ADMINISTRATION:

Instructor: Timothy Baker, MBA, CPA, CITP, CMA
Email: timothy.baker@moore.sc.edu
Webpage: http://mooreschool.sc.edu/facultyresearch/faculty.aspx?faculty_id=196
Classroom: Section 001 8:30 AM - BA 582 for lecture and BA 701 for lab
Section 002 10:05 AM - BA 203 for lecture and BA 701 for lab

Meeting Times:
Section 001 - Tuesday and Thursday from 8:30 to 9:45 am
Section 002 - Tuesday and Thursday from 10:05 to 11:20 am
Office/Phone: BA 316/803.777.6640
Office Hours: Wednesday 9:30 to 11:30 am
Tuesday and Thursday 1:30 to 3:30 pm, or by appointment

COURSE DESCRIPTION FROM UNDERGRADUATE STUDIES BULLETIN:
Accounting systems for business decision-making and effective control of the business enterprise.

COURSE DESCRIPTION AND OBJECTIVES:
Accounting information systems are an integral part of every business and organization in business today. Virtually every transaction that occurs within an organization is recorded in the accounting information system.

In this course we will examine the flow of information in a computerized accounting system and learn not only about the interaction of different parts of the enterprise, but how to document, design and operate a system that reaches far beyond the boundaries of the general ledger. We will also learn about the technology that enables us to do our jobs better. We will have examples of technology used by tax professionals, auditors, managerial and financial accountants and consultants. Please bring everything you have learned thus far and allow yourself to learn to think a little differently.

The material we cover in this course carries into other courses such as Auditing (ACCT 406). You should also be able to see the application of some of what we learn in other courses such as Financial Accounting (Financial Statements and XBRL), Advanced Accounting (Consolidations), Managerial Accounting (Cost and Budgeting Systems), Operations Management (Supply Chain) and many others.
EXPECTED LEARNING OUTCOMES:
Upon successful completion of this course, students should be able to:

1. Understand the basic purpose of an accounting information system and its role in decision making.
2. Develop a reasonable ability to document information systems.
3. Gain a basic understanding of relational databases and how to extract information from them.
4. Understand the principles of internal control and how to apply them in system design, operation and auditing.
5. Understand the operational and informational flow of an Enterprise Resource Planning (ERP) system and its subsystems.
6. Utilize an ERP system.
7. Understand the inter-dependencies in an ERP system, and the roles that accountants can play its design, implementation and operation.

Your understanding of the outcomes will be measured through class participation, projects and exams.

COURSE STRATEGY:
We will be approaching our class with both theoretical (lecture and discussion) and applied (hands-on) approaches. This will allow us to Learn and then apply what we learned. This will require us to meet both in our assigned classroom and, on certain scheduled days, to meet in the Computer Lab in Room 701. The course outline will indicate which classroom we are meeting in.

PREREQUISITE AND CONCURRENT REQUIREMENT:
ACCT 401 Financial Accounting I

REQUIRED TEXTBOOKS:
1. ACCOUNTING INFORMATION SYSTEMS by Romney and Steinbart (12th edition).
   This book is available in binder format or in traditional hardcover at the USC bookstore (or online).

OTHER MATERIALS:
1. Business Press articles (posted on Blackboard) – available in Acrobat (.pdf). If you do not already have Acrobat, please download a free version of Reader from Adobe's website.
2. Optional materials available on the publisher’s website: http://wps.prenhall.com/bp_romney_ais_12/. This website has various supplemental learning tools and is free to you as a user of the text.
**Course Requirements:**

**There will be two mid-term exams and one final exam.** NO make-ups after the scheduled exam times will be given. Medical and family emergencies are the only valid reasons that will be accepted for missing an exam. If you experience a medical or family emergency and miss an exam, you must provide original, supporting documentation (e.g., an original, signed note from a licensed physician and not a copy). *(Please do not make me ask you for this documentation – just automatically provide it to me as soon as you return to class.)* If you are excused from an exam, the other two exams will be re-weighted. In other words, if you miss the first exam, the second and final exams will be proportionally re-weighted. If you do not have a valid reason for missing an exam (i.e., any other reason than a true medical or family emergency), you will receive a zero on the exam, which usually implies failing the course. If extenuating circumstances prevent you from taking an exam at the specified time, you must make arrangements with me at least several days prior to the date of the exam.

During exams, all personal belongings except for a writing utensil must be securely stored. I reserve the right to confiscate anything that is not secured in a closed bag during the exam, including cell phones.

