San Jose State University
Bus 120A – Accounting Information Systems
SUMMER 2015 SECTION 1
Room 321, Tuesday/Thursday class
Subject to change

Instructor: Mallory McWilliams
Office Location: BT 852
Phone: 924-3469 off campus 243-7740
E-Mail: mcwilliamsschool@aol.com (please identify name and class)
Office hours: TTH 1630-1730 BC 321

Class Days/Time: all Bus 120A classes in BC 321
T/TH Bus 120A 1730-2100

Students must attend the class they are registered for. Course Prerequisites: Business 20, (grade of “C” or better). If you are adding the course, please bring confirmation to class. Students will be added to the class based on COB policy. (restricted to 42 students)

Text Materials:

- CAST MANUAL ISBN 9780133252019 (buy new) YOU CANNOT USE A USED ONE OR RENT
  
  CAST COMPUTERIZED WITH PEACHTREE ISBN (to be given on day 1) (BUY NEW ONLY)
  DO NOT BUY THE COMPUTERIZED SET UNTIL WE MEET IN CLASS

Manual and Computer CAST SETS THIS SEMESTER are the 3RD EDITION

You will need a simple four-function calculation for ACCOUNTING exams. No STO/RCL or programmable calculators, cell phones, or PDA’s will be allowed. Careful, most Texas Instrument calculators do not meet the above requirements.

If needed, Anthony, A Review of Essentials of Accounting, any edition, Prentice Hall

<table>
<thead>
<tr>
<th>Grading:</th>
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<tbody>
<tr>
<td>CAST (MANUAL &amp; COMPUTER</td>
<td>100 points see dates-multiple turn ins</td>
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<tr>
<td>1 Accounting exam</td>
<td>50 points</td>
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<tr>
<td>2 Midterms (100 pts each)</td>
<td>200 points</td>
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<tr>
<td>Final</td>
<td>100 points</td>
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<tr>
<td>2 Quizzes (50 pts each) lowest is dropped</td>
<td>50 points</td>
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<tr>
<td>Total</td>
<td>500 points</td>
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Grades: For your reference, a final points total of 72% would be a C. There is no curve used in this course, grades are based on a straight point basis.
Textbook website: www.prenhall.com/romney ALL STUDENTS REQUIRED TO GO TO THIS SITE. USE THAT SITE TO VIEW ALL POWER POINT SLIDES FOR EACH CHAPTER. THIS SITE ALSO HAS A LIST OF QUESTIONS FOR TESTING. BE SURE TO CLICK ON THE 13TH EDITION OF THE BOOK.

Projects (assigned for points):

All solutions for CAST projects (graded for points) must be turned in on time. All Assignments are due on the date indicated and at the start of the class hour. PLEASE REMEMBER- NO LATE PAPERS. Any papers turned in more than 15 minutes after the beginning of the class hour, will receive a 20% DEDUCTION IN POINTS and assignments turned in after 8PM on the due date will be reviewed but will be assigned a grade of zero. NO EXCEPTIONS TO THIS. The CAST (both versions) are on an individual basis. Only your ideas should be turned in, and a grade of zero will be assigned to your solution if you copy or use another student’s answer; this could also result in your failure of the course.

To ensure that you are learning from the CAST PROJECT, there will be an exam on the accounting contained in that assignment AND in your accounting review.

Homework, quizzes, short answer questions and attendance:

Before each class read the chapters assigned, complete the questions, terms, and discussion questions. Review all problems assigned for that day. Each quiz or short answer question usually starts at the beginning of the class hour. If a student is late to class and misses the quiz or short answer question, the grade will be a zero. No makeups will be given for a missed quiz or short answer question. The quizzes and short answer questions will be on material assigned up to the current class period. Homework is not collected. All students are responsible for everything happening in class. If a student misses a class, he or she will need to contact another student to find out what was covered in class or to collect any handouts. We will end up having about 20 extra points in short answer questions so students can use these to replace any missed points. However no makeups for any of these missed.

Tutoring:

The BSAC tutoring center is there as a resource.

Exams:

No make up exams will be administered for missed midterms except for a documented serious and compelling reason and approved by me in advance of the midterm date. Do not remove any exam from the exam room. A grade of “zero” on the exam will be given to any student removing an exam or part of an exam from the exam room. Exams will include objective and essay questions based on the assigned readings, class discussions, homework, and other assignments you submit for grading. All tests are closed book, closed-notes. No dictionary or other items can be used during the exam. The instructor retains all exams for a one-year period following the course completion. A student can always review the exam in my office during office hours. REMEMBER IF A STUDENT TAKES AN EXAM FROM THE CLASSROOM EITHER ON THE DAY OF THE EXAM
OR REVIEW DAY, THAT EXAM WILL BE GIVEN A GRADE OF ZERO. CHEATING ON EXAM = 0 PTS.

Course Objectives:
1. To appreciate how information systems—particularly accounting information systems—can assist in attaining organizational objectives, and how they can improve planning and control at all levels of the organization.
2. To learn the operational and information functions of several major AIS subsystems and how those subsystems interface with one another.
3. To develop a reasonable proficiency level in using a variety of tools used in documenting and analyzing systems.
4. To develop and enhance skills involving team participation and oral and written communications.
5. To examine systems analysis and design methodologies, tools and techniques, with emphasis on the accountant’s role in the development of information systems.
6. To review skills learned in Bus 20 Financial Accounting. The CAST projects checks these skills along with questions on one midterm.
7. To develop a reasonable proficiency level in using a variety of tools (CAST, Excel, PEACH TREE).

