University of North Texas
Accounting Systems – ACCT 4100
Fall 2019

Instructor	Peter Kipp, CPA, Ph.D. Office – BLB 312 G Office hours: Tuesday and Thursday 12:30 pm – 2:00 pm in BLB 312 G. Other times by appointment.
Email	peter.kipp@unt.edu
Office Phone	+1 (940) 565-3115
Class times	**Section 001 Tuesday/Thursday 9:30 am – 10:50 am in BLB 245** **Section 002 Tuesday/Thursday 11:00 am – 12:20 pm in BLB 015**
Prerequisites	Must have a 2.5 GPA in all ACCT 3000 and ACCT 4000 courses Co-requisite: ACCT 3120, **you are responsible** for making sure you have the correct prerequisites. Please check with Becky Andrews in BLB 213 if you are unsure.

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. 14th edition. Pearson Publishing. **Note:** May purchase a digital license via the Revel tab on Canvas or a physical copy (new/used/rental are all acceptable)

2 - **Systems Understanding Aid**. Arens & Ward. 9th edition. ****PLEASE NOTE: DO NOT RENT OR PURCHASE THIS USED.**** These materials cannot be used more than once! Used or rented copies will not be acceptable for completion of the course.**

SUA will be completed in groups of three or four. Therefore, only one group member needs to purchase the materials. Please wait until after the first-class meeting to purchase a copy to ensure that extra copies are not purchased. The bookstore DOES NOT allow refunds or returns for the SUA packet.

3 – **GMetrix Access**. No purchase necessary. Code needed for registration is: **04511-Kipp-96752**.

4 – **Lynda**. No purchase necessary. Access is free to students with UNT EID. All required videos may be viewed under the series title "**Cert Prep: Excel 2016 Microsoft Office Expert (77-728)**"

5 – **Microsoft Excel**. No purchase necessary. License is included in student fees.

Optional Materials
1 - **Learn Excel 2016 Expert Skills with The Smart Method: Courseware Tutorial teaching Advanced Techniques.** Smart. The Smart Method Limited. **May be purchased new, used, and may be shared with others.**

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"):
    a. Identify problems, potential solution approaches, and related uncertainties. Organize and evaluate information, alternatives, cost/benefits, risks and rewards of alternative scenarios.
    b. Employ model-building techniques to quantify problems or test solutions.
6. Use and apply prevalent business-related technology ("leveraging technology"):
    a. Appropriately use electronic spreadsheets, database applications, and other software to build models and relational databases.
    b. Recognize commonly used information architectures.
    c. Describe risks and related issues about privacy, intellectual property rights, and security considerations related to electronic commerce and communications.
    d. Develop and communicate reasonable recommendations for technology use in organizations.
    e. 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: peter.kipp@unt.edu. 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.

Piazza

In an attempt to cut-down on redundant questions and inform the entire class, I use **Piazza** to solicit and respond to questions related to the course material. The Piazza application is available through the course Canvas page. All questions and correspondence should be submitted via Piazza **unless** it deals with a personal subject matter (e.g., grades, session attendance, rescheduling an exam, etc.).

Attendance and Assignment Requirements

Attendance is expected. If you cannot attend a class, it is your responsibility to check with your partner or group to find out what happened during class and what was assigned. 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.

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:

https://cob.unt.edu/lab/tutor

Grading

Grades are determined as follows:

Category		Points
Exams		
	Exam I	100
	Exam II	100
	Exam III	100
	Microsoft Excel Expert Certification	100
		400
Team Projects		
	Systems Understanding Aid (SUA)	60
	Data Analytics Project	40
		100
Individual Assignments		
	Lynda Assignments	50
	Additional Excel Practice	20
	GMetrix	30
	Exam Reviews	30
	Professionalism	20
		150
Total Points Possible		650

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.
*In the event that the final point distribution is significantly lower than the values provided, scaling may be necessary

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: Control and Audit of AIS

Unit 3: Business Cycles and SDLC

Exams

There will be three exams during the semester (excluding 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.

No cell phones are allowed and use of a cell phone will result in a grade of zero for the exam. Failure to return any part of an exam, including scantrons, at the end of the classes in which you take the exam and review the exam is an act of academic misconduct and will result in a grade of zero for the exam that cannot be made up in any way. Programmable and text-based calculators and cell phones are strictly prohibited during exams.

