Instructor: Dr. Jim Waeglelein
Course Time: On-line
Office: Cremer 106
Office Phone: (620) 341-6395 (It is best to contact me by email)
E-mail: JWaegele@Emporia.EDU
Office Hours: On-line and TR 8:00 - 9:30 AM & 11 - 12:30 PM; T 12:30 - 1 PM

Course Description:

This course will take students through the entire accounting systems development life cycle from the first contact with a customer, through analysis and design, to the implementation of the customer’s system. It will introduce the students to the field of accounting systems analysis, basic systems analysis tools, and the procedures for conducting an accounting systems analysis. Topics covered will include the role of the accounting systems analyst in the organization, concepts, philosophies, trends in systems analysis and design, tools and techniques for such analysis activities, Enterprise Systems, computer security, computer controls, and accounting systems applications. Hands on experience will be obtained through projects and various software packages. Students will use Microsoft Project, Microsoft Expressions, Visio, Microsoft Dynamics and Dreamweaver software packages.

Course Goals/Purposes:

The course is designed to prepare you to be a professional accounting systems analyst or consultant and/or to provide you with the tools needed to be an effective manager who is able to effectively analyze and design and control information systems. There is no programming required in this course (Prerequisites: AC 353 - Accounting Information Systems).

Course Format:

This course is an on-line class. On-line classes are very intensive. They require a significant amount of self-discipline. You should not take the class if you are working more than 40 hours a week and if you are taking more than two other on-line classes during this same time period. The course is designed to prepare you for the auditing/business world and it therefore is expected you act in a professional and responsible manner. This includes handing in assignments when they are due. You need to read this syllabus carefully and email me by 8 PM on the first day of class (Monday, January 21), where you will be taking the exams (Emporia or ESU-KC, other testing and makeup options are available) and whether you accept the requirements of the class. Use your Emporia email account to email me as other accounts may be blocked because of a spam filter. Email and Blackboard will be the primary means of communication.

Emporia students are invited to attend the AC 505 (Accounting Systems Design) class sessions that meet Thursdays at 12:30 PM in Cremer 415. Accounting systems analysts are expected to work independently in real life and this class seeks to emphasize that. Auditors and accountants are expected to have strong written and oral communications skills and this class requires 3 papers.
Homework questions are to be emailed to the instructor by 8 PM on the date due (either on a Monday or Wednesday evening). In addition to the chapter questions, there will also be a question related to the video clip for that class. Attach the homework to the email as a word document. Use ASD (for Accounting Systems Design) in the subject line. Late homework will not be accepted. Software for doing some assignments will be available on the Internet using the University’s Blade Server.

Required Textbooks:

Materials on Blackboard. No textbooks to purchase.

Examinations:

There will be three exams. They will be given on the dates listed in the assignment sheet. Only students with documented excuses will be given make-ups. I do not give early exams under any circumstances.

Evaluation:

Grades will be assigned on the basis of:
EXAM 1 = 15%, EXAM 2 = 15%, Take Home Final Exam = 20%, Project Management Software Assignment = 5%, Systems Analysis Case Project = 15%, Strategic Systems Planning Project = 5%, Research Paper = 5%, Homework = 5%, Current Events Participation = 5%, Data Flow Diagram Flowchart Assignment = 5%, Web Page Improvement Project = 5%. Please staple all assignments. Do not use folders. +/- grading will be used.

Articles that are relevant to the class that you discuss count for current events participation. You may discuss articles by email. Summarize the article in 3 sentences, discussing the relevance to the class and cut and paste the article in the email. You can “email all users” in Blackboard. Check web sites such as the technology section of cnn.com and abcnews.com and cio.com and computerworld.com.

Attendance & Participation:

Students are allowed to miss 2 homework assignments (you don't have to tell me the reason why or provide documentation). If you miss more than 3 homework assignments or do not turn in all other assignments you will receive a grade of F in the class or withdrawn. It is possible to have a negative class participation grade. Homework questions are for your benefit. They should be used in studying for the exams.

It is expected that you do the required reading and assignments on time and participate in class discussions. It is also expected that you maintain a schedule for the projects and you do the computer software package assignments on time.

