

ACC 361

INFORMATION SYSTEMS & BUSINESS TECHNOLOGY

COURSE SYLLABUS & OUTLINE

COURSE NUMBER: ACC 361	INSTRUCTOR: ALBERT KALIM
Semester: Fall 2024	Email: albert.kalim@asbury.edu
Class Time: MW 8:00 – 8:50 A.M. F Online	Phone: (859) 806-5809
Class Location: Shaw CLC Building, Room 113 (SH 113)	Office Hours: By appointment

COURSE REQUIREMENTS

Course Prerequisites: ACC 201, BU 211, BU 261

Recommended Prerequisites: Microsoft Excel Certification

Required Materials:

- ❖ Text: Baltzan, Business Driven Technology, 9th edition, ISBN 9781260727814
- ❖ QuickBooks (Cost: \$5 per student)
- ❖ Microsoft Access for Beginners Certification Course: [GoSkills.com/coupon](https://www.goskills.com/coupon) (use the code **ACFALL2024**)

COURSE DESCRIPTION & OBJECTIVES

General Description: A managerial perspective on the role of information technology and management information systems and its use for a competitive advantage in organizations. Topics include using data toward knowledge, business intelligence and decision support systems, common system applications, business process reengineering, efficiency and effectiveness, relational databases and reporting, networks, MIS infrastructure, eBusiness, security and ethics. Students complete Access certification and training in Access, QuickBooks and Excel.

Course Objectives & Aligned Assessments:

Objective	Assessment
1 Explain the role of information systems in organizations.	Exams, Group Assignments
2 Demonstrate ability in modeling systems, data and processes (using Excel, Access and QuickBooks).	Technology Assignments, Access Certification
3 Query and extract data from structure data sources (using Access and QuickBooks).	Technology Assignments, Access Certification
4 Demonstrate an understanding of the role of integrated data and business intelligence in organizational strategy.	Exams, Group Assignments
5 Understand the difference between data, information and intelligence (or knowledge) and the effect of quality of information on decision-making.	Exams, Group Assignments
6 Evaluate the opportunities and risks associated with building a sustainable MIS infrastructure (i.e. cloud-based systems).	Group Assignments
7 Show an understanding of privacy and security.	Exams
8 Examine information systems from an ethical and biblical perspective, as well as Wesleyan’s Quadrilateral (Scripture, tradition, reason, experience).	Exams

COURSE STRUCTURE, EXPECTATIONS & APPROACH

Instructional Methods: A variety of instructional methods will be used in this course. They will include but are not limited to lecture, discussion, in-class technology applications, and in-class activities.

Classroom Expectations:

- ❖ You are preparing to enter an environment that thrives on professionalism. As a result, policies in this class are designed to help you learn how to behave in a professional manner. ***Being dependable, prepared and respectful are three qualities that exhibit professionalism.***
- ❖ ***Be Dependable***
 - If you know that you will be late to class, try to let me know ahead of time.
 - If you need to leave class early, let me know before class begins.
 - If you miss or are going to miss a class, you are required to notify the professor via email.
 - When working in groups, attend meetings, complete your work timely and communicate any delays with your group members.
- ❖ ***Be Prepared***
 - Students are required to bring their textbook and any additional reading material to each class.
 - All assigned reading must be completed **prior** to class in accordance with the **Course Outline**.
 - Complete assignments on time and in a professional format. **Submit your own work** (or your group's if applicable) and cite any resources that you have used to complete an assignment.
 - Use of your Asbury e-mail account and Discovery is required for this course. Make sure that you check your e-mail *daily* for any announcements.
 - Dress in accordance with Asbury's dress code for classroom attire. Wherever you work, there will be a dress code with which you must comply. <https://www.asbury.edu/life/resources/handbook-community-life/lifestyle-standards/propriety/>
- ❖ ***Be Respectful***
 - Do **NOT** talk when somebody else is talking. Clarifying a point or a small comment on occasion may not seem disruptive; however, having a conversation with your neighbor during class interrupts the learning process for others around you.
 - No electronic devices other than laptops are permitted in the classroom. If you have a cell phone or other similar device that you carry around campus, it must be shut off during class time and out of sight.
 - You are **NOT** permitted to play games on your calculator during class.
 - Laptops are permitted for taking notes and accessing course materials **ONLY** in class.
 - There may be times when everyone will not agree on what decision should be made. It is important to respect one another and allow the different points of view to be presented and supported by classmates that may hold a different position.

