UMSL Online

Syllabus: Acctng 3421-001, Spring 2022
Accounting Information Systems

Johnna Murray, MAcc, M.Ed. CPA
Contact information:
Phone/Text Contact   636-375-1450
Email – murrayjo@umsl.edu

The following dates are subject to modification
Zoom Meeting Dates (Optional)
Feb 1, Feb 8, Feb 15 at 11 via Zoom
March 1, March 8, March 15 via Zoom
April 12, April 26 via Zoom
May 10 via Zoom

In Person-Class Meeting Dates (Optional)
January 18 at 11am in SSB134
February 22 at 11am in SSB134
March 22 at 11am in SSB134
April 5 at 11am in SSB134
April 19 at 11am in SSB134
May 3 at 11am in SSB134

Office hours are an essential part of supporting you throughout this course.
Even if you don't have specific questions, needs, and concerns, I would love to meet with you at least once this semester.

Virtual Office Hours Via Zoom
Thursday 5:30pm – 6:30pm
This is the Zoom Link: https://umsystem.zoom.us/j/99825821491

Welcome

Understanding how accounting generates information for users is an important goal.   There are many ways that accounting can generate information, through general ledger accounting systems like QuickBooks, through generating efficient spreadsheets in Excel, and through creating dashboards with tools like Power BI.
This class uses all of those technologies to enhance and refine your technical skills.

Teaching Philosophy

There is more to accounting than debits and credits and producing financial statements. While the majority of your accounting classes will be mostly those things, this class is a little different. This semester, my goal is to introduce you to some different ideas and get some practical experience in accounting.
There are several different ways to learn. Some ideas can be learned by reading a book. Some ideas need practice with problem solving. I think accounting is a mixture of both of those things. You have to read and know what is going on, but sometimes the ideas don't stick until you do the problems. This class will give you some learning with reading and testing and more experiences that will provide you with hands on practice with skills and software you may use in your career.

About this course:

Course Description

Prerequisites: MATH 1030, INFSYS 2800, ACCTNG 2410, ACCTNG 3401, and a minimum campus GPA of 2.0. Examines the fundamentals of accounting information systems, including hardware and software

considerations, transaction processing cycles, the development of efficient spreadsheets as applied to financial and managerial accounting concepts and an introduction to Big Data and Power BI

Required texts and other course materials:

1) YourOffice Microsoft Excel 2019 by Kinser et al. Pearson Publishing. – Must have MyITLab. This text is available in the bookstore as autoaccess and directly from the publisher. Wherever you decide to purchase this publication, you should have an e-text and access to MyITLab. This is available as autoaccess so it will be available automatically to you through Canvas. If you choose autoaccess, access code will be available in Canvas.

 2) "Intro to Power BI" from Big Data Books - This book is currently transitioning publishers. After the semester starts,

Other course materials:
Excel 2016 or later version. 2019 is preferred.
Power BI is available as a free download for PCs.
Power BI will not run on Macs unless you have Boot Camp or partitioned your Mac to run PC applications.
IF you have a Mac, you will need to access Power BI via Triton Apps and will need to use Remote Desktop (available for free) to access your files.   There are more details located in the Power BI Module. IF NEEDED there are a limited number of PC that can be borrowed for the PowerBI Assignments.

Course Outcomes: *(See detailed learning objectives for assignments later in this syllabus,)*
Students will:
-Create spreadsheets using advanced tools in Excel. (Class Learning Outcome 1)
-Explain and apply basic concepts in Data Analytics (Big Data/Power BI) (Class Learning Outcome 2)
- Prepare journal entries and analyze reports in QuickBooks Online. (Class Learning Outcome 3)

Students are expected to demonstrate both an understanding of the theory and practical application of technology covered in the course. It is expected that at the end of this course, students will be comfortable using certain information technology that has become common in the accounting profession. Further, as the students encounter new technologies in the future, they will be able to use the knowledge acquired in this course to gain proficiency with those technologies.