Graded exams will be reviewed in class within one week of the administration of the exam. During exam review, everything except a writing utensil must be secured in a closed bag, including cell phones. Failure to adhere to this policy will result in an earned grade of zero. At the end of the exam review time, all students will return exams to me. Any exam not returned to me during class will result in an earned grade of zero. Exams may be reviewed in my office for fourteen days after the date reviewed in class. After fourteen days, exam scores are final and exams are no longer available for grade review.

The final exam is not cumulative for this course.

**Projects**

As accountants, we are finding ourselves constantly working on projects, especially when technology is involved. In order to prepare us better for that environment, we will be working on several projects as follows.

**Access Projects:** You will complete a short (3-hour) Access Project and some exercises dealing with extracting (querying) information to reinforce understanding of relational databases. This will allow you to complete a project early, and reinforce the importance of relational database management systems. Your ability to understand the data structure and expose the data will be a key skill utilized in your accounting career. We will follow that project up with another that requires the use of queries to extract data from systems. We find our graduates are being required to extract large amounts of data from systems on a regular basis. *(Resume Builder)*
Excel Projects: You will work on excel projects that will utilize the skills attained in ACCT 401. If you did not take ACCT 401 at the University of South Carolina, or did not work through the excel tutorials, please see me as soon as possible.

Flowcharting Project: Flowcharting is a key skill used in the documentation of accounting systems. It is used widely in systems analysis and auditing. This project will be created in Excel and will reinforce what you have learned about systems documentation.

SAP Assignments: You will learn to use a real ERP software package in a series of projects. Through these assignments, you will see some of the concepts we discuss in action, such as internal controls and transaction flows. (Resume Builder)

XBRL Assignment: In the future, accountants will no longer create financial statements for printing on paper. Instead, they will use eXtensible Business Reporting Language (XBRL). In this assignment, you will apply and expand your knowledge of XBRL technology to create an excel analysis document to represent the financial statements of two publicly traded companies. You will then prepare a report that analyzes the financial performance of both.

Class Participation, Lab & In-Class Exercises: During the semester, we will have a series of computer labs and in-class discussions. Points will be earned from your participation in the discussions and computer labs and discussion based on the assigned reading for that day. For in-class discussion credit, you must add to the value of the class by being able to discuss the selected topic. You must be present to earn these points – there are no provisions to makeup the points.

Assignment Submission:
Assignments are always due before class starts on the day noted if the assignments are to be handed in on paper. Assignments to be submitted via blackboard are due at 11:59 PM on the night indicated in Blackboard. Late assignments will be accepted only in cases of emergency. Any exception made is at the discretion of the instructor (not the student) and will be granted only in the case of sincere emergencies, not for convenience.
**Course Grades:**
Grades for this course will be based on the number of points you earn from the following requirements:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam I</td>
<td>225</td>
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<tr>
<td>Exam II</td>
<td>225</td>
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<tr>
<td>Final Exam</td>
<td>225</td>
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<tr>
<td>Access Projects (2)</td>
<td>40</td>
</tr>
<tr>
<td>Flowchart Project</td>
<td>20</td>
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<tr>
<td>Excel Controls Project</td>
<td>20</td>
</tr>
<tr>
<td>SAP ByD Assignments (3)</td>
<td>150</td>
</tr>
<tr>
<td>XBRL Project</td>
<td>50</td>
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<tr>
<td>Lab Participation</td>
<td>15</td>
</tr>
<tr>
<td>or alternate exercise</td>
<td></td>
</tr>
<tr>
<td>Class Participation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
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</tbody>
</table>

Letter grades will be assigned based on the percentage of total points earned as follows:

- **A** 90 – 100%
- **B+** 87 – 89.9%
- **B** 80 – 86.9%
- **C+** 77 – 79.9%
- **C** 70 – 76.9%
- **D** 60 – 69.9%
- **F** Below 60%

**Attendance/Class Participation:**
In my opinion, class attendance, the course notes, and keeping up with the lab assignments/homework are the most important components of this course. This course will move very quickly and the concepts will build on previous material, so it is **very important that you keep up with the material from the start**. In order to succeed in this class, I strongly advise that you attend both the lecture class and the lab regularly, and complete the assignments in a timely manner. In addition, if you are unsure about a particular topic, I suggest you complete the practice problems listed in this syllabus. Active participation in class sessions will also increase your likelihood of success in this class. The reason that these components are important is because they will help you keep up with the material, think through it before and during class discussion, and prepare for the exam.