Withdrawal Policy:

The option of the instructor to initiate student withdrawal for excessive missed homework assignments (>3) does apply to this course. Students who decide to withdraw and receive an automatic “W” must complete the formal withdrawal procedure by April 3, 2013. After that date, a student may not withdraw from the class nor may the instructor assign a "W".
School of Business Mission Statement

The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

Academic Dishonesty:

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams and assessments are meant to be individual efforts and those that are not will be punished by failure (score of zero) on that assignment, an F in the class and referral to the appropriate University offices. Copying word-for-word from another source is plagiarism. Research papers will be scanned by anti-plagiarism software. Any papers with more than 20% copied word-for-word will receive a grade of F.

Disabled Student Policy:

Please contact the instructor immediately if (1) you have or think you have a disability or medical condition which may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class related activities or schedules, (2) you may require medical attention during class, or (3) you may need special emergency evacuation preparations of procedures. Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential. Contact the Office of Disability Services and Non-Traditional Student Programs at Room 106 Plumb Hall, 620/341-6637 Voice, 620/341-6646 TTY, or via e-mail disabser@emporia.edu. Accommodations are provided on an individualized, as-needed basis after needs and circumstances have been evaluated.

It is expected that you do the required reading and assignments on time and participate in class discussions. It is also expected that you maintain a schedule for the projects and you do the computer software package assignments on time.

Special Instructions:

All written assignments and software assignments must be submitted on the date due. Late assignments WILL NOT be accepted. Any assignments or web pages that have more than 3 grammatical and typographical errors, will be returned ungraded.
FLOWCHART ASSIGNMENT

The flowchart assignment requires that you prepare a data flow diagram of the description of the application that I give you using Visio or some other flowcharting software. Flowchart how it is presently described and how it should work with any improvements you suggest. Indicate what weaknesses there are with the existing system. Make sure you have carefully proofread your flowcharts.

SOFTWARE EVALUATION ASSIGNMENT

80 to 85% of systems analysis and design work today consists of evaluating off the shelf software for a client and not producing new systems from scratch. This assignment, that is a component of your systems analysis and design project, requires you to evaluate at least 3 software packages such as SAP, Oracle and Microsoft Dynamics for a mythical company. You will evaluate such things as ease of use, quality of reports, security, applications available, user friendliness, ease of data entry etc. Evaluate a company you are familiar with’s software package and compare it to the packages you evaluated. Make sure you give the name of your company’s software package and indicate if you would recommend that Bargain City replace it with another software.

THE WEB PAGE PROJECT

Objective: The web page project requires each student to redesign a business web page that will allow a company to describe its products and services and to engage in electronic commerce.

Goals: 1) Ability to sell your ideas to an outside company.
2) Practice in designing a business web page.
3) Application of knowledge in this and other courses to a "real world" organization.
4) Understanding what electronic commerce is and what makes for a good system.

Obtaining a Company:
The company you use for your web page assignment is a company that I will assign to you. You can gather information from publicly available sources. The web page resides on your student computer account.

Grading Criteria for Web Page Design:
1) Organization
2) Ability to enable electronic commerce.
3) Comprehensiveness in covering major points (links work etc.).
4) Presentation style (clarity, meeting of objectives, etc.).
5) Creativity.

Strategic Information Systems Plan

The company you will do for your strategic information systems plan is a major retailer that I will assign to you. You will evaluate how information systems are currently being used for a competitive advantage, what competitors are doing, what new technology is available and how the company could take
advantage of that new technology or new applications of existing technology.

Accounting Systems Analysis & Design Project

Objective: To evaluate a company's system for timely, relevant, complete, and accurate information in the proper form. The final report should consist of an evaluation of the company's present information system with recommendations for improvement. This project is a case that you will be assigned.

Goals:
1) Understanding systems analysis and design fundamentals.
2) Practice in writing a formal business report.
3) Application of knowledge in this and other courses to a "real world" organization.
4) Understanding what an information system is and what makes for a good system.