Excel Assignments/Learning Goals Related to Class Learning Outcome 1
Students will be able to:
Create complex formulas
Analyze functions and nest them together using syntax
Produce and edit pivot tables
Implement Excel Add-Ins
Clean and organize data in Excel
Develop Macros using VBA
Identify elements of a dashboard and KPI
Identify elements of data analytics within Excel

Intro to Big Data and Power BI Assignments/Learning Goals Related to Class Learning Outcome 2
Students will be able to:
Explain the term Big Data

UMSL

Syllabus: Acctng 3421, Spring 2022

Accounting Information Systems

Relate the V Matrix to Big Data
Identify different implementations of Power BI and how the software relates to Excel
Install Power BI Desktop **OR** Navigate and use TritonApps and Remote Desktop to use Power BI
Understand the Data Sets used for Practice and some Projects
Identify steps in a Big Data Project
Navigate the Power BI Desktop workspace
Identify differences and use visualizations supported by Power BI
Build interactive dashboards
Create Measures and Columns
Build and create measures and columns using DAX (Data Analysis Expressions) Language
Use filters and DAXless queries

QuickBooks Assignment and Quiz/Learning Goals Related to Class Learning Outcome   3
Identify transaction cycles
Edit the chart of accounts in QuickBooks
Input transaction using documents in QuickBooks
Identify and print financial reports in QuickBooks

"The only real mistake is the one from which we learn nothing" Henry Ford
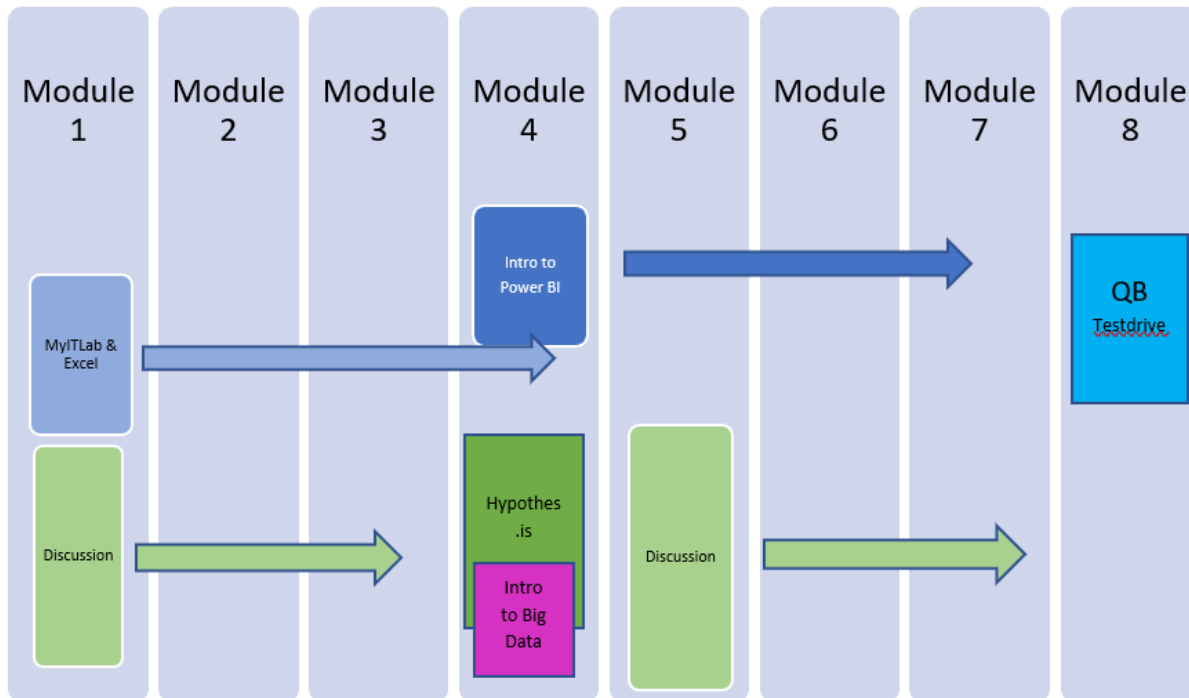
Syllabus: Acctng 3421, Spring 2022

Accounting Information Systems

Types of Assignments in This Class:

MyItLab Excel Assignments located in Pearson Access – These assignments are completed within MyITLab and submitted within MyITLab. Your scores are visible in both MyITLab and they sync to Canvas gradebook. Although the assignments are worth 100 points if you score 90% or higher, I will change your score manually to 100 when we are finished with Excel. You have unlimited attempts to get your best score. While I do accept late assignments, late assignments do not sync to Canvas automatically. You will need to let me know if you have late assignments to be sure they are included in the Canvas gradebook.

