ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL
(Attach course change request form)

Prefix &   *650*
Number   BA

Course
Title   Accounting/Finance and Information Systems

Abbreviation for Schedule (20 characters):   ACCT/FIN & INFO SYST

Nature of course request (Mark all that apply)

☑ Add a course	☐ Prerequisite change	☐ LACC course
☐ Delete a course	☐ Number/Prefix change	☐ Undergraduate course
☐ Title change	☐ Description change	☑ Graduate course
☐ Writing Intensive (WI)	☐ Multicultural Diversity (D)	☐ 400/500 course
☐ Quantitative Literacy (Q)	☐ Honors course (H)	☐ Other: _____

1) Faculty Sponsor Signature _~Justin A. Frankberger~_   Date _5/1/2014_

2) Dept./Program Coordinator _Sit Um_   Date _5/8/14_

3) Division Chair _Bob KL_   Date _May 1, 2014_

   Curriculum Chair _Justin A Frankberger_   Date _5/1/2014_

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by <u>both</u> the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____   Date _____

____ N/A ____ Approved ____ NOT Approved

b) Graduate Committee Chair _____   Date _____

____ N/A ____ Approved ____ NOT Approved

c) Honors Committee Chair _____   Date _____

____ N/A ____ Approved ____ NOT Approved

5) Faculty Senate President _____   Date _____

____ Approved by the Senate Executive Committee
____ Approved by the Senate   ____ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____   Date _____

____ Approved   ____ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____   Date _____

____ Approved   ____ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Kristina D. Frankenbeger   Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 650	Accounting/Finance and Information Systems	4

Catalog Description:

> Addresses the accounting and finance topics relevant to managerial decisions and information systems use and design. Topics include the basic managerial functions required of an accounting/financial system, and the design process including requirements analysis, design and testing, data conversion and support functions.

Course Goals and Objectives:

> (see attached syllabus) This course is designed to give the student an introduction to the concepts and tools related to the use, development and adaptation of computer-based accounting and finance information systems. The course will emphasize information system analysis and design, internal controls, and technology of accounting systems. Students will gain hands-on experience with integrated accounting information system/ERP software, a commercial accounting ...

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

> A nagging omission in the creation of the Masters of Management and Information Systems (M&IS) degree is a course that addresses accounting and finance topics that are a) essential to knowledge of how businesses operate and b) related to the use and provision of appropriate software systems to store and disseminate financial information used for decision making. This course is to be added to the required core course set in the revised M&IS degree program.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

> Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

> A new faculty member, Dr. Hanmae Chen, arrives in Fall 2014 to teach the course.

Attach brief course outline.

BA 650 Accounting/Finance & Information Systems (DRAFT)

Professor name: Dr. Hanmei Chen
Office location:
Office hours:
Phone:
E-mail address:
Meeting times and locations:

Course Description: This course is designed to give the student an introduction to
the concepts and tools related to the use, development and adaptation of computer-based
accounting and finance information systems. The course will emphasize information system
analysis and design, internal controls and technology of accounting systems. Students will gain
hands-on experience with integrated accounting information system/ERP software, a
commercial accounting software system, and a relational database management system.

Course Objectives:
1. To introduce technology issues related to accounting information systems.
2. To highlight the important role of internal control as it relates to accounting information systems.
3. To provide an understanding of systems analysis and design methodologies, tools and techniques, with emphasis on the accountant's role in the development of information systems.
4. To provide students with substantial hands-on experience with commercial accounting software system (Quickbooks Pro).
5. To provide students with hands-on experience with a relational database accounting system (MS Access) and a commercial ERP system (SAP).

Learning Goals Implemented in the Course:
- Students will be able to understand business processes, to integrate computer software applications, and to evaluate the design and implementation of information systems in a business environment.

- Students will develop an appreciation of internal control issues within the context of manual and electronic accounting information systems.

- Students will engage in applied, experiential learning activities.

Prerequisite
BA 211 Fundamental of Accounting or equivalent.

Required Texts

Accounting Information Systems, by Romney and Steinbart, 12th edition. Pearson-Prentice Hall, Upper Saddle River, New Jersey, 07458. 2012 (ISBN-13: 978-0-13-255262-2; ISBN-10: 0-13-255262-0)

Excerpt from Computer Accounting with Quickbooks 2013, by Donna Kay, 15th edition. McGraw-Hill Higher Ed, USA. (ISBN-13: 9781259155857) A customized excerpt from this book (Chapters 10 and 11 only), plus a student trial version of the software on CD, will be available through the Bookstore.

Supplemental materials will be provided by the instructor, posted on Moodle and/or provided via links and references to the WOU Library databases.

Moodle/Class Announcements:

This course is supported by a Moodle web site. All students enrolled in this course have been registered to this site.

Each student is responsible for checking the course home page on Moodle. On the course home page, announcements and assignments will frequently be posted related to the upcoming class meeting. In order to be prepared for class and to participate in class discussions, the student is expected to have read relevant announcements and to have completed all assignments posted for that day.

