University of North Texas

ACCT 4100 – 301 Accounting Information Systems

Instructor Jose Lineros, Ph.D., CPA

CISA, CIA, CFE, CRISC, CSX, MCTS

Office – RCOB 399 D

Office hours: via Zoom online

Email   [jose.lineros@unt.edu - please don't contact me via Canvas, email me directly, thanks...](mailto:jose.lineros@unt.edu)

Office Phone   817-291-4560

Class times   Class 100% online except for Excel test at Sage Testing Center - email if you have a question or wish to have an online Zoom session.

Prerequisites   Must have a 2.5 GPA in all ACCT 3000 and ACCT 4000 courses

Prerequisite: ACCT 3110, **you are responsible** for making sure you have the correct prerequisites. Please check with Becky Andrews in RCOB 213 if you are unsure, especially if you are dropping a course.

LOOKFORWARD PROVISION: This course serves as a prerequisite for ACCT 4400, ACCT 5140, ACCT 5160, ACCT 5520, and ACCT 5710.

It may also be a prerequisite for some non-accounting courses. Please discuss your course schedule with your advisor.

Required Materials

1 - **Accounting Information Systems**. Romney & Steinbart. 16th edition Pearson Publishing. – older versions are acceptable, feel free to buy used. **Note:** May purchase a digital license or a physical copy (new/used/rental all are acceptable)

2 - **Systems Understanding Aid**. Arens & Ward. 10th edition. ****PLEASE NOTE: DO NOT RENT OR PURCHASE THIS USED – you must use 10th edition – new, not used.** These materials cannot be used more than once, you will get incorrect answers and fail!** Used or rented copies will not be accepted for completion of the course. Be careful, this material can take

a while to come in. Order it early so you can begin early. You can search for it on Amazon or alternatively at the Armond Dalton website - https://new.armonddalton.com/

WARNING - **WHEN PURCHASING WE ARE NOT USING THE ELECTRONIC VERSION OF THE SUA, BE SURE YOU'RE BUYING Systems Understanding Aid**. Arens & Ward. 10th edition (PAPER VERSION).

SUA will be completed individually, however, collaboration is be allowed. Collaboration means bringing up problems you are having during our synchronous sessions. We can help each other when we get stuck that way. Collaboration does not mean copying. After SUAs are submitted, all will be subject to audit on my part. Part of that audit will be explaining how you got your figures. Please be ready after you submit your SUA to access your notes/materials and explain how you got your numbers.

3 – Udemy Michael Carter Excel Expert Review (I know it doesn't say Excel Expert 365) – https://www.udemy.com/course/mo-201-mos-expert-excel-2019-exam/

4 – **GMetrix Access**. **No purchase necessary**. Code needed for registration at www.GMetrix.com is: Lineros-75718-31888 **- Please use the cloud version of GMetrix, it is more user friendly.**

5 – **Microsoft Excel Expert 365 Software and Exam**. **No purchase necessar**y. License is included in student fees.

6 - If you have never taken a Microsoft exam, you will need to register an account at www.certiport.com (free - please don't pay for any exams, UNT has paid already). When you take your official exam at Sage Hall 3rd floor you will be asked to log into this Certiport account. This is different from GMetrix.

CANVAS LEARNING MANAGEMENT SYSTEM
Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

This table contains the course system requirements

This table contains the course syllabus	*This table contains the course syllabus*
Minimal technical requirements	*Minimal technical requirements*
Screen Size: Canvas is best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.	*Operating Systems*: **Windows 7 and newer Mac OSX 10.6 and newer Linux - chromeOS**
Computer Speed and Processor	*Mobile Operating System Native App Support* iOS 7 and newer (versions vary by device) Android 4.2 and newer

Use a computer 5 years old or newer when possible

1GB of RAM

2GHz processor

Screen Readers

Internet Speed

Macintosh: VoiceOver (latest version for Safari)

Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. Minimum of 512kbps

PC: JAWS (latest version for Internet Explorer)

PC: NVDA (latest version for Firefox) There is no screen reader support for Canvas in Chrome

UNT Technical support for Canvas
Student Helpdesk
UIT Helpdesk

link to access helpdesk

Sage Hall 330D
940-565-2324
Sunday: noon–midnight
Monday-Thursday: 8 a.m.–midnight Friday: 8 a.m.–8 p.m.
Saturday: 9 a.m.–5 p.m. helpdesk@unt.edu

Course Description

Introduction to technology/accounting information systems and their interface with business processes. Emphasis on auditing system security and integrity. Coverage of project management and accounting systems development. Practical experience with data analysis utilizing Microsoft Excel.