Students are expected to attend each scheduled class meeting, to be on time, and to be prepared for each class session. The University attendance policy specifies that students may miss up to three unexcused class meetings (10% of class time) without penalty. The fourth absence will result in a penalty of one letter grade deduction. Seven unexcused absences will result in a grade of F being assigned for the course. Unexcused absences
are documented illness, family emergency or an interview. Class absences will affect your class participation grade, as you are not in class to participate. Projects cannot be made up except in the case of extreme illness or other issues accepted by me.

**BLACKBOARD AND E-MAIL:**
This course will use Blackboard extensively for communication purposes. I will post announcements and make course materials available to you through Blackboard. _Please make sure you check the course page regularly._

As needed, I will send a weekly email toward the end of the week containing announcements, upcoming events, etc. Doing so will avoid my spending time in class on these matters. _I will use your email as listed in Blackboard, so please make sure your profile information in Blackboard is up-to-date!_

**STUDENTS WITH DISABILITIES:**
Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, contact the Office of Student Disability Services: 777-6142, TDD 777-6744, email sasds@mailbox.sc.edu, or stop by LeConte College Room 112A. All accommodations must be approved through the Office of Student Disability Services.

**ACADEMIC INTEGRITY:**
You are expected to achieve the highest possible standards of academic integrity in this course. _Any deviation from this expectation may result in a minimum academic penalty of your failing the assignment or exam, and will result in additional disciplinary measures including referring you to the Office of Academic Integrity._ Violations of the University’s Honor Code include, but are not limited to improper citation of sources, using a current or former student’s work, unauthorized use of materials (including solution manuals) in the preparation of academic work, and/or any other form of academic misrepresentation. The USC Honor Code is recited below for your reference.

**USC HONOR CODE:**
It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline.

This Honor Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code:
1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
4. Use of another person’s work or ideas without proper acknowledgment of source.
5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Suspected violations of the honor code will be reported to the Office of Academic Integrity. Violations of the honor code will result in disciplinary measures.

To indicate your understanding of the University's Honor Code, the School of Accounting requires that you complete and sign a student form indicating that you have read the School of Accounting's Policy Regarding Academic Dishonesty. Please return a signed form to me by Thursday, August 29th. If for any reason you feel that you cannot turn in a signed policy, it is your responsibility to meet with me to discuss it.

**PROFESSIONAL CONDUCT:**
Developing and protecting the value of an accounting degree from the University of South Carolina impacts everything I do in this class, and it should influence your behavior too. It is your responsibility to exhibit professional behavior so that employers will want to hire you when they meet you and will be glad they hired you AFTER you begin work (internship or full-time). This behavior, of course, will also ensure that your degree reflects well on you and your fellow graduates throughout your careers.

What does it mean to be professional? *Behaving with the highest level of integrity, respect for others, and ethics.* Stand by your word, make good decisions and take responsibility for your actions. Respect the views of others. This does not
mean that you always have to agree with your colleagues or your professors, but you must show respect for your fellow students and to faculty, teaching assistants, program directors, and staff. In turn, we will show you the same.

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**For this class** – Professional behavior is not only expected when interacting with someone outside the University, but also is expected in your classes. Therefore:

1. **I expect students to arrive to class on time and stay for the full class period.** It is very disruptive to me and other students when you enter the classroom after class has begun. It is also very distracting when you pack up and exit the room early. Both of these activities interrupt the flow of discussion. I do not expect you to waste the time of other students or me in this fashion.

2. **I expect that all electronic devices will be turned off once class begins, and all extraneous reading materials be put away.** Laptops, cell phones, and other communication devices are to be turned off during class time. Getting up in the middle of class to “take a call” outside is unnecessary, absent truly extraordinary circumstances. I also expect that reading of non-class materials (including the Wall Street Journal or other business publications) will stop once class starts.

3. **I expect that you will not have conversations or write notes back and forth with other students during class.** If you have a question, I am the best person to ask and I would be delighted to answer your question. It is likely that at least one other person in the room also has the same question. Thus, when you ask me the question (rather than your neighbor) the entire classroom benefits from the discussion.

4. **I expect that you will be respectful of me and any graduate assistants that help me during the semester, and the other students in the class.** Practicing professionalism in the classroom environment will serve you well in the future.

