

# Governors State University

ACCT 430

College of Business & Public Policy

ACCT430 A: Accounting & Computer Integration

FALL 1997 (Course # 204389)

Tues. & Thur. 11:00 - 12:15 C 3358

Ver: 9/2/97

GSU ARCHIVES  
ACCT 430  
F97

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## A PERSONAL NOTE from your instructor

We'll be exploring the challenges faced by those using and managing accounting and related information in a variety of organizations. The rest of the syllabus describes detailed objectives, the structure of the course, and the environment for its successful completion. If done right, we'll all spend a lot of time and effort! The hard work will pay off, however, as you find yourself better prepared to present your qualifications during interviews and to apply AIS concepts on the job.

Having taught this type of course at other universities, reviewed texts in the area, and served as a consultant to business, government, and not-for-profit firms, I bring knowledge and experience to the classroom. Just as important, though, is the enthusiasm I feel for both students and the subject matter of the course. Welcome to AC430! I look forward to working with you.

## COURSE TEXT and MATERIALS:

- 1) [TXT] ***New Perspectives on Microsoft Office 97 Professional***  
Adamski/Zimmerman/Zimmerman/Parsons Oja/Shaffer/Finnegan/Ageloff (1997),  
Course Technology (Division of International Thomson Publishing)
- 2) Assorted readings and texts (on library reserve or supplied by instructor)  
*Accounting, Information Technology and Business Solutions*, Hollander, Denna and Cherrington,  
1996, Richard D. Irwin Co.
- 3) Box (of 10) Backup data diskettes (3 1/2" DS HD [Double Sided High Density- 1.44 MB])
- 4) 3-ring binder (portfolio)- 1 1/2" minimum, with clear plastic cover.

**DEADLINES:** Sept. 15-Monday-- last day to drop a course with a 100% REFUND; Sept. 29-Monday-- last day to drop a course with a 50% REFUND!! Last day to WITHDRAW from a course is Oct. 6.

**UNIVERSITY RULE ON INCOMPLETES:** An incomplete "may be assigned by an instructor when *exceptional* circumstances prevent a student finishing all work required in a course." These are the only circumstances that the 1995-1996 *Bulletin* allows for the assignment of an "I."

## CORE AREAS OF THE COURSE:

This course covers the following core areas (note: the depth of coverage will vary):

- 1) the technology of information systems, emphasizing computer software (using MicroSoft Office Suite 97 & Windows 95), applications programming, and data communications (including Internet)
- 2) using Operating systems (MicroSoft Windows 95) and GUI
- 3) using wordprocessing (MicroSoft Word) to develop reports
- 4) using spreadsheets (MicroSoft Excel) for decisions and reports (including graphs)
- 5) presentation development (MS PowerPoint)
- 6) database concepts and design (MS Access)
- 7) Integration of the Software in Office Suite 97 (Word, Excel, PowerPoint, & Access)
- 8) applications of technology in areas of accounting practice (E-mail & use of Internet)
- 9) designing and Creating HTML or WWW documents

Coverage of Core areas 1, 2, and 3 will vary depending on the class expertise and prior coursework (Management Information Systems Lab and Auditing). We will build on that knowledge base, as well as focus heavily on the other suggested topics.

## COURSE OBJECTIVES:

- ... realize the global impact of the "Information Age" on the accounting function
- ... examine the evolving role of Information Technology, its integration with other functions
- ... discuss responsibilities concerning information management: data collection (relevant, accurate, timely, concise, complete) and data distribution (security, privacy, and other issues including ethical conduct)
- ... use and evaluate accounting software (using MS Office Suite)
- ... investigate advances in technology (current and proposed) as they apply to AIS
- ... promote life-long learning in the field, including the ability to evaluate current literature
- ... provide opportunities to further develop selected skills: writing (focus on being concise and organized), interpersonal (group work), and oral presentation (formal and informal)
- ... enable students to successfully prepare for additional courses related to passing professional exams such as the CPA or CMA exam, and ultimately to be successful professionals.