Excel Quizzes – These are short quizzes that may take only 15-20 min. to complete. You will have as much as 60 min. to complete them. These quizzes will be proctored using Smarter Proctoring. You will know the Excel application before taking the quiz, but you will need to review the chapters indicated to answer the multiple-choice /truefalsec questions. There is an application question along with multiple choice and true/false questions. You will have 60 min. and you have 1 attempt for the Excel Quizzes.

Intro to Big Data Quiz
 – This quiz requires you to read the Intro to Big Data (see Hypothesis and the PDF copy in Canvas along with PPT) and be familiar with the concepts. These quizzes may take about 20-30 min. to complete but you will have 60 min and 1 attempt. These quizzes are proctored using Smarter Proctoring.

Power BI Projects – Some of the first Power BI Projects use very simple data that I have gathered and created as a project. The last project is a little more on your own and requires that you write a description of the data**.** For the first 3 assignments, I will frequently tell students to correct and resubmit. I want you to learn, and not be penalized for a misunderstanding of how to complete the project. When we reach the last assignment, you should have a better understanding of Power BI and how to interpret data.

Power BI Quiz – This is a short quiz to test your knowledge about the features of the Power BI Desktop. This quiz will be proctored with Smarter Proctoring. You will have 30 minutes to complete this quiz and 1 attempt.

QuickBooks TestDrive Quiz – This is a quiz over QuickBooks' free online sample company. Your understanding of basic accounting principles, a prerequisite for this course, will be helpful using QuickBooks and for completing this quiz. This quiz will be proctored with Smarter Proctoring. You will 30 minutes to complete the quiz and 1 attempt.

QuickBooks Assignment – This assignment requires you to enter transactions to the free QuickBooks sample company. The QuickBooks TestDrive will NOT SAVE your work so you may want to plan to do this in one sitting. I will frequently tell students to correct some of these assignments and resubmit. I want you to learn, and not be penalized for a misunderstanding of how to complete the project.

Discussions – There are 7 Discussion Questions. You have a choice of two topics for each discussion. It is important to post early. Post that are done at the last minute (i.e., two posts done at midnight on the due date) may lose points. Best practices are to post with 4-7 sentences each Sunday.

- Benefits of Working in Groups (Discussions)
- Group activities enable you to take an active role in what you are learning, resulting in improved comprehension.
- You can gain new perspectives from group work that wouldn't be possible through lecture or individual assignments. You will find that your classmates have good ideas and helpful experiences.
- Group activities in which you are discussing your ideas with other students help you think more critically about the topic and connect the information to knowledge you may already have.
- The social skills that are developed by collaborating and cooperating in group activities help build professional skills, such as the ability to work well in groups, that most employers expect. This helps to demonstrate your professionalism
- Working in online groups also builds technical skills that are now necessary in the professional world, which is becoming increasingly digital and global.

- Group activities help build a community with your cohort and other students, providing support for your and their learning.

Hypothesis – This is a new educational tool that I've used for a couple of semesters. It is a social reading software. You will read the section assigned and then comment within the software as well as see comments from other classmates. (This will count towards Discussion points.)

Participation- At the end of the semester you will get 10 points for participation/professionalism.

Time Requirements: and Pattern of Work

This is an active hybrid course that requires at least 3 hours of your time each week **in addition to** the time it takes you to read the required materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of **6 hours every week** (up to 9-10 hours a week) on activities related to this course. If you would like to explore how the online Canvas activities work, please consult the [Online Canvas Overview course in Canvas](#) where you can practice posting to a discussion board, take a practice quiz and more. If you are worried about your preparedness, consider taking the [Online Readiness Survey](#) to help decide if an online/hybrid course is right for you.

Technology Requirements:

As a student in an online course, you are expected to have reliable internet access almost every day. Please reach out to your academic advisor or student success network if you need hardware or access to the Internet. If you have computing problems, it is your responsibility to address these through the ITS Helpdesk (helpdesk@umsl.edu) or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, [get help in solving it immediately](#). At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g., Windows, Mac, Linux)
2. Updated Internet browsers ([Apple Safari](#), [Internet Explorer](#), [Google Chrome](#), [Mozilla Firefox](#))
3. Ability to navigate Canvas (Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. Reliable and stable internet connection.
6. [Adobe Reader or alternative PDF reader (free)](#)
7. A webcam and/or microphone is **highly recommended.**

How to Succeed in This Course

My goal is to enhance or advance your skills in technology and to prepare you for a career in accounting that will surely see many changes. . Below you will find several different instructional methods to accomplish this goal:

❖ Learning new technology takes time. Allow time to work through technology issues.

