midnight
Thursday, November 9, 2023	10		
Tuesday, November 14, 2023	10	10	Chapter 10 HW
Thursday, November 16, 2023	11		
Tuesday, November 21, 2023	11	11	Chapter 11 HW
Thursday, November 23, 2023	Thanksgiving		
Tuesday, November 28, 2023	12		
Thursday, November 30, 2023	12	12	Chapter 12 HW
Tuesday, December 5, 2023	14		
Thursday, December 7, 2023	14	14	Chapter 14 HW due Friday midnight
Tuesday, December 12, 2023	Exam 3		Chapters 9,10,11,12,14

Important University Dates:

<https://www.tamuct.edu/registrar/academic-calendar.html>

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linux, iOS, android, or any other device with a modern web browser.

Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

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

Online Proctored Testing

Texas A&M University-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio requires use of the Chrome web browser with their custom plug in installed.

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

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.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-

emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. 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 referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit [Student Affairs](#) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these [requirements and guidelines](#) 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[https://tamuct.libcal.com/appointments]. 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 workspaces, 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](https://tamuct.libguides.com/index)

[<https://tamuct.libguides.com/index>]

University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. 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 [WOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will

support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.