ACCOUNTING 4175
Special Problems
Gerald W. Schlief School of Accountancy
Summer 2021

Faculty Instructor: Calee Jo Holcombe
Office: 292J McGee/Business Building
Phone: 936-468-3087
E-Mail: holcombecalee@sfasu.edu
School: Gerald W. Schlief School of Accountancy
Class Hours: Independent Study

This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract, and is subject to change as necessary.

Course Description:
Students are individually assigned to an instructor on the basis of the type of studies needed for the program pursued. May be repeated under different topics.

Study Schedule:
A tentative schedule is attached.

Program Learning Outcome:
1. Student will complete the Systems Understanding Aid, Transaction list A.
2. Student will write a one page essay on the business processes and how they are interconnected within a business.
3. Student will conduct research and complete a research paper on Accounting Information Systems.

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/grad-plo.asp.

Student Learning Outcomes: [outcomes are required but not necessarily these; may customize according to the specific course; make sure they sync with the Course Requirements]
Upon completion of the course, the student will be able to:
1. Identify and refine a research topic appropriate to the field of study.
2. Conduct independent primary and/or secondary research to support the identified topic.
3. Organize and interpret research findings.
4. Write a formal report on the identified research topic.
5. Complete other course requirements as specified by the Supervising Professor.
6. Have an understanding of how the business processes are interconnected.
Textbooks:
Systems Understanding Aid (each student must have their own) – NEW COPY ONLY
Publisher: Armond Dalton Publishers, Inc.; 10th edition

Grading:
Your grade will be determined as follows:

- Research Paper 50%
- SUA 40%
- Business Process Essay 10%

Presentation
Student is expected to present research findings to the faculty at a time agreeable to both the student and supervising faculty member.

General Student Policies:

Student Academic Dishonesty (University Policy 4.1)
Copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your own guidelines for academic integrity as appropriate.

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)
Copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of
unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/course-grades.pdf](http://www.sfasu.edu/policies/course-grades.pdf).

**Students with Disabilities**

Copy and paste the following statement and place in your course syllabus.

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Conduct (University Policy 10.4)**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at [http://www.sfasu.edu/policies/student-conduct-code.pdf](http://www.sfasu.edu/policies/student-conduct-code.pdf)). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
Class Calendar

Tentative Calendar:

May 19th

June 9th
Meet to discuss any questions about the material from the SUA and the Essay. Receive instructions on how to complete the SUA. Also discuss topics for the research paper.

June 16th
E-mail chosen topic for the Research Paper. Business Process Essay is due.

June 23rd
Meet to check on progress. Have at least 3 good sources of information for the paper. Check progress on the SUA.

July 7th
Meet to check on progress. Have at least 4 more sources of information for the paper. Check progress on the SUA.

July 14th
Meet to check on progress. SUA is due. Have an outline for the paper.

July 21th
Meet to check on Progress. Have a rough draft of the paper.

July 28th
Have the paper complete and ready for final review. Discuss presentation location/format.

Aug. 4th
Paper presentation. Final draft of the paper due.

Upon completion of the course, a copy of the final paper or project will be delivered to the College of Business Dean's Office.