❖ Ask for help. I am available to help OR I can direct you to where to find help.

❖ Take time to read the material. It is easy to try to work too quickly and then overlook important details. Don't rush.

Syllabus: Acctng 3421, Spring 2022

Accounting Information Systems

Instructional Technology: The following tools will support the instructional strategies for this course:
- ❖ Zoom for synchronous meetings
- ❖ Excel
- ❖ Power BI (If you are on a Mac you will need to use Triton Apps to access Power BI and Remote Desktop to access files for Power BI.)
- ❖ QuickBooks Testdrive
- ❖ QuickBooks Online

> **If this is your first online course, it is recommended that you log into Canvas and complete the Online Course Overview listed in your Canvas course list.** If you've already completed the orientation, you do not have to retake it, but you can refer to it for helpful videos and tutorials about the technologies used in this course.

Course Plan for the Unexpected

Please stay informed about university policies, instructions and resources as they relate to the COVID-19 pandemic: https://www.umsl.edu/hcdas/coronaupdates.html It is important to me that you stay on track toward your degree completion.

Assessment/Grading

Grade Composition:

QuickBooks Projects and Quizzes……….40 points
Excel Trainer/Capstone Homework…...1160 points
Excel Quizzes …………….…….……30 points
Power BI Projects………….…………130 points
Big Data and Power BI Quizzes………….60 points
Discussions&Hypothesis……………….70 points
Participation/Professionalism   10 points

Total Points   1,430 points

Weighting Schema	
QuickBooks…………………...…	8%
Excel Homework….………...……	30%
Excel Quizzes……………….…...…	10%
PowerBI & Big Data Assigns and Quizzes…………………………...…	40%
Participation/Professionalism……….	2%
Discussions&Hypothis……………	10%

Grades for this class will be assigned on the following grading scale:

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

UMSL

Syllabus: Acctng 3421, Spring 2022
Accounting Information Systems

Grading Scale: The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

A = 4.0	B- = 2.7	D+ = 1.3	EX = Excused
A-= 3.7	C+ = 2.3	D = 1.0	DL = Delayed
B+ = 3.3	C = 2. 0	D- = 0.7	FN = Failure/Non-
B = 3.0	C- = 1.7	F = 0	Participation

Feedback and Grading Timeline:

Discussion board grades will be returned, with rubric feedback, within 48 hours of the discussion due date. Other assignments may take longer to grade. You can find grade in the Grades button on Canvas. If there is a rubric attached to the assignment, you can click your score to see my personal feedback on the rubric.

Grading Criteria and Rubrics:

Online Discussion Rubric

Criteria	Exceeds Expectations	Meets Expectations	Developing	Needs Improvement	Missing
Original Post	6 pts. Initial post done in the first half of the module. Critical and/or creative contribution Incorporates readings well into responses, demonstrating excellent understanding. Asks questions that extend the discussion and relate material to prior course content. Contributes new information and identifies the source.	4 pts. Incorporates readings into responses, demonstrating solid understanding. Exhibits some insights and understanding of course content, but may not ask critical questions of the readings or fellow students. May relate module's issues to prior material covered in the course. May respond to fellow students.	2 pts. Use of knowledge Repeats basic correct information related to discussion, but neglects to extend conversation or critically analyze course content. First post on the final due date.	1 pt. No clear evidence that readings were understood or even completed.	0 pt. No postings throughout the week
Reply(ies)/ Question to Classmate	4 pts. Insightful question or reply to a classmate's post. Asks questions that extend the discussion and makes insightful, critical comments.	3 pts. Exhibits good insights and understanding of discussion questions.	2 pts. Repeat basic correct information related to discussion.	1 pt. Only agreed/disagreed but never contributed to the ongoing conversation.	0pts. Did not reply or question any classmates.

UMSL

Syllabus: Acctng 3421, Spring 2022

Accounting Information Systems

Online Class Netiquette/Behavior

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.