Course Policies: PLEASE REMEMBER THAT LATE ASSIGNMENTS ARE NEVER ACCEPTED. OTHER STUDENTS HAVE MADE ADJUSTMENTS TO THEIR SCHEDULES TO PERMIT THEM TO COMPLETE THE ASSIGNMENTS ON TIME. IT IS UNFAIR TO THEM IF LATE ASSIGNMENTS ARE ACCEPTED. ALSO, LATE ASSIGNMENTS DELAY THE RETURN OF ALL OTHER STUDENTS’ ASSIGNMENTS.

AN HONOR CODE IS IN EFFECT THROUGHOUT THIS COURSE. THE PROFESSOR IS AVAILABLE TO ANSWER QUESTIONS AND GUIDE THE STUDENT. BE SURE TO REVIEW THE HONOR CODE FOR THIS UNIVERSITY.

ALL CELL PHONES MUST BE IN YOUR BACKPACK AND TURNED OFF DURING ALL EXAMS AND WHEN WE REVIEW EXAMS. OTHER DAYS YOU MAY HAVE THE CELL PHONE ON VIBRATE ONLY BUT YOU MUST NOT ANSWER ANY CELL PHONE DURING THE CLASS HOUR. LEAVE THE ROOM TO ANSWER THE PHONE EXCEPT ON EXAM DAYS. ANY VIOLATION OF THIS WILL RESULT IN A GRADE OF ZERO ON THE EXAM.

Copies of selected course materials such as the syllabus may be found on Canvas. You are responsible for regularly checking with the messaging at this site.

Dropping and Adding
Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at http://www.sjsu.edu/advising/faq/index.htm#add
Information about late drop is available at
Students should be aware of the current deadlines and penalties for adding and dropping classes.

**University Policies**

**Academic integrity**

Students should know that the University’s Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University’s integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Policy F06-1 requires approval of instructors.

**Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

**Student Technology Resources**

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

**College of Business Policies:**

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:
Eating:
Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Cell Phones:
Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use:
In the classroom, faculty allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

Academic Honesty:
Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12

College of Business Program Goals:
(Not all program learning goals are covered in every course)

1. Business Knowledge
   • Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.

2. Communication
   • Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.

3. Ethical Awareness
   • Recognize, analyze, and articulate solutions to ethical issues that arise in business.

4. Leadership, Teams and Diversity
   • Comprehend the challenges and opportunities of leading and working in diverse teams and environments.

5. Critical Thinking
   • Comprehend, analyze, and critically evaluate complex and unstructured qualitative and quantitative business problems, using appropriate tools and technology.

6. Innovation
- Recognize, analyze, and articulate strategies for promoting creativity and innovation.

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<tr>
<th>Date</th>
<th>Activity</th>
<th>Details</th>
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<tbody>
<tr>
<td>6/2</td>
<td>Introduction to subject matter</td>
<td>Administration Issues Accounting assessment</td>
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<tr>
<td>6/2</td>
<td>Discussion of CAST assignment</td>
<td>You must have the CAST MANUAL PRACTICE SET for this class.</td>
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<tr>
<td>6/4</td>
<td>Chapter 1 &amp; 2</td>
<td>Question List-TURN IN ANSWER TO THE QUESTION YOU SIGNED UP FOR</td>
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<tr>
<td>6/11</td>
<td>Chapter 3 Development &amp; Document</td>
<td>QUIZ NO. 1 CHAPTERS 1 &amp; 2</td>
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<td>6/16</td>
<td>CAST-PART DUE 30 PTS</td>
<td>EXAM 1 CHAPTERS 1-3 CHAPTER 5 TURN IN: ALL MANUAL CAST JOURNALS (SPECIAL AND GENERAL) and ALL ADJUSTING ENTRIES THROUGH MONTH END MUST BE COMPLETE. (30 pts) (manual CAST documents come in at this time)</td>
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<tr>
<td>6/18</td>
<td>CAST- PART DUE 20 POINTS</td>
<td>Complete Chapter 5 TURN IN UNADJUSTED TRIAL BALANCE –MUST BALANCE AND BE COMPLETE (20 pts) DISCUSSS COMPUTER CAST MUST BRING COMPUTER CAST TO CLASS</td>
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<td>6/23</td>
<td>CAST-PART DUE 10 PTS</td>
<td>Chapter 6 computer fraud Chapter 7 introduction Work on computer CAST COMPUTER CAST CHART OF ACCOUNTS IS DUE IN (10pts)</td>
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<td>6/25</td>
<td>EXAM 2 CHAPTERS 5, 6, 7 CHAPTER 8 and Chapter 9</td>
<td>QUIZ NO 2 CHAPTERS 5 &amp; 6</td>
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<td>6/30</td>
<td>CHAPTER 10 ACCOUNTING EXAM</td>
<td>ACCOUNTING EXAM (50 pts)</td>
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<td>7/2</td>
<td>Chapter 12 REVENUE CYCLE</td>
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<td>7/9</td>
<td>CAST DUE-40 PTS</td>
<td>THE LIST OF ITEMS ON THE COMPUTER CAST GRADE SHEET are due in. (40 pts)</td>
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<tr>
<td>7/9</td>
<td>FINAL EXAM 100 PTS</td>
<td>Cumulative Final Exam</td>
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<td>(please attend your scheduled date)</td>
<td>From textbook and lecture</td>
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