Course Objectives

The overall course objective is to familiarize students with the way in which systems are used in organizations to provide decision-relevant information and to enable them to understand how systems are designed and implemented to meet organizational needs. "Accounting technology" in this context means all the tools and practices employed in enterprise accounting in the broadest sense. The content and objectives of this course are most applicable to those students heading for (non-technical) general accounting or related management careers in larger enterprises or with firms that audit and assist those firms. After completing this course, students should have a sound basis for understanding the functioning of any information system they may encounter in practice, and they should be able to relate its features to the conceptual enterprise

framework presented in this course. This should allow them to be informed consumers and users of high-quality accounting and enterprise software.

Successful enterprises are able to design, develop, and employ information systems that meet the needs of their managers/decision-makers in accounting, finance, marketing, supply chain logistics, etc. Accountants perform four roles with respect to information systems. They are 1) users, 2) designers, 3) managers, and 4) evaluators. To perform these four roles effectively, accountants need to understand the strategic objectives and business processes of the enterprise. They also need to understand capabilities and limitations inherent in current technology. Perhaps most importantly, they also need to understand how technology may be employed to further the strategic objectives of the firm. The most common systems in use today to support enterprise operations and decision-making are database systems. This course therefore emphasizes 1) conceptual systems analysis and design techniques, 3) how systems designs are implemented with contemporary technology, and 3) how this material relates to overall accounting objectives.

Since the course emphasizes the design of information systems to support decision makers, the course content is similar to the kind of material that you might find in an information systems course. The course is, however, tailored to provide information about technology that accountants should know to be successful in contemporary business organizations. The course requires conceptual thinking, visual thinking, and imagination—rather than computational skills and memorization.

After completing this course, students should be able to:

1. Describe in detail the purpose of accounting information systems and the links between business structure, processes, performance, and information systems.
2. Analyze information flows in an organization and develop conceptual models of organizational relationships.
3. Use the software package Excel to implement the conceptual models of information systems, and demonstrate how that knowledge transfers to a variety of comparable systems and software packages.

4. Identify organizational risk and control issues, incorporate those issues into conceptual models, and explain how information technology changes control techniques.
5. Develop support for business decisions based on a systematic and objective consideration of the problems, issues, and relative merits of feasible alternatives using appropriate decision-modeling techniques ("decision modeling"):
6. Identify problems, potential solution approaches, and related uncertainties. Organize and evaluate information, alternatives, cost/benefits, risks and rewards of alternative scenarios.
7. Employ model-building techniques to quantify problems or test solutions.
8. Use and apply prevalent business-related technology ("leveraging technology"):
9. Appropriately use electronic spreadsheets, database applications, and other software to build models and relational databases.
10. Recognize commonly used information architectures.

11. Describe risks and related issues about privacy, intellectual property rights, and security considerations related to electronic commerce and communications.
12. Develop and communicate reasonable recommendations for technology use in organizations.
13. Describe the process of developing and implementing technological change in organizations.

Course Procedures

Class periods will consist of lectures, hands-on exercises, and simulation practice requiring access to a computer.

Email

The best way to contact me is through e-mail: jose.lineros@unt.edu (NOT THROUGH CANVAS) or text me at 817-291-4560. I am usually prompt with my replies and if not, I try my best to reply within 24 hours. If 24 hours have elapsed without a reply, please send me a reminder e-mail. Please only contact me via e-mail with respect to personal subject matters, not text.

Attendance and Assignment Requirements

Even though this course is online, engagement with the material in a timely manner is expected. Late assignment approval is only considered in cases of personal or dependent's health (doctor's note required), family emergency, or other exigent circumstances. This does not guarantee approval, only provides a beginning point for case review.

Students are expected to dutifully complete all assignments and tests on a weekly basis.

If you are experiencing any symptoms of COVID-19, please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Remote instruction may be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at

link to access success tips for remote learning.

Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the

university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Help

My goal is to help you attain the knowledge and skills outlined above. I encourage you to ask questions either in class or outside of class. I am usually available via email most weekends and evenings. I also encourage you to work with your partner or group, except when specifically instructed to work as an individual. Simply copying someone else's work will be detected and addressed.

