ACC 361
INFORMATION SYSTEMS & BUSINESS TECHNOLOGY
COURSE SYLLABUS & OUTLINE

COURSE NUMBER: ACC 361	INSTRUCTOR: ALBERT KALIM
Semester: Spring 2025	**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 111 (SH 111)	**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)
❖ Microsoft Access for Beginners Certification Course: GoSkills.com/coupon (use a code provided later)

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.	Regular Exams, Group Assignments
5	Understand the difference between data, information and intelligence (or knowledge) and the effect of quality of information on decision-making.	Regular 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.	Final Exam
8	Examine information systems from an ethical and biblical perspective, as well as Wesleyan's Quadrilateral (Scripture, tradition, reason, experience).	Personal Reflection, Final Exam

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. You are allowed two unexcused absences during the semester. To adequately prepare for class, you are required to read the assigned textbook material prior to class. To ensure adequate preparation, two quizzes will be given in class during the semester. I will inform you the week the quizzes will be held a week prior.

> *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.

Personal Reflection: You will write a reflection paper (2-3 pages, double spaced, Times New Roman 12 pt) about AI & Faith. This reflection is worth 5% of your total grade. If you cannot submit it on Discovery, please email it to me.

Group Assignments: There will be four group assignments. The groups will be assigned randomly at the beginning of the semester. *If you cannot submit it on Discovery, please email it to me.*

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.** The professor also 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 20% of your overall grade. If you cannot submit it on Discovery, please email it to me.

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 good tool that provides a framework for understanding relational data, querying, reporting and more. If you cannot submit it on Discovery, please email it to me.

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, March 7, 2025.** 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 to be provided later. You must use this code to set up the course to ensure that your professor can verify your certification. It also provides you a discounted rate of $29 for a 12-month access. 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 (2 @ 10% each)	20%
Personal Reflection (5%) & Group Assignments (20%)	25%
Technology Assignments	20%
Access Certification	5%
Final Exam	15%
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.

COURSE OUTLINE *(order or timeline subject to change as needed per class flow)*

Date	Weekly Topic	Readings	Assignments
01-13 01-15 01-17	Course Introduction Intro. to I/S, Org. Strategy, & Business Basics Access Certification (Set-up & Get Started)	 C1, C2, B1	 Set-up Completed
01-20 01-22 01-24	MLK DAY (no class) Hardware, Software, & Personal Productivity Process Reengineering	 B3, T1 C3, B2	 Personal Reflection Due
01-27 01-29 01-31	Strategic Initiatives Decision Making in Organizations Group Case #1	C4, C5 C9	 Group Assignment #1 Due
02-03 02-05 02-07	SCM. CRM & ERP SCM. CRM & ERP Continued EXAM I (C1 – 5, 9 – 12, B1 – 3, T1)	C10, C11 C12	
02-10 02-12 02-14	Basic Skills Using Excel Problem Solving Using Excel Group Case #2	T2 T3	 Excel TA (Part 1) Due Group Assignment #2 Due
02-17 02-19 02-21	Decision Making using Excel Exploring Business Intelligence Excel Online	T4 C6, C7, C8, B10	Excel TA (Part 2) Due Excel TA (Part 3) Due
02-24 02-26 02-28	Basic Skills Using Access Problem Solving Using Access Networks & Telecommunications	T5, T6 T7 B5	 Access TA (Part 1) Due Group Minutes Due
03-03 03-05 03-07	Decision Making Using Access Innovative Organizations & EBusiness Access Certification & Online	T8 C13, C14	Access TA (Part 2) Due Access TA (Final) Due
03-10 03-12 03-14	Collaborative Partnerships & Wireless Technology Software Development & Tableau EXAM II (C6 – 8, 13 – 18, B5, B10)	C15, C16 C17, C18	
03-17 03-19 03-21	SPRING BREAK (no class) SPRING BREAK (no class) SPRING BREAK (no class)		
03-24 03-26 03-28	Tableau & MIS Infrastructures Tableau & Sustainable MIS Infrastructure Group Case #3	B4 B9	 Group Assignment #3 Due
03-31 04-02 04-04	QuickBooks Training QuickBooks Training QuickBooks Training		QuickBooks TA (Part 1) Due QuickBooks TA (Part 2) Due QuickBooks TA (Part 3) & Assessment Due
04-07 04-09 04-11	Project Management & Outsourcing Information Security Group Case #4	 C19	 Group Assignment #4 Due
04-14 04-16 04-18	Developing a 21st Century Organization Ethics GOOD FRIDAY (no class)	C20 B6, B7	 Group Evaluation Due
04-21 04-23 04-25	EASTER HOLIDAY (no class) Global Information Systems Global Information Trends	 B11, B12	
04-28	Final Exam on Thursday, 4/28/25 at 8 a.m. in class		

* 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.