COURSE REQUIREMENTS

Class Participation & Quizzes: Class discussion is vital to the overall learning process. Therefore, you are expected to attend and get actively involved in the learning process through class discussions, in-class exercises and answering questions. To adequately prepare for class, you are required to read the assigned textbook material prior to class. To ensure adequate preparation, five quizzes will be given on a random basis during the semester.

Fridays – Our class will not meet physically on Fridays. Assignments to be completed on those dates include system related assignments (Access, Excel and QuickBooks), group assignments, exams, and research. Evidence of your attendance and participation on Fridays will be based on the submission of your work. In other words, if you do not participate in the Friday assignments, you will be considered absent and receive no participation points. Quizzes are worth 5% of your overall grade. Class participation is worth 10% of your overall grade.

Exams: There will be three in-person exams. Two are regular exams and one is a final exam. Exams will cover material from the chapters, business plug-ins and lectures. The first two exams are worth 20% of your overall grade and are weighted equally (10% each). The final exam is worth 15% of your overall grade.

Group Assignments: There will be four group assignments. Different groups will be assigned throughout the semester.

Each student must complete a group evaluation and submit the completed evaluation in accordance with the **Course Outline**. **Failure to complete the group evaluation will result in a 5% deduction from your overall group assignment grade.**

Each member of the group receives the same grade for each assignment. However, the professor reserves the right to reduce an individual's score if it is evident that the student is not adequately contributing to the group's performance. Group assignments are worth 20% of your overall grade.

Technology Assignments: There will be technology assignments covering Excel, Access and QuickBooks. Each assignment detail will be provided in Discovery. Completed assignments must be submitted in Discovery in accordance with the **Course Outline**. Technology assignments are worth 25% of your overall grade.

Access Certification: Knowing how to work with a database is crucial in today's global economy. Although there are a variety of database tools, Microsoft Access is a very powerful tool that provides a framework for understanding relational data, querying, reporting and more.

This assignment is to be completed at your own pace during the first third of the semester (estimated time to complete the certification is 20 hours). **You must complete the Microsoft Access Basic certification course and pass the certification exam through GoSkills.com by Friday, November 1, 2024.** You will receive credit for completing the assignment once you have passed the certification exam with a minimum score of 80. You can take the certification exam as many times as needed. You are required to complete all of the videos and assignments in the GoSkills course in order to be certified. Submit a print-screen of your certification and score in the assignment in Discovery to provide evidence of your certification.

To access the course, go to GoSkills.com/coupon and enter the code **ACFALL2024**. You must use this code to set up the course to ensure that your professor can verify your certification. The Access certification assignment is worth 5% of your overall grade.

GRADING CRITERIA & ATTENDANCE POLICY

Accessing Grades: You will be provided with a link to see your grades.

Graded Course Activities: Your grade will be based on the following.

Activity/Assignment	Weight
Class Participations (10%) & Quizzes (5%)	15%
Exams (Two regular exams @ 10% each and One finals @ 15%)	35%
Group Assignments (20%)	20%
Technology Assignments	25%
Access Certification	5%
Total	100%

Any student found cheating on an exam or plagiarizing in an assignment will receive a zero for the assignment and disciplined in accordance with the Academic Integrity policy in the Asbury University Bulletin. Preparation assignments will not be accepted late. Other late assignments will be penalized 10% per day the assignment is late, unless otherwise noted by the professor.

Grading Scale: Your course grade will be calculated using the following scale.

Letter Grade	Percentage/Points
A	94 – 100
A-	90 – 93
B+	87 – 89
B	84 – 86
B-	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D	60 – 72
F	< 60

Attendance Policy: Regular attendance and participation is expected. A reduction in final course evaluation points will be made for unexcused absences in excess of **two (2)**.

If you miss or are going to miss a class, **you are required to notify the professor via email**. In order to receive an excused absence, you must provide an explanation for your absence that is accepted by the professor or an approved excuse from the Registrar’s Office.

EMERGENCY ALERT POLICY

When there is an emergency or alert for our campus community, a text message and email is sent out to faculty, staff, and students. To ensure safety for all, the faculty member designates at least two students in the classroom to monitor for alerts. The professor of this course will instruct chosen students how to alert the professor when teaching. Appropriate action will be taken by the professor for the emergency alert.