- **Use effective communication.**
    - Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc.).
    - Be polite, understate rather than overstate your point, and use positive language.
    - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.

- **Ask for clarification** to a point if you feel emotional from a classmate's post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.

- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

- **Be constructive.** You can challenge ideas and the course content but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a certain dialogue going on, please add to it, but if you have something new to say, please post it in another thread.

- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.

UMSL

Syllabus: Acctng 3421, Spring 2022
Accounting Information Systems

Course Schedule (subject to modification)

Module Date	Lecture	Topics/Readings	Due
Module 1 **Jan 18 – Jan 30** Weeks 1 & 2	On-Campus Meeting Jan. 18 Video Lecture in Canvas	• Orientation to class • Introduction to MyITLab • Chapters 3 & 4 from YourOffice Excel text • IF, Nested If and VLOOKUP • Charts	**ONLINE IN MYITLAB** • MyITLab Trainer for Ch. 3 (100pts) • MyITLab Trainer for Ch. 4 (100 pts) • Capstone Project Ch. 3 & 4 (100 pts) Due. Jan. 30 at 11:59pm **ONLINE IN CANVAS** • PreExcel Assessment – No Points Due Jan. 23 • Discussion 1 – Introductions (2 posts required) Due Jan. 30 at midnight (10 pts)
Module 2 **Jan. 30 – Feb. 13** Week 3 & 4	Video Lectures in Canvas Zoom meetings at 11:00am Feb. 1 & Feb. 8	• Chapters 5 & 6 from YourOffice Excel text • Index/Match • Pivot Tables and Slicers	**ONLINE IN MYITLAB** • MyITLab Trainer for Ch. 5 (100pts) • MyITLab Trainer for Ch. 6 (100 pts) • Capstone Project Ch. 5 & 6(100 pts) Due. Feb. 13 at 11:59pm **ONLINE IN CANVAS** • Nested If VLOOKUP Excel Quiz (15 pts) Due Sept. Feb 6 at 11:59pm • Discussion 2 Due Feb. 13 at midnight (10 pts)

Module 3
 	
Feb. 14 -Feb. 27
Week 5 & 6
	Zoom meetings at 11:00am
	Feb. 15
	
	Optional On-Campus Meeting
	Feb. 22
	
	Video Lectures in Canvas
		• Chapters 8, 9 & 10 from YourOffice Excel text
		  ✓ Macros
		  ✓ Add-ins
		  ✓ Data Cleaning
		  ✓ Scroll Bars
		  ✓ Conditional Formatting
			ONLINE IN MYITLAB
			• MyITLab Trainer for Ch. 8 (100pts)
			• MyITLab Trainer for Ch. 9 (100 pts)
			• MyITLab Trainer for Ch. 10 (100 pts)
			Due. Feb. 27 at 11:59pm
			
			ONLINE IN CANVAS
			• Index/Match/Match Excel Quiz (15 pts)
			Due Feb. 20 at 11:59pm
			
			• Discussion 3
			Due Feb. 27 at midnight (10 pts)

UMSL

Syllabus: Acctng 3421, Spring 2022
Accounting Information Systems

Module 4	Zoom Meetings at 11am March 1 and March 8	• Big Data (Read the PDF on Big Data in Canvas)	**ONLINE IN MYITLAB**
Feb. 28 March 13 Week 7 & 8	Video Lectures in Canvas	• *You should have access to Power BI either by downloading to your PC or via Triton Apps.*	• MyITLab Trainer for Ch. 14 (100 Pts) • Excel Comprehensive Capstone -(100 pts) Due March 13 at 11:59pm **ONLINE IN CANVAS** • Hypothesis (Reading/Comments) Due March 13 at midnight (10 pts)
Module 5	Zoom Meetings at 11am March 15	) • Intro to Power BI Discussion and Demo Ch. 2, 3 & 4 on March 11	**ONLINE IN CANVAS** • Excel Project Due March 20 at midnight (30 pts)
March 14 – March 27 Week 9 & 10	On-Campus Meeting March 22 Video Lectures in Canvas	• Intro to Power BI Discussion and Demo Ch 4 & 5 on March 18 • Intro to Power BI Discussion and Demo Ch. 5 & 6 on March 25	• Intro to Big Data Quiz Due March 27 (30 pts) • Power BI Assign 1 Due March 27 (20 pts) • Discussion 5 Due March 27 at midnight (10 pts)
Module 6	On-Campus Meeting April 5	• QuickBooks Online Ch. 1 QuickBooks Testdrive and QuickBooks Online Setup for your own account.	**ONLINE IN CANVAS** • Power BI Assign 2 Due April 3 (20 pts)
March 28 – April 17 Week 11,12 & 13	Zoom Meetings at 11am April 12 Video Lectures in Canvas		• Power BI Assign 3 Due April 17 (20 pts) • Discussion 6 Due April 17 at midnight (10 pts)