5. **I expect you to be diligent in working with your teams** for the case assignments, which means being a team player, not a deadbeat or problem member.
In return, you can expect me, your lab instructors, and any graduate assistants to:

1. **Be in class and office hours on time.** If I cannot be in office hours (something that occurs infrequently), then I will reschedule those hours and increase them to compensate for your inconvenience.

2. **Be respectful of your need to learn the material in this class.** I will provide timely responses to questions made in person or over email. I will also keep you updated to changes made to the syllabus or to homework solutions on a timely basis. You can expect me to return projects and exams in a timely fashion to enhance your learning experience.

3. **Provide you with an education** that will prepare you well for the long-term. The goals of this course are to ensure that you are well-equipped to complete the accounting sequence at the Moore School of Business and to prepare you for a successful career in accounting. In a few years, I hope that you will look back and realize how well-trained you are as compared to your non-Moore School peers, and how much this course prepared you for an accounting career in the real-world.

**FURTHER, PLEASE REVIEW AND FOLLOW THE DARLA MOORE SCHOOL OF BUSINESS CODE OF CONDUCT FOR UNDERGRADUATE STUDENTS.**

**DARLA MOORE SCHOOL OF BUSINESS CODE OF STUDENT CONDUCT FOR UNDERGRADUATE STUDENTS**

The Darla Moore School of Business is recognized globally for educating students who are prepared to become responsible business and civic leaders. An effective learning environment where students and faculty value integrity, professionalism and diligence is foundational to this mission. Consistent with these values, the Student Leadership Council and the faculty of the Darla Moore School of Business expect students to:

- **Spend a minimum of two hours outside of class studying for each hour of classroom time;**
- **Exhibit classroom behavior that is respectful of faculty and fellow students;**
- **Refrain from the use of phones and other electronic equipment during class, unless permitted by the instructor;**
- **Arrive at class on time, actively participate in class, and not leave class early;**
• Keep up with assigned readings and complete assignments on time;
• Contribute fully to team assignments;
• Respect the university's staff and be responsible stewards of its facilities;
AND
• Abide by the University of South Carolina Honor Code.

Approved by the Undergraduate Student Leadership Council and the
Faculty of the Darla Moore School of Business

OTHER:
This course requires you to work hard to comprehend and master the materials. Many of
the topics covered in this class are used or assumed in other classes (Auditing I, Systems
II), are frequently seen on the CPA, CMA, CIA and CISA certification exams and will be
used throughout your professional career. This is your class. You are paying for it. Make
the most of it.

The expected minimum time to prepare for class, work on projects and prepare for exams
in eight to nine hours per week. If you fall behind, it is difficult to catch up, as the
material builds while we progress through the semester. We will cover information in
class that is not in your book.

Our obligation to other students is to participate in an environment that facilitates
learning. That means no cell phones (texting or talking); laptops or tablets used for non-
class purposes will be tolerated. Turn your phone off or put it on silent before entering
class. This rule is not for your benefit, it is for the others seated around you. Any
disrespectful or disruptive behavior may result in a referral to the Office of Student
Judicial Programs.

Emergency Preparedness and Contingency Planning:
The Moore School's Emergency Preparedness and Contingency Planning document
is included on Pages 15 and 16 of the Syllabus.
**Schedule – FALL 2013**