There is also help available in the accounting lab. You may see hours and make an appointment here:

link to accounting lab tutor calendar and hours

Grading

Grades are determined as follows:

This table describes how grades will be determined

Category	This describes how grades will be determined in the course	Points
Exams	Type of Exam	Points
	Module Quizzes - Regular Topics	450
	Module Quizzes - Special IT Topic Focus	100
	Microsoft Excel Expert Certification	300
		850
SUA Project	Type of Project	Points
	Systems Understanding Aid (SUA)	300
Individual Assignments	Type of Assignment	Points
	Udemy Excel Assignments	200

GMetrix - Excel Expert 365 -(2 skill reviews plus 3 practice exams over 800) - only image screen cap required.	60
Participation / Engagement	40
Total	300
Discussion - Introduce Yourself	5
Total Points Possible	1455

Letter grades will be assigned as a percentage of total possible points as follows:

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F < 60%

Plus and minus grading **will not** be used for this course.

Every attempt will be made to grade all work consistently, fairly, and timely. However, if you feel a grade has been recorded in error or a mistake has been made on any assignment or exam, please notify me during class, office hours, or contact me via a short-written note or email, within one week of the return of the graded assignment/exam or the grade having been posted on Canvas. I will review the grade and make any appropriate changes. **If more than one week has elapsed since I have posted the grade on Canvas or returned the assignment during a class session, I am happy to answer questions, but no grades will be changed**.

COURSE TOPICS

Unit 1: AIS & the Organization

Unit 2: Business Cycles and SDLC

Unit 3: Databases

Exams

There will be weekly exams during the semester plus the Expert Excel Exam. There will be no make-up exams without prior instructor approval. If you encounter an unavoidable absence related to a documented illness, death in the family, or other university-sanctioned absence, it is incumbent on you to contact me in advance. If you qualify to miss an exam, you will take a makeup exam as soon as you return. Exam content will consist of lectures, reading material, and any supplementary documents provided on the course website. Examinations may consist of multiple choice, true/false, short answer, matching, or problems. For each exam you will need to provide your own pencils.

During exams, no cell phones or digital assistance are allowed, and use of a cell phone will result in a grade of zero and potential disciplinary action.

Exams, as well as any graded assignments collected, will be retained for one year following the completion of the semester and then destroyed.

Please note: "***The quiz/exam questions may contain charts and images from © Pearson, Accounting Information Systems. Romney & Steinbart. Pearson Publishing, used with permission.***"

Excel Exam

Prior to sitting for the Excel Expert Exam, students must provide evidence of a score > 800 points in GMetrix on all two practice exams in Testing Mode. Failure to provide evidence of this score will result in the forfeiture of an attempt on the Expert Excel Exam (i.e., you will not be permitted to sit for the exam). If a student fails the initial Expert Excel Exam they will have to retake GMetrix and provide further evidence of a passing score before they will be allowed to reattempt the exam.

The Expert Excel Exam will be administered in the testing center at Sage Hall (Sage 330). Time permitting, students will have two attempts to pass the Expert Excel Exam during the semester. Students who pass the Expert Excel Exam will be awarded points based on their %, i.e., a 50% (score of 500) will earn you 150 points (300 times 50%).

Homework/Projects

AIS functions include the ability to gather and process data into information that can be reported to and used by decision makers. Communication of this information comes in many forms. Teamwork is a necessary component of any successful business model and will be necessary to complete projects preparing you for the gathering, processing, and communication of information. Also, the ability to compose and present concise written/oral reports is imperative in fast-paced business. This class will emphasize projects that reinforce course material and provide hands-on experience with AIS concepts and tools. More information will be provided in class. **Late projects will not be accepted.**

1 - **Systems Understanding Aid** (SUA Project) (Individual Work)– manual AIS involving journal entries, financial statement preparation, and other accounting tasks.

Will be completed individually. SUAs will be randomly and selectively pulled for audit whereupon you will be asked how they came to certain figures on the financial statements. Prior to submitting your SUA, be sure you have a phone pic of all financial statements.

Please note: This project takes approximately **50-60 hours** to complete for a trained accountant. I highly recommend getting started early. Waiting until the week it is due will lead to increased anxiety and poor work quality, based on anecdotal evidence. The best approach I've seen students take is to complete all of the accounting entries FIRST in Excel or on paper - then - decide what journal they should be in afterwards. Also, please attend or listen to the recorded weekly check ins for valuable SUA tips.

