

Course Form (One form per course, lab, or recitation)

NORTHEAST Integrated Curriculum Committee



Date: 6/27/2022

1. **Contact person:** Loren F. Selznick, J.D., Chairperson
Phone: 570-389-4899 **Email:** lselznic@bloomu.edu
2. **Department:** Accounting and Business Law
Program: Accounting
3. **Tracking #** (For Provost office use only)
4. **CIP#** (For Provost office use only)
5. **Select which actions you are requesting for** Undergraduate Graduate
 Course Modified for Integration Course Not Previously Offered at any campus
6. **Click modalities that the course may be offered (80% +)**
 Face-to-Face/In person Online (100%) Interactive TV Multi-modal

New University Course Prefix	New University Course Number	New University Course Title
ACCT	310	Accounting Information Systems
Current University Course Prefix	Current University Course Number	Current University Course Title
ACCT	310	Accounting Information Systems
<i>*Only list Current Courses that are equivalent to the New Course</i>		
BU:	ACCT 310	Accounting Information Systems
LHU:		
MU:		

New Course for Integrated University

7. Will the course be seeking General Education approval?

No Yes (if yes, go to next section [General Education Approval- click on this link](#))

8. Resources at Each Campus: List any resources, including faculty, facilities, technology, equipment, or library resources necessary at each campus listed above.

Faculty at all three campuses (would need faculty at LHU and MU). Computer lab would be used.

Identify on which campuses the course is intended to be offered in the integrated university (for administration use only):

<input checked="" type="checkbox"/> BU	<input checked="" type="checkbox"/> LHU	<input checked="" type="checkbox"/> MU
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9. Identify Departments/Programs/Courses impacted by changes on this form (Identify any programs/departments/courses that may be impacted by course changes. Contact programs, departments to obtain support if you are offering a course that will impact their program:

No changes from current course. Current program AACSB approved.

10. Indicate Semester and Year Course will be implemented:

Fall 2023

11. Provide a rationale for how this course relates to the mission and goals of the related program:

Students learn accounting information systems that accumulate and summarize transactional information. Students also continue to learn to follow professional and ethical standards imposed by law and licensing associations.

12. Abbreviated Title (for Master Schedule, Maximum 20 spaces):

AIS

13. Course Description for Catalog (Maximum 75 words -start with an action verb.):

Emphasizes accounting information systems, transaction cycles, and communication of financial information for management decisions within the context of business. Topics include ERP systems, e-business and electronic commerce, systems documentation including flowcharting, database management, internal control, business processes, transaction cycles, management reporting, projects using a midline ERP package and other projects using business software such as electronic spreadsheets. Three hours lecture per week.

14. Credit(s): 3

Clock Hours: **Lecture:** 3 hours **Recitation:** hours **Lab:** hours

Contract Hours: **Lecture:** 3 hours **Recitation:** hours **Lab:** hours

15. Prerequisites (*Courses completed prior to taking this course*):

ACCT321

16. Co-requisites (*Courses which must be taken simultaneously with other courses*):

None

17. Enrollment Restrictions (*e.g., limited to majors in program XXX, restricted from majors in program XXX, etc.*): None

18. Repeatable: Can this course be repeated for credit as a multi-topic class, not just for a grade change?

No Yes: How many times is the course repeatable?

19. Dual-Level or Cross-Listed: Is this course dual-level? Yes No.

If yes, list the course prefix and number.

If dual-level, indicate content, assignments, and assessments for graduate and undergraduate courses on two separate Master Course Syllabus forms. Cross-Listed is across multiple departments/programs.

20. Estimated Frequency of Offering:

How often will the course be taught for a two-year cycle? It is estimated that the course will be offered 2 times in a two-year cycle--every fall semester.

21. Recommended class size for student success: *Provide the recommended class size number and a clear rationale based on accreditation guidelines, discipline standards, or pedagogical limitations.*

Recommended class size is 28 students to allow students hands on experience in computer labs and faculty observation and guidance of students in the laboratory setting.

Submit a Master Course Syllabus – (see attached)

General_Education_Approval

Locate the required Curricular Theme, Program Goal, and Learning Objectives and Desired Outcomes for your selected area of this program in the [General Education Plan \(click on this link\)](#).

GE-1: Select the *Curricular Theme* and *Program Goal* you are applying from the drop down below (click on the words *Choose an item*, then click on the arrow and select one option):

Choose an item.

GE-2: How does your course fit into the General Education *Curricular Theme* and *Program Goal* to which you are applying (be sure to address all of the required areas of the selected *Program Goal*)?

- Caution, these terms *Curricular Themes* and *Program Goals* are specific to this General Education Program, See Ship Guide pages 6-12 for clarification
https://www.ship.edu/globalassets/gec/handbook_generaleducationship_2018_09_25.pdf
- [A *program goal* is a clear statement that expresses what our program will do for students. Each goal is designed to prompt and guide teaching practice and program assessment. For example in the **Curricular Theme** of Diversity, a **Program Goal** is to Guide and prompt students to evaluate the diversity of human experience, behavior, and thought, in order to better understand ourselves and others, to respond to the roots of inequality that undermines social justice, while developing awareness regarding diversity in culture, ethnicity, race, gender/gender expression, religion, age, social class, sexual orientation, or abilities.]

GE-3: List the Course Specific SLOs that correspond to the General Education SLOs of the relevant *Curricular Theme and Program Goal* and explain how your course will meet each one of these Course Objectives. *Please be specific and use examples to align in column two and to demonstrate how this will be implemented in column three.*

Course Specific Student Learning Objectives (SLOs)	General Education Student Learning Objectives (SLOs)	How do the methods and structure of the course provide students with the opportunity to meet each aligned pair of General Education and Course Specific SLOs?

