

Course Syllabus

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Fermanian School of Business

ACC4020 – Accounting Information Systems

3 Units

Fall 2025

September 2 – December 16

Meeting Days: Tuesday

Instructor: Joseph Dowdy

Meeting Times: 3:00pm – 5:45pm

Email: jdowdy@plnu.edu

Meeting Location: FSB109

Phone: 619-517-1137

Final Exam: (Day/Time): 12/16/24, 3:00pm

Office Location and Hours: *By appointment*

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission



Character ~ Professionalism ~ Excellence ~ Relationships ~ Commitment ~ Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice. cultures.

Course Description

This course explores accounting information systems principles and practices related to designing, maintaining, and enhancing business systems and processes. Topics include business analysis, databases and enterprise systems, internal controls, reporting, IT security and fraud, and emerging technologies. Students will be exposed to various accounting software applications.

Course Learning Outcomes

The student who successfully completes this course will be able to:

1. Demonstrate an understanding of basic terms and concepts in accounting information systems (AIS) (PLO 1, A1 & AC1).
 2. Assess risks and internal controls involved in AIS context (PLO 2, A2 & AC2).
 3. Evaluate the strengths and weaknesses of an organization's business process transaction cycles (PLO 2, A2 & AC2).
 4. Propose appropriate recommendations to improve business processes (PLO 2, A2 & AC2).
 5. Apply appropriate technology to process, retrieve, or analyze data in contemporary data storage structures (PLO 1, 2, A1, A2, AC1 & AC2).
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Program Learning Outcomes

The student who successfully completes the program in Accounting will be able to:

1. Exhibit general knowledge of theories and practices in the core areas of business.
2. Critically analyze and apply business knowledge to solve complex business situations.
3. Demonstrate effective business communication through both written and verbal means.
4. Formulate decisions informed by ethical values.
5. Collaborate effectively in teams.
6. Exhibit detailed knowledge of accounting.
7. Identify issues and evaluate performance using managerial accounting.
8. Prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles (GAAP).



Institutional Learning Outcomes

1. Learning, Informed by our Faith in Christ

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. Growing, in a Christ-centered Faith Community

Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental, and social contexts.

3. Serving, in a Context of Christian Faith

Students will serve locally and/or globally in vocational and social settings.

Required Resources

- *Systems Understanding Aid* – Package, 10th Edition. Armond Dalton: 2020. (ISBN: 9780912503752)
- *Microsoft Excel 365: In Practice*, 2021 Edition - **SIMnet Access**. McGraw-Hill: 2024. (ISBN: 9781266772863)
- Laptop for in-class with Microsoft Excel/Office access. Both Mac and Windows are ok -- Windows is preferred and will make your life much easier.

Note: Students are responsible for having the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

LomaBooks Instructions for Students:

*This course is part of our course material delivery program, **LomaBooks**. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.*

You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.



For more information about **LomaBooks**, please go: [HERE \(https://www.pointloma.edu/lomabooks\)](https://www.pointloma.edu/lomabooks)

Course Credit Hour Information

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over 16 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 112.5 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

Assessment and Grading

Grades will be based on the following:

Course Assignments

<i>Assignment Category</i>	<i>Points</i>
Exam 1	135pts
Exam 2	150pts
Exam 3	60pts
SUA Project	175pts
SIMnet Assignments (Excel Ch1-11)	88pts
SIMnet Project 2 ALT	51pts
SIMnet Project 3 ALT	51pts
Assignments 1, 4, 5, & 6	48pts
Final Project: Exploratory Data Analysis	100pts
Database Project	142pts
TOTAL	1000pts

Student grades for assignments will be posted in the Canvas gradebook no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the gradebook as these comments are intended to help students improve their work. Final grades will be posted by the due date as posted in the Academic Calendar.