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

Excel Exam

Prior to sitting for the Expert Excel Exam, students must provide evidence of a score $\geq$ 800 points in GMetrix on all three 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). Students will have two attempts to pass the Expert Excel Exam during the semester. Students who pass the Expert Excel Exam on their first try will be awarded full points (e.g. all 100 points). Students who pass the Excel Exam on their second attempt will be awarded full points retroactively (i.e., all 100 points). Students who fail to pass the first and second attempt will be rewarded points corresponding to the higher of their two grades (e.g., a student who scores 65% on the first attempt and 59% on the

second attempt will be awarded 65 points).

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. Team work 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 team/partner 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) – manual AIS involving journal entries, financial statement preparation, and other accounting tasks.
    a. Can be completed in teams of up to 3 or 4 people. Note: All team members are expected to contribute to the total team effort.
    b. **Please note:** This project takes approximately **15 hours** to complete. 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.

2. Excel Assignments – computerized data analysis of journal entries, financial statements, and other accounting database tasks. For your grade you must complete all five Lynda modules and two additional practice modules prepared by the instructor targeting items that are frequently tested on the exam.
    a. Execute Excel exercises to prepare you for Excel certification
    b. Must be completed individually

3. Data Analytics Project - Descriptive, Diagnostic, Predictive, and Prescriptive analytics conducted on a large dataset using a variety of tools and applications (e.g., Excel, Tableau, SPSS, etc.).
    a. Choose from one of several provided data sets for analysis.
    b. Clean-up the data and become familiar with the information contained within the data.
    c. Identify the question to be answered and conduct descriptive, diagnostic, predictive, and/or prescriptive analytics to provide empirical evidence for any conclusions reached.
    d. Prepare a visualization of your findings that can effectively communicate your results to a naïve individual.

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. Sitting on your hands and saying absolutely nothing all semester will hurt you in class and the workplace. Excessive absences will result in the forfeiture of all professionalism points. Start good professional habits now!

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

https://policy.unt.edu/policy/06-039

Professional E-Mail Habits

A critical aspect of being a professional accountant is communication. You will be in contact with colleagues, superiors, current clients, and potential clients throughout your career. Your communication via e-mail can leave a lasting positive or negative impression upon the recipient and impact future social interactions.

All communication directed to me (and your fellow students) should follow professional e-mail etiquette. This includes:

1. A brief title that informs the reader about the subject matter of the message.
2. A formal salutation. 'Dear' is the best and most conservative salutation to use in professional communications, particularly if it is the first time contacting the individual. Other appropriate salutations are 'hi,' 'hello,' 'greetings,' 'good afternoon', etc.
3. Use of proper grammar, spelling, complete sentences, and appropriate punctuation.
4. End with a formal closing. 'Sincerely' is the best and most conservative closing, but 'best', 'best regards', and 'thank you' are all appropriate as well.

Your e-mail etiquette will significantly impact your professionalism score.

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 http://policy-dev.unt.edu/policy/06-003

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.

SUCCEED AT UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to http://success.unt.edu/. The following are some specific applications of Succeed at UNT for this class. A key to success is persistence.

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 http://www.unt.edu/oda/apply/index.html. 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.

Inclement Weather

The class follows the standard University policy. Additionally, whenever you feel it is unsafe to come to class due to driving conditions, please do not come. Let me know why you did not attend at the earliest possible opportunity.

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 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 http://www.my.unt.edu. 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.

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 counseling and testing at 940-565-2741 or the care team at report.unt.edu.

Access to Information – Eagle Connect

Your access point for business and academic services at UNT occurs within the my.unt.edu site http://www.my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: http://eagleconnect.unt.edu/

Class Schedule

The general class schedule is 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.**

The schedule and syllabus are simply a template for us to follow. 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 bring with you to class.