Syllabus: Acctng 3421, Spring 2022
Accounting Information Systems

			ONLINE IN CANVAS

Module 7
 	
April 18- May 1
Week 14 & 15
	On-Campus Meeting
	    April 19
	
	Zoom Meetings at 11am
	April 26
	
	Video Lectures in Canvas
			• Power BI Assign 4
			  Due May 1 (20 pts)
			• Power BI Quiz
			  Due May 1
			  (20 pts)
			• Discussion 7
			  Due May 1 at midnight (10 pts)

Module 8
 	
May 2 – May 14
Week 16 &
Finals
	On-Campus Meeting
	    May 1
	
	Zoom Meetings at 11am
	May 10
	
	Video Lectures in Canvas
		QuickBooks TestDrive
		• Chart of Accounts
		• Transactions
		• Reports
			ONLINE IN CANVAS
			
			• QuickBooks Assignment using
			  QuickBooks Testdrive
			  May 14 at 11:59PM, (10 pts)
			  NOTE: The due date is a SATURDAY
			  and the last day of the semester.
			  QuickBooks Quiz
			  May 14 at 11:59PM (10 pts)
			  NOTE: The due date is a SATURDAY
			  and the last day of the semester.

Course Policies

Extra Credit
There are several opportunities for extra credit.

Event Attendance: You may attend up to three student organization events for up to 5 points extra credit for each event whether the event is virtual or in-person on-campus. To get the extra credit points you must attend the event and then write a short description of the event. Include the organization that sponsored it, the speaker, the date it occurred and what you thought was interesting about the event. The description should be entered into one of the Extra Credit assignments in the course. Go to Syllabus and scroll to the bottom to see them.

Course Evaluation: It is important to complete the course evaluations for this course and all course you take at UMSL. I won't see the course evaluations until the after grades are posted but I can see the percentage of students who have completed them. I will enter up to 5 points extra credit if over 90% of students in class have completed the course evaluations, 3 points if 70% have completed it.

UMSL

Syllabus: Acctng 3421, Spring 2022
Accounting Information Systems

Attendance Policies - Professionalism

While we do have scheduled class meeting dates throughout the semester, I understand there may be circumstances that keep you from attending. There is no penalty for not attending. However, you are responsible for keeping up with the material, watching videos and turning in homework.

Conduct yourself as a professional in class, discussions, and assignments. For Example: If the assigned reading on Big Data includes material about the V Matrix and your respond in the discussion that the V Matrix is useful for a deck systems to manage 5th Job Skills, I will know you have not read and your score for the discussion will decrease as well as your score for participation and professionalism.

- *Present* in class for a hybrid course is determined by participation in an "academically related activity," i.e., submission of an assignment, assessment, or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online/hybrid class is not sufficient by itself to demonstrate academic attendance.

Participation (expectations)

If you are unable to participate in the scheduled class activity or discussions, you must notify the instructor within the week of that class module or discussion. The instructor reserves the right to make judgment to accept and/or make–up assignments missed because of failed participation in the course activities.

- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- I will not respond to each discussion post but will be monitoring each discussion. I will monitor discussions throughout the module and post feedback with your discussion grade.
- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric*.

Online Discussion Protocol

- Participation in the course should maintain a [positive work and learning environment](#), as outlined in the UM Collected Rules & Regulations, 330.080
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, "I agree," unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper "[netiquette](#)".

- Non-attendance in class activities or submission of work in Canvas could result in an automatic course drop.

Academic Integrity/Plagiarism

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to showcase what you know and learn from what you may not yet have mastered. When you submit work with your name on it, this is a written statement that credit for the work belongs to you alone. If the work was a product of collaboration (such as a group project), each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Each assignment and exam in our course will include clear guidelines about the rules around each assessment including what materials are appropriate to use. It is always required that the work you submit is your own, uses proper citation, avoids collusion or falsification.