Grading Criteria for Systems Analysis/Design Case

1) Organization
2) Recommendations for systems improvement.
3) Comprehensiveness in covering major points.
4) Writing style (clarity, meeting of objectives, etc.).
5) Creativity.
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### AC 860 Class Assignments (R = Review Questions; P = Problems & Exercises)

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<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING</th>
<th>QUESTIONS</th>
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<tbody>
<tr>
<td>Jan. 21</td>
<td>The Acctg. Systems Anal. Environment</td>
<td>Ch. 1</td>
<td>R2,3,4,7; P1,2,4,5</td>
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<tr>
<td>Jan. 23</td>
<td>Succeeding as a Acct. Systems Analyst</td>
<td>Ch. 2</td>
<td>R1,5,8,12,14; P1,2</td>
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<tr>
<td>Jan. 28</td>
<td>Managing the Acctg. Systems Project</td>
<td>Ch. 3</td>
<td>R1,2,5 P1,2</td>
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<td>Jan. 30</td>
<td>Automated Tools for Acctg. Systems</td>
<td>App.1</td>
<td>R6,7,10, P1,2</td>
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<tr>
<td>Feb. 4</td>
<td>Identifying &amp; Selecting Projects</td>
<td>Ch. 4</td>
<td>R1,2,4,7; P1,2,3</td>
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<tr>
<td>Feb. 6</td>
<td>Strategic Info Systems Planning</td>
<td>Ch. 4</td>
<td>R3,5,6,8,9; P4</td>
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<tr>
<td>Feb. 11</td>
<td>Fraud</td>
<td>App.2</td>
<td>R1,2,4,6,7,10,11,12,15,16</td>
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Feb. 13 NO ASSIGNMENT

EXAMINATION # 1; THURSDAY FEB. 14; 12:30 - 1:50 PM (CREMER 415) OR SATURDAY FEBRUARY 16; 10 - 11:20 AM; (METRO LEARNING CENTER)

Feb. 18 Internal Control for Systems App. 3 R 1,2,3,5,6,7,8

SUBMIT RESEARCH PAPER

Feb. 20 Computer Security App. 3 R 9,10,11,12,13,14,15

SUBMIT MICROSOFT PROJECT ASSIGNMENT

Feb. 25 Initiating & Planning Projects Ch. 5 R1,5,6,8,9; P1,2
Feb. 27 Determining System Requirements Ch. 6 R2,4,8,9,10; P2,3,4

Mar. 4 Process Modeling Ch. 7 R1,2,7; P1,2,3
Mar. 6 Accounting Software Sources Ch. 8 R 1,2,3,4,5, P2,3,4

Mar. 11 Conceptual Data Modeling Ch. 9 R1,3,8,14; P2,3
Mar. 13 PRELIMINARY WEB PAGE DUE
Mar. 25 PRELIMINARY STRATEGIC INFORMATION SYSTEMS PLAN DUE
Mar. 27 NO ASSIGNMENT

EXAMINATION # 2; THURSDAY MARCH 28 12:30 - 1:50 PM (CREMER 415) OR SATURDAY MARCH 30; 10 - 11:20 AM; (METRO LEARNING CENTER)

Apr. 1 Designing Forms and Reports Ch. 10 R1,7,9; P1,2,3

SUBMIT SOFTWARE EVALUATION

Apr. 3 Designing Interfaces and Dialogues Ch. 11 R2,6,13,14,15; P1,2,3
Apr. 8 Finalizing Design Specifications Ch. 12 R1,3,4,7; P3

DATA FLOW DIAGRAMS DUE

Apr. 10 Designing Distrib. and Internet Sys. Ch. 13 R3,10,11,13,15; P1,2,3
PRELIMINARY SYSTEMS ANALYSIS & DESIGN PLAN DUE
Apr. 15 Accounting Systems Implementation Ch. 14 R4,6,10,14; P1,2,3
SUBMIT WEB PAGE ASSIGNMENT
Apr. 17 FINAL STRATEGIC INFORMATION SYSTEMS PLAN DUE
Apr. 22 Maintaining Information Systems Ch. 15 R1,4,7,8; P1,2,3,5

Apr. 24 SUBMIT SYSTEMS ANALYSIS/DESIGN PROJECTS

Apr. 29 Computer Security Trends Ch 16 R 1,2,3,4,5,6
May. 1 Behav. Impact & Trends in Sys. Anal. Ch.17 R 1.2.3.4.5.6
May. 6 Essay on the Future of Accounting Systems Design/Security

TAKE-HOME FINAL EXAM AVAILABLE THURSDAY MAY 9 AT 5 PM & DUE BY EMAIL, MONDAY, MAY 13, 5 PM