WEEK #	Date	TOPICS
Week 1	8/27	Course Introduction, Assignment and Material Overview Introduce Microsoft Excel, Lynda, and GMetrix.
	8/29	**Chapter One -** Accounting Information Systems: An Overview **Demo SUA – **Project Due 11/21****
Week 2	9/3	**Chapter Two –** Overview of Transaction Processing and ERP Systems **DUE:** Lynda Module 2 – Manage Workbook Options and Settings. Submit via Canvas before classtime.
	9/5	**Chapter Three – S**ystems Documentation Techniques **Flowchart tutorial (In-class)** **DUE:** Lynda Module 3 – Apply Custom Data Formats and Validation. Submit via Canvas before classtime.
Week 3	9/10	**Chapter Four –** Relational Databases **DUE**: Lynda Module 4 – Create Advanced Formulas. Submit via Canvas before classtime.
	9/12	**Review for Exam I (Chapters 1, 2, 3, & 4 of Romney & Steinbart)** **DUE:** Lynda Module 5 – Create Advanced Charts and Tables. Submit via Canvas before classtime.
Week 4	9/17	**Exam I (Chapters 1, 2, 3, & 4 of Romney & Steinbart)**
	9/19	**Excel Review** – Syntax for Advanced Formulas, Pivot Tables, and GetPivotData. **DUE**: Lynda Module 6 – Sample Exam. Submit via Canvas before classtime.

WEEK #	Date	TOPICS
Week 5	9/24	**Excel Review** – Syntax for Advanced Formulas and Cube Functions
	9/26	Review for Excel Expert Exam (Attempt 1) **DUE:** Extra Practice – Create Advanced Formulas. Submit via Canvas before 10:00 pm on Monday, February 18th for both Sections 001 & 002. **DUE:** Extra Practice – Create Advanced Charts and Tables. Submit via Canvas before 10:00 pm on Monday, February 18th for both Sections 001 & 002.
Week 6	10/1	Review for Excel Expert Exam (Attempt 1) **DUE: **GMetrix Passing Score for Practice Test 1, 2, & 3 all in testing mode****
	10/3	**Excel Expert Exam (Attempt 1) – Meet in Sage Testing Center (Sage 330) during normal class time.**
Week 7	10/8	Review for Excel Expert Exam (Attempt 2)
	10/10	Review for Excel Expert Exam (Attempt 2)
Week 8	10/15	Review for Excel Expert Exam (Attempt 2) **DUE: **GMetrix Passing Score for Practice Test 1, 2, & 3 all in testing mode**** **You must resubmit your passing scores to sit a second time.**
	10/17	**Excel Expert Exam (Attempt 2) – Meet in Sage Testing Center (Sage 330) during normal class time.**
Week 9	10/22	**Chapter Five –** Fraud **Chapter Seventeen –** Database Design using the REA Data Model **REA Tutorial (In-class)**
	10/24	**Chapter Seven –** Control and Accounting Information Systems
Week 10	10/29	**Chapter Eight** – Controls for Information Security Control Matrix Tutorial
	10/31	**Chapter Nine** – Confidentiality and Privacy Controls ****DUE: SUA Project**** Late and incomplete submissions will **not** be accepted
Week 11	11/5	**Chapter Ten –** Processing Integrity and Availability Controls Review Control Matrix Tutorial
	11/7	**Review for Exam II (Chapters 5, 17, 7, 8, 9, & 10 of Romney & Steinbart)**
Week 12	11/12	**Exam II** (Chapters 5, 17, 7, 8, 9, & 10)
	11/14	**Chapter Twelve** – The Revenue Cycle

WEEK #	Date	TOPICS
Week 13	11/19	**Chapter Thirteen** – The Expenditure Cycle
	11/21	**Chapter Fourteen –** The Production Cycle
Week 14	11/26	**Introduction to Data Analytics –** Descriptive, Diagnostic, Predictive, and Prescriptive
	11/28	**Happy Thanksgiving! – No Class: University Closed**
Week 15	12/3	**Chapters 20-22 –** Introduction to System Development and Systems Analysis, AIS Development Strategies, and Systems Design, Implementation, and Operation
	12/5	**Review for Final Exam** (Chapter 12, 13, 14, 20, 21, and 22 of Romney & Steinbart)
Week 16	12/10	Final Exam for **Section 002**. 10:30 am – 12:30 pm. **Please note the change in meeting time. Meeting location remains the same in BLB 015.**
	12/12	Final Exam for **Section 001**. 8:00 am – 10:00 am. **Please note the change in meeting time. Meeting location remains the same in BLB 2415.**