ACADEMIC INTEGRITY

Academic integrity, the embodiment of the moral and spiritual principles to which we adhere, is the essential basis of the Asbury University academic community. Integrity, as partially defined by the Student or Program Handbook on Community Life Expectations, is “both knowing the right thing to do and doing it regardless of the circumstances.” This definition may be applied to all of the scholastic interactions of the academic community. Every member of the community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action.

Plagiarism: Section 500.4.3.7 Academic Integrity in the Faculty Manual notes that course syllabi should include a reference to the definitions of cheating and plagiarism and what penalties will occur if a student engages in either of these practices. Based on this statement, the following information should be included in all DSB course syllabi.

Academic Integrity per Asbury University Academic Catalog

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Every member of the community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action.

Definitions of Academic Dishonesty

Academic dishonesty can be defined as any type of cheating relative to a formal academic requirement. Academic dishonesty is typically thought of first as plagiarism. Plagiarism, whether intentionally or unintentionally, occurs when credit is taken for what someone else worked hard to discover and record if there is no clarification from where or from whom information is taken. Plagiarism is the use of another's ideas, words, thoughts, or organization without appropriate credit and documentation when used for a project, paper, presentation, or exam.

More examples of academic dishonesty include, but are not limited to: unauthorized collaborations, fabrications of data, unauthorized access to sources on an exam, excessive revision by someone other than the student, re-use of previous work without permission, and other situations described by faculty for specific purposes.

Students desiring to appeal a determination of academic dishonesty will follow the 'Academic Appeals Procedure' presented in the University's Academic Catalog.

Determination of Academic Dishonesty and Consequences

Faculty will address suspected occurrences of academic dishonesty as follows:

1. The faculty member will meet with the student individually to discuss the incident. At the faculty member's discretion, the department chair will either be notified of the meeting or be asked to be present for it. The student will be informed of the department chair's involvement.
2. At the faculty member's discretion the student will receive a lowered grade, an 'F' or 0% on the assignment in question.
3. Within 2 weeks of the incident the faculty member will report the details in writing to the Registrar, including the course number/title, section, type of academic integrity violation, timeline, and actions take (academic and otherwise). The Registrar maintains record of reported academic integrity violations and will notify the faculty member as to the number of offenses on record for the student.
 - a. If the incident is the student's second offense of academic dishonesty as verified by the Registrar, the student will meet with the Dean of the college or school
where the most recent incident occurred. At the Dean's discretion, the student may be given an 'F' in the course.
 - b. If the incident is the student's third offense, the student will be suspended from Asbury University.

Use of "Homework Helper"/Internet Resources

Some companies (e.g. – but not exclusively – Course Hero, Chegg) provide internet resources ostensibly designed to reinforce the learning that you do in class and through your reading of the chapters. In some cases, answers to course questions assigned from textbooks are provided verbatim. Using these resources without attribution is plagiarism and will be addressed according to the policies outlined in this syllabus and in the Asbury University Bulletin. However, because the use of these kinds of resources reduces or eliminates the need for you to do your own independent analysis of questions involved in fulfilling the requirements of an assignment, the use of these kinds of

resources are prohibited in this course. Using them (even with attribution) will be considered cheating and you will receive a zero for any assignment in which you did so.

It is your responsibility to familiarize yourself with the definition and consequences of academic dishonesty by reviewing the Academic Integrity section in the Asbury Bulletin. If you need any clarification, please contact me

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1. The faculty member will meet with the student individually to discuss the incident. At the faculty member's discretion, the department chair will either be notified of the meeting or be asked to be present for it. The student will be informed of the department chair's involvement.
2. At the faculty member's discretion, the student will receive a lowered grade, an F or 0% on the assignment in question.
3. The faculty member will report the incident in writing to the Registrar who will maintain a record of academic integrity violations.
 - a. If the incident is the student's second offense of academic dishonesty as verified by the Registrar, the student will meet with the Dean of the college or school where the most recent incident occurred. At the Dean's discretion, the student will receive an F in the course.
 - b. If the incident is the student's third offense, the student will be suspended from Asbury University.

Appeals Process

Students desiring to appeal a determination of academic dishonesty will follow the 'Academic Appeals Procedure' found in the Probation, Suspension, and Appeals section of the Asbury University Bulletin, specifically item 1. A.