*Deviations may be necessary and will be announced on Blackboard.*

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
<th>Due Today</th>
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<tbody>
<tr>
<td>1</td>
<td>TH, 8/22</td>
<td>Introduction to Course and Chapter 1 – Accounting Information Systems: An Overview</td>
<td>Read pp. 2-15, Chapter 1 Quiz Problems 1.3, 1.4, 1.6, 1.8</td>
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<tr>
<td>2</td>
<td>T, 8/27</td>
<td>Chapter 2 – Overview of Transaction Processing and Enterprise Resource Planning (ERP) Systems</td>
<td>Read pp. 24-38, Chapter 2 Quiz, Discussion Questions (DQ) 2.2, 2.3, 2.5, Problems 2.1, 2.4, 2.5, 2.6, 2.8, Case 2.1</td>
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<td></td>
<td>W, 8/28</td>
<td>Last day to drop/add</td>
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<tr>
<td>3</td>
<td>TH, 8/29</td>
<td>PWC Risk Assurance Presentation</td>
<td>Read pp. 302-318</td>
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<tr>
<td>4</td>
<td>T, 9/3</td>
<td>Chapter 3 – Systems Documentation Techniques</td>
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<tr>
<td>5</td>
<td>TH, 9/5</td>
<td>Chapter 3 – Systems Documentation Techniques</td>
<td>Review Comprehensive Problem (p. 64) and Solution (pp. 81-85) Problems 3.1, 3.2, 3.5, 3.9, 3.16</td>
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<td></td>
<td></td>
<td>Start Chapter 4 – Relational Databases</td>
<td>Read pp. 86-105, Chapter 4 Quiz</td>
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<tr>
<td>6</td>
<td>T, 9/10</td>
<td>Chapter 4 – Relational Databases</td>
<td>DQ 4.1, 4.2, 4.3, 4.4</td>
<td>Flowchart Project due on paper at beginning of class.</td>
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<tr>
<td>7</td>
<td>TH, 9/12</td>
<td><strong>Room 701</strong> - Chapter 4 – Relational Databases</td>
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<td>8</td>
<td>T, 9/17</td>
<td>Chapter 5 – Computer Fraud</td>
<td>Read pp. 120-136, Chapter 5 Quiz DQ 5.1, 5.2, 5.3, Problems 5.1, 5.7, 5.8, 5.9</td>
<td>Database Queries Project due on paper at beginning of class.</td>
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<td>Day</td>
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<td>9</td>
<td>TH, 9/19</td>
<td>Chapter 6 – Computer Fraud and Abuse Techniques</td>
<td>Read pp. 148-168 Chapter 6 Quiz DQ 6.1, 6.2, 6.3 Problems 6.4, 6.5, 6.6, 6.7, 6.8</td>
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<tr>
<td>10</td>
<td>T, 9/24</td>
<td>Chapter 7 – Control and Accounting Information Systems Wrap-up and Review for Exam I</td>
<td>Read pp. 182-204 Chapter 7 Quiz DQ 7.1, 7.2, 7.3, 7.4, 7.5, 7.7 Problems 7.2, 7.3, 7.8, 7.12</td>
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<tr>
<td>11</td>
<td>TH, 9/26</td>
<td>Exam I (Chapters 1-7)</td>
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<tr>
<td>12</td>
<td>T, 10/1</td>
<td>Room 701 - Chapter 8 – Information Systems Controls for Reliability – Information Security</td>
<td>Read pp. 218-242 Chapter 8 Quiz DQ 8.1, 8.2, 8.3, 8.4 Problems 8.1, 8.3, 8.4</td>
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<tr>
<td>13</td>
<td>TH, 10/3</td>
<td>Review Exam I</td>
<td>Read pp. 250-265 Chapter 9 Quiz DQ 9.1, 9.2, 9.5 Problem 9.1, Case 9-1</td>
<td>Complete SAP Introduction and Navigation Module (You do not need to turn this in)</td>
</tr>
<tr>
<td>14</td>
<td>T, 10/8</td>
<td>Chapter 10 - Information Systems Controls for Reliability – Processing Integrity and Availability</td>
<td>Read pp. 274-290 Chapter 10 Quiz DQ 10.1, 10.2, 10.3, 10.4, 10.5 Problems 10.1, 10.7, 10.8</td>
<td>Spreadsheet Controls Project due at beginning of class.</td>
</tr>
<tr>
<td>15</td>
<td>TH, 10/10</td>
<td>Chapter 12 – The Revenue Cycle: Sales to Cash Collections</td>
<td>Read pp. 330-357 Chapter 12 Quiz DQ 12.1, 12.3, 12.4, 12.5</td>
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<tr>
<td>16</td>
<td>T, 10/15</td>
<td>Room 701 - Chapter 12 – The Revenue Cycle: Sales to Cash Collections</td>
<td>Problems 12.1, 12.2, 12.3, 12.7, 12.11</td>
<td>SAP Sales and Distribution Project due at the beginning of class on paper</td>
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<td></td>
<td>TH, 10/17</td>
<td>Fall Break – no classes</td>
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<tr>
<td>17</td>
<td>T, 10/22</td>
<td>Chapter 13 – The Expenditure Cycle: Purchasing to Cash Disbursements</td>
<td>Read pp. 370-393 Chapter 13 Quiz</td>
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<tr>
<td>Day</td>
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<td>Topic</td>
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<td>19</td>
<td>T, 10/29</td>
<td>Chapter 16 – General Ledger and Reporting System</td>
<td>Read pp. 462-482 Chapter 16 Quiz</td>
<td>SAP Materials Management Project due at the beginning of class on paper</td>
</tr>
<tr>
<td>20</td>
<td>TH, 10/31</td>
<td><strong>Room 701</strong> - Chapter 16 – General Ledger and Reporting System</td>
<td>DQ 16.1 through 16.5 Problems 16.1, 16.2</td>
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<tr>
<td>21</td>
<td>T, 11/5</td>
<td>Chapter 16 – General Ledger and Reporting System</td>
<td>Wrap-up and Review for Exam II</td>
<td></td>
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<tr>
<td>22</td>
<td>TH, 11/7</td>
<td><strong>Exam II (Chapters 9, 10, 12, 13, 16)</strong></td>
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<tr>
<td>23</td>
<td>T, 11/12</td>
<td>Review of Exam II and Chapter 17 – Database Design Using the REA Model</td>
<td>Read pp. 492-509 Chapter 17 Quiz</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>TH, 11/14</td>
<td>Chapter 17 – Database Design Using the REA Model</td>
<td>Problems 17.1, 17.2, 17.7</td>
<td>SAP Financial Accounting Project due at the beginning of class on paper</td>
</tr>
<tr>
<td>25</td>
<td>T, 11/19</td>
<td>Chapter 18 – Implementing an REA Model in a Relational Database</td>
<td>Read pp. 524-537 Chapter 18 Quiz</td>
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<tr>
<td>26</td>
<td>TH, 11/21</td>
<td><strong>Room 701</strong> - Chapter 18 – Implementing an REA Model in a Relational Database</td>
<td>Problems 18.1, 18.2</td>
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<td>TH, 11/28</td>
<td>Thanksgiving Recess – no classes</td>
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<tr>
<td>28</td>
<td>T, 12/3</td>
<td>Chapter 22 – Systems Design, Implementation and Operation</td>
<td>Read pp. 640-654 Chapter 22 Quiz</td>
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<tr>
<td>29</td>
<td>TH, 12/5</td>
<td>Chapter 22 – Systems Design, Implementation and Operation</td>
<td>DQ 22.1, 22.2, 22.4, 22.5 Problems 22.4, 22.6, 22.7, 22.8</td>
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<tr>
<td>Day</td>
<td>Date</td>
<td>Topic</td>
<td>Assignment</td>
<td>Due Today</td>
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<td>Section 001 - M 12/16 9 AM</td>
<td>Final exam</td>
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<tr>
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<td>Section 002 – T 12/10 9 AM</td>
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**Please Note:**  Your instructor reserves the right to adjust this schedule at any time. If you are not in class on a day that a change may be made, it is **YOUR** responsibility to find out the changes from a classmate.
Emergency Preparedness and Contingency Planning – Moore School of Business

