RUTGERS–CAMDEN
School of Business

Accounting Info Management Databases & Data Processing
53:010:532:90:08492
Term: Spring 2025
Mode of delivery: *Online*

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Office Hours: by appointment
Office: BSB 422

COURSE DESCRIPTION

Accounting For Information Systems and Internal Control (3 credits)
Understanding organizations (their activities, processes, and the information needs of organization stakeholders) is the focus of this course. This course strives to prepare accounting professionals for the information age. Students will learn the skills necessary to support the various accounting information customers, and develop competence in contributing to the inter-disciplinary team effort of justifying, designing, implementing, maintaining, and evaluating accounting information systems (the infrastructure that supports the production and delivery of accounting outputs).

Course Materials:
Textbook (optional): Accounting Information Systems by James A. Hall 10th edition
Additional materials, including slides and short lecture videos, will be on Canvas.

Required Software:
Students are required to use MS Access in this course. Rutgers provides MS Office to students: https://it.rutgers.edu/microsoft-office/microsoft-office-for-students/.

Note to Mac users: MS Access is not compatible with the Mac OS system. You may consider using a virtual machine to run a Windows system. Please contact Rutgers IT at https://it.rutgers.edu for technical support.

COURSE ASSESSMENT

Assignment	Due Date
Quiz 1	Sunday, 02/16, at 11:59 p.m.
BPMN Visualization Project	Sunday, 03/30, at 11:59 p.m.
Database Construction Project	Sunday, 04/06, at 11:59 p.m.
Quiz 2	Sunday, 04/13, at 11:59 p.m.
Database Management Project	Sunday, 05/04, at 11:59 p.m.
Data Visualization Project	Sunday, 05/11, at 11:59 p.m.

Conceptual Quiz:
Two conceptual quizzes will be assigned during the term, each worth 50 points, for a total of 100 points. These quizzes will be open-book and consist of multiple-choice questions.

BPMN Visualization Project:

One BPMN visualization project will be assigned during the term and will count for 200 points. For this project, you will use Lucidchart (www.lucidchart.com) to create BPMN models of transaction processes. Detailed instructions and guidelines will be provided separately.

Database Construction Project:

One database construction project will be assigned during the term and will count for 200 points. For this project, you will set up a basic database for transaction processes using MS Access. Detailed guidelines on the project will be provided separately.

Database Management Project:

One database management project will be assigned during the term and will count for 300 points. For this project, you will use MS Access to work with various datasets and extract meaningful insights from the raw data. Detailed guidelines on the project will be provided separately.

Data Visualization Project:

One data visualization project will be assigned during the term and will count for 200 points. For this project, you will use MS Access to create plots that summarize key aspects of a business. Detailed guidelines for the project will be provided separately.

COURSE GRADING
Grading Components

Activity	Number	Individual Points	Total Points
Conceptual Quiz	2	50	100
BPMN Visualization Project	1	200	200
Database Construction Project	1	200	200
Database Management Project	1	300	300
Data Visualization Project	1	200	200
Total Possible Points			1000

* Bonus Points - Online course evaluation (up to 20 bonus points): Students will earn 10 bonus points by completing the Rutgers online course evaluation at semester's end and providing the instructor with evidence of their completion. Furthermore, if over 90% of students from your section complete the evaluation by the end of the semester, every student in that section will gain an extra 10 points.

Grading Scale

Letter Grade	% Range	Point Range
A	90% to 100%	900 – 1000
B+	85% to 89.9%	850 – 899.9
B	80% to 84.9%	800 – 849.9
C+	75% to 79.9%	750 – 799.9
C	70% to 74.9%	700 – 749.9
D	60% to 69.9%	600 – 699.9
F	Below 60%	Below 600

Course Calendar

Week	Lecture Topic	Assignment Due	Due Date
1	Introduction to AIS		
2	Accountants as Business Analysts & BPMN		
3	Data Modelling & Relational Database		
4	Quiz 1 (No Lecture)	Quiz 1	Sunday, 02/16
5	Sales and Collection Business Process		
6	Purchase and Payments Process		
7	Conversion Business Process		
8	BPMN Visualization Project		
9	Spring Recess Break		
10	Database Construction Project	BPMN Visualization Project	Sunday, 03/30
11	AIS and Internal Control	Database Construction Project	Sunday, 04/06
12	Quiz 2 (No Lecture)	Quiz 2	Sunday, 04/13
13	Database Management Project		
14	Database Management Project		
15	Data Visualization Project	Database Management Project	Sunday, 05/04
16	Exam Week	Data Visualization Project	Sunday, 05/11

COMMUNICATION and USE OF CANVAS

EMAIL- USE YOUR RUTGERS EMAIL ADDRESS
All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary. **Not checking your Rutgers email is not an excuse for missing any communications.**

CANVAS
Canvas is the learning management system used for this course. Posted will be the syllabus, resources, Power Point slides, announcements, guides, etc. To access this system, go to http://canvas.rutgers.edu log in, and click on the course in the dashboard. For technical support 833-648-4357 or help@camden.rutgers.edu.

CLASSROOM POLICIES

Make-up Work and Late Work Policy
If, for a **university-approved reason**, you cannot complete an assignment, project, or exam during the scheduled time, you must give me written notice via email (yuxiang.zheng@ rutgers.edu) at least **three days** in advance so that other arrangements can be made. If the situation does not allow for advance notification (e.g., emergency hospitalization), contact me as soon as possible after the missed work and provide written documentation. Any work submitted after the deadline without a university-approved reason will not be accepted. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders).

Diversity Statement
This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.
Our goal as a learning community is to create a safe environment that fosters open and honest dialogue. We are all expected to contribute to creating a respectful, welcoming, and inclusive environment. To this end, classroom discussions should always be conducted in a way that shows honor, respect, and dignity to all members of the class. Moreover, disagreements should be pursued without personal attack and aggression, and instead, should be handled with grace and care. This will allow for rigorous intellectual engagement and a deeper learning experience for all.

Disability Services/Accommodations
The University is committed to supporting the learning of all students and faculty will provide accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact https://success.camden.rutgers.edu/disability-services.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

Academic Integrity
The Academic Integrity policy can be found at https://studentconduct.rutgers.edu/processes/university-code-student-conduct http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:
    •properly acknowledge and cite all use of the ideas, results, or words of others,
    •properly acknowledge all contributors to a given piece of work,
    •make sure that all work submitted as your own in a course activity is your own and not from someone else
    •obtain all data or results by ethical means and report them accurately
    • treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:
    •everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
    •all student work is fairly evaluated, and no student has an inappropriate advantage over others
    •the academic and ethical development of all students is fostered
    •the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students.

Artificial Intelligence Use
Acceptable Use of AI
The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:
● Brainstorming and refining your ideas;
● Fine tuning your research questions;
● Finding information on your topic;
● Drafting an outline to organize your thoughts; and
● Checking grammar and style.

Unacceptable Use of AI
The use of generative AI tools is not permitted in this course for the following activities:
● Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
● Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
● Writing a draft of a writing assignment.
● Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways based on guidelines in this syllabus, will be subject to report of a violation of Academic Integrity and thus the appropriate adjudication. When in doubt about permitted usage, please ask for clarification.

Code of Student Conduct
Rutgers University-Camden seeks a community that is free from violence, threats, and intimidation; is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and does not threaten the physical or mental health or safety of members of the University community, including in classroom space.
As a student at the University, you are expected adhere to the Code of Student Conduct.
To review the code, go to the Office of Community Standards:
 https://deanofstudents.camden.rutgers.edu/student-conduct

Note that the conduct code specifically addresses disruptive classroom conduct, which means *"engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."*