Criteria and Procedures for Evaluating Student Performance:

Examinations: Two examinations will be given, a mid-term and a final. The exams will consist of objective (multiple choice) questions, as well as problems and short essays. The Final Exam will be cumulative.

Excel Assignments: A series of exercises will be used to ensure that students have achieved at least intermediate level competency in the use of Excel spreadsheet software.

Access Assignments: We will use Microsoft Access software to demonstrate the development, maintenance and use of a relational database. Students will be required to hand in a series of exercises that demonstrate basic competency in the use of Access.

Quickbooks Pro Project: One of the objectives of this course is to familiarize students with a commercial accounting ledger system. Hands-on experience with Quickbooks Pro software will provide students with the opportunity to develop familiarity with and evaluate such a system. Students will be required to set up a new company, generate basic financial statements from a short series of transactions, and provide custom reports for management decision-making.

SAP Enterprise Resource Planning Assignments: Students will be introduced to SAP software and will execute a series of assignments to help them develop familiarity with the use of this ERP system.

Quizzes: Online Chapter Quizzes will be administered via the Moodle website at the conclusion of each chapter, about weekly. Students are responsible for checking the website to see when the quizzes are available and due. Quizzes are taken and submitted electronically via the website. No make-up quizzes will be available, but the lowest quiz grade will be dropped.

		Percent of Course Grade
Grading:	Midterm Exam	20
	Final Exam	20
	Excel Assignments	10
	Access Assignments	10
	SAP Assignments	10
	Quickbooks Pro Project	10
	Quizzes	10
	Homework, Class Participation, Attendance	10
	Total	100

GRADES/GPA EQUIVALENTS
A = 4.0 93 - 100   A- = 3.7 90 - 92
B+ = 3.3 88 - 89   B = 3.0 83 - 87   B- = 2.7 80 - 82
C+ = 2.3 78 - 79   C = 2.0 73 - 77   C- = 1.7 70 - 72
D+ = 1.3 68 - 69   D = 1.0 63 - 67   D- = 0.7 60 - 62

If you need a certain grade, please work hard to earn it from day one. There are no extra-credit assignments.

Attendance Policy
Class attendance is important to your success in this course. It not only comprises a portion of your course grade, but impacts your performance on all other course components (exams, quizzes and computer projects). An attendance record will be kept by the instructor.

Excuses from Exams: If you are unable to take a scheduled exam due to hardship, **you must notify me PRIOR TO the exam and provide written evidence to support your claim afterwards** so I can make a proper adjustment. Failure to do so will result in an exam grade of zero.

Special Accommodations: Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

IMPORTANT UNIVERSITY POLICIES

The instructor reserves the right to modify the organization and administration of the course.

Tentative Schedule of Classes (subject to change)

NOTE: This schedule, originally offered in the semester system, will be adapted in the following ways:
1. add an introduction/summary of accounting & finance topics
2. shorten to accommodate a 10 term.

Week of	TOPIC	Assignment Due
	-Overview of Course -AIS: An Overview (Chapter 1) -Introduce Excel Project	Read Chapter 1 Probs. TBD (in class)
	- Overview of Transaction Processing - Enterprise Resource Planning Systems (Ch. 2) - Computer Lab – MS Excel	Read Chapter 2 HW Exer. Due – See Bb website
	-Systems Documentation Techniques (Ch. 3) -Computer Lab – MS Excel and Access	Read Chapter 3 HW Exer. Due – See Bb website Excel Project Due
	- Relational Databases (Ch. 4) -Computer Lab – Access	Read Chapter 4 HW Exer. Due – See Bb website HW Exer. Due – See Bb website Access Problem Set #1 Due
	- Computer Fraud (Ch 5) -Computer Lab – Access	Read Chapter 5 HW Exer. Due – See Bb website Access Problem Set #2 Due
	-Mid-term Exam (Chapters 1, 2, 3, 4, 5) -Computer Lab – SAP	
	-Controlling and AIS (Chapter 7) -Computer Lab – SAP	Read Chapter 7 SAP Assignment #1 Due
	- Controlling AIS (Chapter 7, cont) -Info. Systems Controls for Systems Reliability Part 1: Information Security (Chapter 8)	HW Exer. Due – See Bb website SAP Assignment #2 Due
	-Info. Systems Controls for Systems Reliability Part 2: Confidentiality and Privacy (Chapter 9) -Computer Lab – SAP	Read Chapter 9 SAP Assignment #3 Due
	- Info. Systems Controls for Systems Reliability Part 3: Processing Integrity and Availability (Ch 10) -Computer Lab – SAP and Quickbooks Pro	Read Chapter 10 HW Exer. Due – See Bb website SAP Assignment #4 Due
	- Info. Systems Control … Part 3 (Chapter 10, continued) -Computer Lab – Quickbooks Pro	HW Exer. Due – See Bb website
	- XBRL – Extensible Business Reporting Language -Computer Lab – Quickbooks Pro	HW Exer. Due – See Bb website Read XBRL handouts Quickbooks Project Due
	-Comprehensive Final Exam (Finals week: Tue-Sat 05/06-05/10)	