The goals of emergency preparedness and contingency planning are three-fold;

1. To minimize injury and death;
2. To deliver aid to those in need as quickly as possible;
3. To minimize the time necessary to resume functionality.

In the event of a drill or an emergency, campus alarms – internal and/or external will sound!

In the event of a fire, bomb, or other building catastrophe:

1. Leave the building!
   - Use the stairs. The quickest method for exiting via the stairs is to stay on a straight path until you meet a wall before turning. Do not turn on the landing in the middle of the stairs. This causes a bottleneck as people attempt to merge. Women in heels should remove their shoes before taking the stairs.
   - Staff and faculty are responsible for students in their offices, common areas and classrooms during an emergency or drill.
     - Students in faculty offices or departmental common areas should exit the building with that department and report to that department’s assembly site. Be sure to give your name to the Safety Warden at the assembly site.
     - If you are in class, you will exit the building with your instructor and follow him/her to the proper assembly site. Once your class is at the assembly site, your instructor will take roll. Any “missing” students will be reported to the Health & Safety warden immediately.
   - Disabled individuals (whether faculty, staff or student) should be taken to the nearest stairwell entrance and left by said entrance. Their name and location should be reported to the Health & Safety warden immediately upon reaching the assembly site. Firemen and emergency crew will be responsible for removing them from the building.

2. Cross the street!
   - Do not stop on the building side of the street. A fire or bomb can and will turn glass, metal framing and other building materials into deadly projectiles. You are not safe on the building side of the street. If you are in a faculty office, a department or class room, report to the assembly site instructed by your professor or department faculty or staff.
• Students who stop at doorways, benches, tables or are standing on the building side of the street will be asked to move across the street. Any student(s) who will not comply will be reported to the nearest Health & Safety warden immediately.

3. Meet and stay at the assembly site!
• Once you have reported to an assembly site it is very important that you stay at assembly site until released by the Health & Safety warden.