2 - **Udemy Assignments** – (Individual Work) - Udemy assignments involve YOU RECORDING YOURSELF with screen capture software mimicking what the Udemy instructor (Michael Carter) performs in the Canvas-assigned Udemy exercises. You can purchase access to his course at – https://www.udemy.com/course/mo-201-mos-expert-excel-2019-exam/ (I know it doesn't say Excel Expert 365). You merely need to follow along to his explanatory videos and actively solve on your own Micorosoft workbook what he solves just using your own voice. Please no floating head with you talking and gesturing in a small box (it explodes the file size). I just need what is coming from your screen and your voice. Be sure you upload this MP4 file to Canvas, not the video link out of YouTube or elsewhere. I need the actual file upload to Canvas. Below is a link to a sample of what I expect as a deliverable, note it just involves explaining what you are doing to solve the Excel problem.

https://youtu.be/N0rI-FkDxDU?si=jgpBb-QpCYM1RyLW

3 - **GMetrix** (Individual Work) involves you using GMetrix software to complete two skill reviews plus three different timed practice exams (Excel Expert 365, Practice Exams 1, 2, and 3 and posting a score of 800 or better IN TESTING MODE. Keep in mind that you can practice all you want in TRAINING MODE so you can memorize the steps, however the image of passing must be screen captured from exams completed in TESTING MODE (multiple retakes allowed). You can try as many times as you want to obtain your 800 score. Note that for GMetrix you DO NOT have to screen capture yourself and create an MP4 you upload like the Udemy assignments - just upload an image of your passing score.

These two skill reviews and three practice exams (Excel Expert 365) are required to reserve a seat for the actual Microsoft Excel exam at the Sage Testing Center. GMetrix can be accessed via the web at www.gmetrix.net. Once there, you will need to create a GMetrix account and then you'll be allowed to access the tests using the semester's assigned access code (see Modules/GMetrix Instructions...). If you lack a desktop or laptop to access the web, one can be sourced from the Willis library on campus. Any difficulties accessing GMetrix on the web can be directed to UNT Student IT Support 940-565-2324 or the GMetrix help line at 801-323-5800. If you cannot access Gmetrix directly via the web - usually due to being all Mac – use need to call UNT IT Student support at 940-565-2324. Additionally you might try the following links - link to how a 100% Mac user can access GMetrix links to an external site for all virtualization needs, and additional information can be found here: link to additional information regarding virtualization. Occasionally (very rarely), a student is forced to check out a laptop from Willis (or borrow one) if their laptop operating system is not compatible with GMetrix - call GMetrix support at 801-323-5800 to find out for sure.

Participation/Professionalism/Attendance

A professional demeanor is an integral part of any business environment, especially in your preparation for a career in accounting. Professionalism in this environment implies a respect and courtesy for others. I expect students to maintain the highest standards of professionalism in the classroom. Your speech, appearance, and attitude impact your professional image in the eyes of

those around you. Asking for concessions that would violate the syllabus (attempts at turning in homework late, habitually missing class, asking me to fraudulently report your grade by adding or rounding points, etc.), are examples of unprofessional behavior that translated into a business environment would get you fired. Professionalism is also exemplified by willingness to lead discussions in class. Excessive absences will result in the forfeiture of all professionalism points.

A link to the University Attendance Policy may be found below:

link to University attendance policy

Intellectual Property

Taping lectures or classroom discussions is permitted. However, it is expected that students will request authorization from the instructor to tape a class. Notes and/or tapes of class lectures and discussions are not permitted to be sold.

ACADEMIC INTEGRITY

No matter what your beliefs are on the cheating, DON'T. Your future as a professional accountant depends in part on others feeling that they can rely on what you say and do. A large part of what you are selling as a professional accountant is your reputation.

The University of North Texas is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. Participating in the following (but not limited to) behavior violates academic integrity: (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records. The Code of Student Conduct can be found at www.unt.edu/csrr.

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of academic dishonesty will be handled in accordance with the University policy and procedures. Possible academic penalties include a grade of "F" in the course. You will find the policy and procedures at link to academic penalties for academic dishonesty

If I suspect that you have engaged in academic dishonesty, I will deal with the situation as outlined in the University policy referenced above. You will be allowed to remain in class during the entire time that the academic misconduct accusation is being investigated, adjudicated, and

appealed. As noted above, the maximum academic penalty that can be assessed by an instructor is an F in the course. However, University officials use the academic misconduct information to decide if other misconduct sanctions are then to be applied, and the student has separate rights to appeal those decisions, remaining in class until all appeals are exhausted.

For our purposes in this particular class, **it is especially critical that you NOT take any of the following actions:**

1. Copying another individual's or group's answers.
2. Asking or pressuring another individual or group to help you with your individual or group project or exam.
3. Providing the above-prohibited assistance to another individual or group.
4. Representing someone else's work as your own.