Grading Scale



The following grading scale will be used for all exams and final course grades:

- 93-100% = A
- 90 - 92% = A-
- 87 – 89% = B+
- 83 – 86% = B
- 80 – 82% = B-
- 77 – 79% = C+
- *73 – 76% = C
- 70 – 72% = C-
- 67 – 69% = D+
- 63 – 66% = D
- 62 – 60% = D-
- Below 60% = F

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam Schedules](http://www.pointloma.edu/experience/academics/class-schedules) (<http://www.pointloma.edu/experience/academics/class-schedules>) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

Incompletes and Late Assignments

All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late, and assignments will **not be** accepted for credit four days after the due date. If missing assignments result in the failure to meet learning outcomes, you may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. No assignments will be accepted after midnight on Sunday night, the last day of class.

Exceptions for extenuating circumstances must be pre-approved by the instructor and the program director.

Incompletes will only be assigned in extremely unusual circumstances.



PLNU Spiritual Care

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual Life and Formation](https://www.pointloma.edu/offices/student-life-formation) (<https://www.pointloma.edu/offices/student-life-formation>).

State Authorization

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location.

PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

PLNU Academic Honesty Policy



Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)  [\(https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/\)](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/) for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI.

[MLA Style Center: Citing Generative AI](https://style.mla.org/citing-generative-ai/)  [\(https://style.mla.org/citing-generative-ai/\)](https://style.mla.org/citing-generative-ai/)

[APA Style: How to Cite ChatGPT](https://apastyle.apa.org/blog/how-to-cite-chatgpt)  [\(https://apastyle.apa.org/blog/how-to-cite-chatgpt\)](https://apastyle.apa.org/blog/how-to-cite-chatgpt)

[Chicago Manual of Style: Citing Content Developed or Generated by AI](https://www.chicagomanualofstyle.org/ganda/data/faq/topics/Documentation/faq0422.html)  [\(https://www.chicagomanualofstyle.org/ganda/data/faq/topics/Documentation/faq0422.html\)](https://www.chicagomanualofstyle.org/ganda/data/faq/topics/Documentation/faq0422.html)

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu (<mailto:EAC@pointloma.edu>) or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It



is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

Sexual Misconduct and Discrimination

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX (<http://pointloma.edu/Title-IX>). Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu (<mailto:counselingservices@pointloma.edu>) or find a list of campus pastors at pointloma.edu/Title-IX (<http://pointloma.edu/Title-IX>).

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias (<http://www.pointloma.edu/bias>).



PLNU Attendance and Participation Policy

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it. Please note that the "Assignments at a Glance" will update as assignments are posted to Canvas. I typically post assignments the week prior to assigning them.

Course Summary:

Date	Details	Due
Tue Sep 2, 2025	 Week 1 Agenda	to do: 3pm
Tue Sep 9, 2025	 Assignment 1: AI Prompting https://canvas.pointloma.edu/courses/80738/assignments/1200823	due by 2:59pm
		
	 Week 2 Agenda	to do: 3pm
Tue Sep 16, 2025	 Week 3 Agenda	to do: 3pm
Tue Sep 23, 2025	 Exam 1 (Module 1) https://canvas.pointloma.edu/courses/80738/assignments/1200829	due by 3pm
		
	 Week 4 Agenda	to do: 3pm
	 Excel - Chapter 2 - Working with Formulas and Functions https://canvas.pointloma.edu/courses/80738/assignments/1220929	due by 5pm
		