Any student found cheating on an exam or plagiarizing in an assignment will receive a zero for the exam or assignment and disciplined in accordance with the Academic Integrity policy in the Asbury Bulletin:

1st offense—F or 0% on exam/assignment; meeting with Dean of the school

2nd offense—F in course; meeting with Academic Integrity Committee

3rd offense—suspension from Asbury University

It is your responsibility to familiarize yourself with the definition and consequences of academic dishonesty by reviewing the Academic Integrity section in the Asbury Bulletin. If you need any clarification, please contact me.

STUDENT REFERRAL SYSTEM (REACH 360)

Asbury University has a robust referral system, REACH 360, which was created to connect students with the campus resources that will be most beneficial to them. Students may be referred by faculty for any student success issue (academic or personal). Students will be contacted by a care coordinator (Resident Director, Coach, University Pastor, etc.) or resource personnel (Center for Academic Excellence, Financial Aid, etc.) for follow-up. Students may also submit a self-referral through the student portal or at reach360.asbury.edu.

COURSE OUTLINE (*Instructor reserves the right to change the syllabus as needed*)

Date	Weekly Topic	Readings	Assignments
08-26	Course Introduction		
08-28	Business Basics, Competitive Advantages	C1, C2, B1	
08-30	Access Certification (Set-up & Get Started)		Set-up Completed
09-02	Labor Day (No class)		
09-04	Hardware, Software, & Personal Productivity	B3, T1	
09-06	Reading Day, AI Paper	C3, B2	AI Paper Due
09-09	Strategic Initiatives	C4, C5	
09-11	Decision Making in Organizations	C9	Quiz 1 Due
09-13	Group Case #1		Group Assignment #1 Due
09-16	SCM, CRM & ERP	C10, C11, C12	
09-18	Basic Skills Using Excel	T2	Excel (Part 1) Due
09-20	Study for Exam I		
09-23	EXAM I (C1 – 5, 9 – 12, B1 – 3, T1)		
09-25	Problem Solving Using Excel	T3	Excel (Part 2) Due
09-27	Group Case #2		Group Assignment #2 Due
09-30	Decision Making using Excel	T4	
10-02	Exploring Business Intelligence	C6, C7, C8	
10-04	Excel Online		Excel (Part 3) Due
10-07	Basic Skills Using Access	T5, T6	
10-09	Problem Solving Using Access	T7	Quiz 2 Due
10-11	Access Online Assignment	B5, B9	Access (Part 1) Due
10-14	Decision Making Using Access	T8	
10-16	Innovative Organizations & EBusiness	C13, C14	
10-18	Fall Break (No class)		Access (Part 2) Due
10-21	Partnerships & Wireless Technology	C15, C16	
10-23	Software Development & Tableau	C17, C18	Quiz 3 Due
10-25	Study for Exam II		
10-28	EXAM II (C6 – 8, 13, & 14, B5 & B9)		
10-30	Tableau & MIS Infrastructures	B8	
11-01	Access Certification & Online		Access Final & Cert. Due
11-04	Tableau & Sustainable MIS Infrastructure	B4	
11-06	QuickBooks Training Day 1		QuickBooks Quiz 1 Due
11-08	Group Case #3		Group Assignment #3 Due
11-11	QuickBooks Training Day 2		QuickBooks Quiz 2 Due
11-13	QuickBooks Training Day 3		QuickBooks Quiz 3 Due
11-15	QuickBooks Assessment Activity		QuickBooks Assessment Due
11-18	Developing a 21 st Century Organization		
11-20	Ethics	B7	
11-22	Group Case #4		Group Assignment #4 Due
11-25	Thanksgiving Holiday (No class)		
11-27	Thanksgiving Holiday (No class)		
11-29	Thanksgiving Holiday (No class)		
12-02	Project Management & Outsourcing		Group Evaluation Due
12-04	Information Security	B6, B10	
12-06	Study for Finals		
12-09	Final Exam on Monday, 12/9/24 at 8 a.m. C15 – 18, B4, B6, B7, B8, B10		

* The textbook is structured into short chapters (C), Business Plug-ins (B) and Technology Plug-ins (T). Each is about 5-6 pages long. The readings listed in the **Course Outline** use the letters C, B or T for Chapters, Business Plug-ins and Technology Plug-ins, respectively.