## COURSE FORMAT and PREREQUISITES:

AC430 is a 3 credit hour course meeting for a total of two hours and 30 minutes per week for 15 weeks. Specific prerequisites include:

- ... Credit earned for MIS301 (or an equivalent MIS course)
- ... Familiarity with microcomputers and the following software applications: Windows 95 or DOS (IBM/compatible disk operating system), spreadsheets, and word processing.

## COMPONENTS OF COURSE GRADE:

	<u>Points</u>	<u>Percentage</u>
1) Cases: Assignments/Quiz(s)/Class participation	50	10%
2) Examinations: Midterm and Final	200	40%
3) Accounting Software Projects	200	40%
4) Student-determined activities/Projects (mix and associated percentages determined by each student within some constraints set by the instructor)	<u>50</u>	<u>10%</u>
	500	100%

## COURSE GRADE DETERMINATION:

After a grade for a team activity has been determined, an individual's score may be adjusted based on peer evaluation of each team member's contribution.

Your instructor will assign an *initial* final grade based on percentage of available points earned throughout the semester, as outlined below. The final grade *submitted* may be higher or lower, based on considerations described next.

A	90% or above	D	60 - 69%
B	80 - 89%	F	less than 60%
C	70 - 79%		

You are an emerging accounting professional. Note that points are not specifically allocated for attending class, contributing to the class, and maintaining a professional-looking record of your work (your portfolio). These actions are expected.

Unless arrangements have been worked out with your instructor based on unusual circumstances, each absence in excess of 4 will result in a drop to the next lower level in the course grade.

Failure to participate actively in this discussion- and project-oriented course, and/or minimal effort in compiling your portfolio, may result in grade reduction. On the other hand, evidence of substantial extra effort provides support for increasing a grade.

## SUGGESTIONS FOR SUCCESS

While it is desirable to discuss AIS concepts with others, be sure that any work submitted for grading reflects only the efforts of your group on group projects/assignments and only your own efforts for individual activities. Any form of cheating will result in dismissal from the course with an assigned grade of "F" for all parties concerned.

Read your e-mail on a Weekly basis. If absent, find out work due *prior to* the next class!

Prepare each assignment for submission on the day it is due. If an assignment is later than the *beginning* of the regularly scheduled class the day it is due, the earned score will be reduced by the following amounts: 10% if turned in within 48 hours; 25% if turned in within 1 week. No points will be assigned if an assignment is more than 2 weeks late unless other arrangements have been worked out with your instructor.

Maintain a sense of humor--which may be hard to do if you don't back up your data files!

Portfolio: Store your projects, work on cases, other assignments, and notes on readings/class discussions in a three-ring binder (a *professional-looking* record of your efforts in AC430). Arrange the contents of your portfolio in sections separated by labeled dividers. You must turn your portfolio in at the beginning of your final exam. The portfolio should have a good cover, be well organized, and be comprehensive.

Know that your instructor cares about your progress in the course, and makes every attempt to assess if you are having difficulty or need more direction!! You can help by picking up the phone, stopping by during office hours, setting up other times to talk, corresponding by e-mail, and so forth. Don't be a stranger!

AC430 Course Calendar  
September/October 1997

(Week)

<i>Date</i>	<i>Location</i>	<i>Topics/Activities (Ver.9/2/97)</i>
Sept. 2	classroom	Course Overview Introduction to Accounting Information Technology/Systems- Ch. 1 of Text (Introduction to Windows 95) Class Demographics - Student Information Forms-
Sept. 9	classroom	-Computer Operating Systems & Applications Overview of MS Office Suite & Word Assignments Windows 95/Word assignments
Sept. 16	classroom	-Presentation SW (PowerPoint) Overview & Tutorial Presentation (PowerPoint) assignments
Sept. 23	classroom	-Spreadsheet SW (Excel) Demo & Tutorial on Excel Team assignments and instructions:
Sept. 30	classroom	- Presentations IT Applications by Students Team assignments and instructions: MiniCase (MC)* assigned to teams [on spreadsheet]
Oct. 7	classroom	- Review for & Take Exam

Calendars for remaining months are subject to change --October/November 1997 --revisions will be distributed after the class progress is evaluated upto the midterm and individual plans are finalized.