Responsible Use of Artificial Intelligence (AI):
Students are encouraged to explore and utilize AI tools to support their learning; however, such use must be ethical, transparent, and aligned with the university's academic integrity policy. AI should be used as a supplement to, not a substitute for, original thinking and critical analysis. Any content generated by AI must be properly reviewed, edited, and disclosed. Misuse of AI— including submitting unedited AI-generated work as your own or using AI to bypass learning objectives—will be treated as academic misconduct. Responsible use means leveraging AI to enhance your understanding, not to replace your engagement with the material.

SPOT

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you online at the end of the semester. This will, provide you a chance to provide input about this class. I am very interested in the feedback I get from students and encourage you to complete the survey honestly and in its entirety. I consider the SPOT to be an important part of your participation in this class.

CELL PHONES

It is inconsiderate to those around you to have your ring tone disrupt class or for you to be persistently texting next to someone trying to pay attention. Turn your ring tones OFF and step out of the room if you need to answer your phone or feel the need to carry on a text conversation. **Absolutely NO cell phone use during an examination. If it is discovered that you used a cell phone during an exam, you will receive a zero for that exam.**

STUDENTS WITH DISABILITIES

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. The passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act; there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide reasonable accommodations to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at link to information regarding academic accommodations. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call them at (940)565-4323. If you need an accommodation, please contact me as soon as possible but at the latest by the second week of class. If you require accommodation for an exam, please notify me at least one week in advance to make the necessary preparations.

WITHDRAWALS: University policy relative to withdrawals will be followed. **Please consult with your academic advisor or UNT academic calendar for all relevant dates anent the last date you can:**

- Drop with an automatic grade of W
- Drop with a W **if** you are passing the course
- Last day you can drop a course at all
- **It is vital that you consult with your academic advisor prior to dropping any course. It can have dire effects on your financial aid and/or academic record.**
- **Becky Andrews in the Acctg Office BLB 213 is also available if the registrar's office is unavailable.**

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at link to Eagle Alert information. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Emergency Evacuation Procedures for Business Leadership Building:

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.   All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the

designated assembly area. If unable to safely move to the designated assembly area, contact on or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, wests of parking lot 24.

CARE Team - Mental Health Resources

UNT believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care which includes the ability to respond adequately to one's emotional, physical, and educational needs. Some students who are distressed engage in behaviors that compromise their own welfare, as well as the welfare of the university community. If you or a friend need assistance with mental health resources on campus, please feel free to reach out to the CARE Team at 940-565-2741 and email CAREteam@unt.edu (both).

COVID-19 impact on attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (link to COVID-19 symptoms per the CDC) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Schedule - See Modules for Week-by-Week schedule

The general class schedule is also posted separately on the course website. **I CONSIDER IT YOUR REPONSIBILITY AND STRONGLY RECOMMEND THAT YOU CHECK THE COURSE WEBSITE DAILY FOR ANNOUNCEMENTS, SCHEDULE CHANGES, ASSIGNMENTS, ETC.**

I will spend as much time on a topic as necessary for this specific class to master a topic. I will regularly post information/handouts that I expect you to know.

WEEK #	Week of:	TOPICS
Week 1	1/12	Accounting Information Systems: An Overview and ERP AIS Overview Transaction Processing ERP Excel Assignments
		<mark>Talk about SUA – **Project Due Date TBD**</mark>
Week 2	1/19	System Documentation Techniques and Relational Databasing
		Documenting Systems Relational Databasing – Data Retrieval I. Special IT Topic Focus Excel Assignments
Week 3	1/26	Fraud and Cybersecurity Fraud and Errors Computer Fraud and Abuse Techniques II Special IT Topic Focus Excel Assignments
Week 4	2/2	Purchasing and Production Cycles How Purchasing Cycles Work How Production Cycles Work Excel Assignments
Week 5	2/9	Internal Control Frameworks and Controls for Information System Security Control and Acctg. Information System: Internal Control Frameworks Controls for Information System Security: Internal Control Frameworks III Special IT Topic Focus

WEEK #	Week of:	TOPICS
		Excel Assignments
Week 6	2/16	System Development Life Cycle (SDLC) and Software Development Tools and Strategies SDLC: Internal Control Frameworks SDLC Tools and Strategies: Internal Control Frameworks Excel Assignments
Week 7	2/23	SDLC – System Design, Implementation, and Operation Excel Exam in person at the Sage Testing Center (3rd floor) this week See Canvas for exact date/time
Week 8	3/2	Revenue Cycle and HR/Payroll Cycle How the revenue cycle works How the HR/Payroll cycle works Normalization of databases SUA due this week – see Canvas for exact date/time