	 Excel - Chapter 3 - Creating and Editing Charts	due 1:00pm



Date	Details	Due
	https://canvas.pointloma.edu/courses/80738/assignments/1220930 	
	 Excel - Chapter 4 - Getting and Managing Data https://canvas.pointloma.edu/courses/80738/assignments/1220931 	due by 5pm
	 Excel - Chapter 1 - Creating and Editing Workbooks https://canvas.pointloma.edu/courses/80738/assignments/1220932 	due by 11pm
	 Week 5 Agenda	to do: 3pm
Tue Sep 30, 2025	 In Practice Excel 365: Application Capstone Project 2 Alternate https://canvas.pointloma.edu/courses/80738/assignments/1220933 	due by 11pm
	 Week 6 Agenda	to do: 3pm
Tue Oct 7, 2025	 Excel - Chapter 5 - Exploring Data Tools, Data Types, and Illustrations https://canvas.pointloma.edu/courses/80738/assignments/1220934 	due by 11pm
	 Week 7 Agenda	to do: 3pm
Tue Oct 14, 2025	 Excel - Chapter 6 - Exploring the Function Library https://canvas.pointloma.edu/courses/80738/assignments/1220935 	due by 11:59pm
Tue Oct 21, 2025	 Week 8 Agenda	to do: 3pm
Tue Oct 28, 2025	 Exam 2 (Module 2) https://canvas.pointloma.edu/courses/80738/assignments/1200830 	due by 3pm



Date	Details	Due
	 SUA Project https://canvas.pointloma.edu/courses/80738/assignments/1200833	due by 3pm
		
	 Week 9 Agenda	to do: 3pm
	 Week 10 Agenda	to do: 3pm
Tue Nov 4, 2025	 Excel - Chapter 7 - Working with Templates and Collaboration https://canvas.pointloma.edu/courses/80738/assignments/1220936	due by 11:59pm
		
	 Assignment 4: SUA UML https://canvas.pointloma.edu/courses/80738/assignments/1200826	due by 2:59pm
		
Tue Nov 11, 2025	 Week 11 Agenda	to do: 3pm
	 Excel - Chapter 8 - Developing and Using Macros https://canvas.pointloma.edu/courses/80738/assignments/1220937	due by 11:59pm
		
	 Assignment 5: Basic SQL https://canvas.pointloma.edu/courses/80738/assignments/1200827	due by 2:59pm
		
Tue Nov 18, 2025	 Week 12 Agenda	to do: 3pm
	 Excel - Chapter 9 - Working with Data Analysis Tools https://canvas.pointloma.edu/courses/80738/assignments/1220938	due by 11:59pm
		
Tue Nov 25, 2025	 Assignment 6: Intermediate SQL https://canvas.pointloma.edu/courses/80738/assignments/1200828	due by 2:59pm
		



Date	Details	Due
	 Exam 3 (Module 3) https://canvas.pointloma.edu/courses/80738/assignments/1200831	due by 3pm
		
	 Week 13 Agenda	to do: 3pm
	 Week 14 Agenda	to do: 3pm
	 In Practice Excel 365: Application Capstone Project 3 https://canvas.pointloma.edu/courses/80738/assignments/1220939	due by 11pm
Tue Dec 2, 2025		
	 Excel - Chapter 10 - Exploring Business Intelligence https://canvas.pointloma.edu/courses/80738/assignments/1220940	due by 11:59pm
		
	 Week 15 Agenda	to do: 3pm
	 Excel - Chapter 11 - Customizing Excel and Using OneDrive and Office Online https://canvas.pointloma.edu/courses/80738/assignments/1220941	due by 11:59pm
Tue Dec 9, 2025		
	 Final Project: Exploratory Data Analysis (Group Presentation) https://canvas.pointloma.edu/courses/80738/assignments/1200832	due by 3pm
		
	 Week 16 Agenda	to do: 3pm
	 Access 365/2021 - Level 4 Black Belt - Credential Exam https://canvas.pointloma.edu/courses/80738/assignments/1220942	due by 11:59pm
		
	 Excel - Appendices https://canvas.pointloma.edu/courses/80738/assignments/1220943	due by 11:59pm
Wed Dec 24, 2025		

Date	Details	Due
	 Excel - Front Matter (https://canvas.pointloma.edu/courses/80738/assignments/1220844)	due by 11:59pm
		
	 Excel - Glossary (https://canvas.pointloma.edu/courses/80738/assignments/1220845)	due by 11:59pm
		
	 Intro Chapter - Windows, Office, and File Management (https://canvas.pointloma.edu/courses/80738/assignments/1220946)	due by 11:59pm
		
	 Academic Honesty Verification Statement (https://canvas.pointloma.edu/courses/80738/assignments/1200822)	
		