Please note: MyITLab has a robust integrity check. It does not matter if a file comes from within the class, within the school, within the country or any other country, MyITLab will identify the person the file belongs to and report the name to me. Please protect your files and do not allow others to use them.

<u>Assignments that are not your own will result in the loss of points for that assignment AND the loss of points for any other person whose name appears on the assignment.</u>

If you have a question about an assignment, do not hesitate to contact me for clarification. You are responsible for being attentive to and observant of University policies about academic honesty as stated

in the [University's Campus Policies](#) and [Code of Student Conduct](#) found in the UMSL Bulletin.

- o **Plagiarism, collusion, cheating, and falsification are not acceptable** and will result in failure of an assignment and possible administrative sanctions such as dismissal from the university.
    - **Plagiarism**: representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
    - **Facilitation/Collusion:** supporting malpractice by another student, for example, allowing your work to be copied.
    - **Duplication of Work:** presenting the same work for a different assessment.
    - **Cheating:** using any unauthorized sources of information (such as previous or existing exams for this course) and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., uploading or using test questions or online homework questions on study sites such as Chegg.com, copying someone else's answers on tests and quizzes, copying/pasting exam or online homework questions from this semester for your peers or publicly in online forums).
    - **Falsification**: any untruth, either verbal or written, in one's academic work including presenting fabricated/made up data or presenting someone else's work as your own. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets.

- o Academic dishonesty is a serious offense that may lead to [probation, suspension, or dismissal from the University](#). Academic dishonesty can take a number of forms described above: plagiarism, cheating, unauthorized possession, or distribution of academic materials including the unauthorized use, selling or purchasing of examinations or other academic work, using or stealing another student's work, unauthorized entry or use of material in a computer file, and using information from or possessing exams that an instructor did not authorize for release to students.
- o All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course. The campus process regarding academic dishonesty is [described in the "Policies" section of the Academic Affairs website](#)

Title IX Policies

In adherence to the policies of Title IX and to promote a safe and secure educational environment, it is strongly recommended statements similar to those below be added to your course syllabus:

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social

Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

Student Resources

Access, Disability and Communication

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services 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. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, cramert@umsl.edu or Adam Mann, mannad@umsl.edu
- Website: http://www.umsl.edu/services/disability/

Office of International Students and Scholar Services

If you have difficulty communicating in English with the instructor of this course, contact ISS.

- 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Website: http://www.umsl.edu/~intelstu/contact.html

Student Enrichment and Achievement

SEA provides comprehensive support and intervention strategies that support your road to graduation!

- 107 Lucas Hall
- Phone: (314) 516-5300
- Email: umslsea@umsl.edu
- Website: https://www.umsl.edu/services/sea/

Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)

MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: multicultural@umsl.edu
- Website: https://www.umsl.edu/~mcraa/index.html

Syllabus: Acctng 3421, Spring 2022

Accounting Information Systems

Technical Support
Please consult UMSL's Keep Learning web resource for technology tips and help with learning in Canvas:
https://www.umsl.edu/services/ctl/KeepLearning/index.html

Canvas
If you have problems logging into your online course, or an issue within the course site, please contact the
Technology Support Center:
- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Website : http://www.umsl.edu/technology/tsc/

If you are having difficulty with a technology tool in Canvas, consider visiting the Canvas Student Guides, which has overviews of each tool and tutorials on how to use them.

If you continue to experience problems or just have questions, you can also contact the **Learning Resource Lab**:
- Phone: (314) 516-6704
- Email: lrl@umsl.edu
- Website: http://www.umsl.edu/technology/lrl/

VoiceThread
- Online Contact Form: https://voicethread.com/support/contact/
- Website: https://voicethread.com/howto/

Academic Support

The Writing Center
The Online Writing Center (OWC)
At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.
- 222 Social Sciences and Business Building (SSB)
- Website: https://www.umsl.edu/~umslenglish/Writing Center/
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on Courses   All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

Math Academic Center (Math Lab)
The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.
- 222 Social Sciences and Business Building (SSB)
- Website: http://www.umsl.edu/mathcs/math-academic-center/

A final note: this syllabus will be subject to change at the instructor's discretion.

January 2022