Submit the Master Course Syllabus (including assessment) in addition to this form to be considered for General Education approval.

Signatures		
Required Signatures	Name	Date
Department Chairperson	Loren F. Selznick	June 30, 2022

By typing my name in the box above, I am electronically signing this form. Dean, ICC Chair, and President/Designee will sign to indicate approval directly in SharePoint.

Final status: Approved



Approved by
Rogers-Adkinson, Diana

The recommended class size is acknowledged. The president (or designee of the president) retains the right to alter the class size as warranted, in support of the mission, vision and operation of the university.

MASTER COURSE SYLLABUS

NORTHEAST Integrated Curriculum Committee

1. **DATE PREPARED:** June 27, 2022
2. **PREPARED BY:** Loren F. Selznick, J.D., Chairperson
3. **DEPARTMENT:** Accounting and Business Law
Program: Accounting
4. **COURSE PREFIX & NUMBER** (*without space in-between*): ACCT310
5. **COURSE TITLE:** Accounting Information Systems
6. **CREDIT HOURS:** 3
7. **RECOMMENDED CLASS SIZE:** 28
8. **PREREQUISITES/CO-REQUISITES:** ACCT321 Intermediate Accounting 1
COURSE DESCRIPTION FOR CATALOG: Emphasizes accounting information systems, transaction cycles, and communication of financial information for management decisions within the context of business. Topics include ERP systems, e-business and electronic commerce, systems documentation including flowcharting, database management, internal control, business processes, transaction cycles, management reporting, projects using a midline ERP package and other projects using business software such as electronic spreadsheets. Three hours lecture per week.

9. **CONTENT DESCRIPTION:** The following areas of study will be included:
1. Essential elements and activities of the Accounting Information System.
 2. Overview of transaction processing and types of accounting and enterprise software systems
 3. Systems documentation techniques
 4. Integrated sales module: Order-to-cash
 5. Integrated purchasing module: Procure-to-pay
 6. Integrated employee module
 7. Integrated financial and reports module

10. & 12. TABLE: STUDENT LEARNING OBJECTIVES AND STUDENT ASSESSMENT. Use the Table below to document the outcomes and assessment for the course. *If this is a General Education course, be sure to complete the second column as well, if it is not a General Education course, you can leave the 2nd column blank.*

If General Education: Select the *Curricular Theme* and *Program Goal* you are applying from the drop down below directly as done on the Course Form above (*click on the words Choose an item, then click on the arrow and select one option*):

Choose an item.

11. Course Specific Student Learning Objectives (SLOs)	General Education Student Learning Objectives (<i>Complete this column for GE courses only</i>)	12. Student Assessment <i>Include assessment(s) and whether they are suggested or mandated (e.g., to comply with accreditation or as a minimum standard)</i>
1. Recognize the essential elements and activities of the Accounting Information Systems environment and its significance in today's business environment		Participating in assignments for class discussion and projects incorporating cooperative learning activities; AIS Exam # 1 - Objectives 1 and 2; AIS Final - All Objectives Comprehensive
2. Differentiate between types of accounting and enterprise software systems and associated transaction processing		Participating in assignments for class discussion and projects incorporating cooperative learning activities; AIS Exam # 1 - Objectives 1 and 2; AIS Final - All Objectives Comprehensive
3. Diagram AISs through various types of system documentation including data flow diagrams, flowcharting, and narrative techniques		Participating in assignments for class discussion and projects incorporating cooperative learning activities; completing one project: Lemonade Stand Charts; AIS Exam # 2 - Objective 3; AIS Final - All Objectives Comprehensive
4. Execute the activities performed in the revenue, expenditure, and payroll cycles through a variety of technology mediums		Participating in assignments for class discussion and projects incorporating cooperative learning activities; AIS Exam # 3 - Objective 4; AIS Final - All Objectives Comprehensive
5. Define elements of the general ledger/reporting system and apply concepts to accounting problems.		Participating in assignments for class discussion and projects incorporating cooperative learning activities; AIS Final - All Objectives Comprehensive
6. Execute an AIS project using a major accounting software package.		Participating in assignments for class discussion and projects incorporating cooperative learning activities; AIS Final - All Objectives Comprehensive

**Note- Rows can be added*

13. METHODS: Class size is determined by the needs of the students and based on best teaching practices. The course may be offered in traditional face-to-face format, or distance education format. The traditional face-to-face format will include lecture, handouts, group discussions, projects, assessments and exams. The Distance Education format will utilize the learning management to administer lectures, assignments, group discussions, projects, and other content necessary for the successful completion of the course.

14. COURSE ASSESSMENT: The department will collect departmentally-develop rubrics and/or results on exam items across all sections of the course on a regular basis. The assessment data will assist in identifying needed changes to the course to ensure greater student attainment of the Student Learning Objectives. The results of the evaluation will be reviewed by the department, and, if warranted, adjustments to the course will be made.

15. SUPPORTING MATERIALS- SAMPLE TEXTS (Recommended):

Kay, D. (2020). Computer accounting with QuickBooks Online 2020 (2nd ed.). McGraw Hill.

McGraw Hill. Connect.

Indicate possible recommended texts for the course where appropriate, including author/editor, title, publisher, edition, and date of publication. The style of entry should consistently follow a manual such as Turabian, MLA, APA, or an accepted guide in a specific discipline.