

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2021 Spring (Feb 28, 2021— July 18, 2021)
<u>Course Name</u>	Management Information System
<u>Course Code</u>	BOP201
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	3
<u>Course Hours</u>	48
<u>Prerequisites</u>	None
<u>Instructor</u>	Xiangyu you (Lucy You)
<u>Contact Information</u>	Office: C204 Tele: (010)83951085 Email: youxiangyu@cueb.edu.cn
<u>Office Hour</u>	T: 10:00-12:00 TH: 13:30-15:30 F: 8:00-10:00
<u>Learning Centre</u>	M: 18:00-20:00 T: 15:30-17:30
<u>Grade/Section</u>	2019ACCA2/Y04
<u>Course Time/Place</u>	M: 13:30—15:20 / TH: 8:00—8:50/ 5#206
<u>Textbook</u>	Marshall B. Romney, Paul John Steinbart, 2016 , Accounting Information Systems, 12th Edition, Pearson Press, ISBN 978-7-300-23462-5

Reference Book

- 1 Financial Times
- 2 BBC News

Course Description

This course focuses on teaching students how to apply management information technology to organizations. The main contents of this lesson include: understanding the basic theory of accounting information system and effectively applying accounting information system in practical work. Through this course, students can complete simple transaction process design, master simple system documentation technology, and create basic databases.

Student Learning Objectives

After completing this course, students will be able to:

Explain the basic concepts and terms that provide the foundation of accounting information systems.

Describe the technique of data modeling via entity-relationship diagrams.

Identify the exposures to risk that a firm faces with respect to assets and data.

Describe the data processing steps in the general ledger and financial reporting cycle, revenue cycle, and expenditure cycle.

Website Source

1. <http://www.ft.com/home/asia>
2. <http://bbc.co.uk>

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0- 59

Exam Schedule

Midterm Test: April 26-30, 2021(tentative);

Final Exam: June 21-June 25, 2021(tentative)

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.
but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1	March.1	Syllabus Chapter 1 1.1 Information Needs 1.2 Business Processes Exercises for Ch 1	—
	March.4	Chapter 1 1.3 Accounting Information systems Exercises for Ch 1	—
2	March.8	Chapter 2 2.1 Transaction Processing:The Data Processing in input and Storage 2.2 Transaction Processing:The Data Processing in data processing and output Exercises for Ch 2	—
	March.11	Chapter 2 2.3 Enterprise Resource Planning(ERP) systems Exercises for Ch 2	—
3	March.15	Chapter 3 3.1 Data Flow Diagrams Exercises for Ch 3	—
	March.18	Chapter 3 3.2 Flowcharts Exercises for Ch 3	Practice
4	March.22	Chapter 3 3.3 Flowcharts Exercises for Ch 3	—
	March.25	Chapter 4 4.1 Database Systems Exercises for Ch 4	Practice
5	March.29	Chapter 4 4.2 Relational Databases Exercises for Ch 4	—
	April.1	Chapter 4 4.3 Database Systems and the Future of Accounting	—
6	April.5	Qing Ming Festival	—

	April.8	Quiz	Practice
7	April. 12	Chapter 5 5.1 Revenue Cycle Information System 5.2 Sales Order Entry 5.3 Chinese interpretation Exercises for Ch5	—
	April. 15	Spring Sports	—
8	April. 19	Chapter 5 5.4 Shipping 5.5 Billing Exercises for Ch5	
	April. 22	Chapter 5 5.6 Cash Collection	—
9	April. 26	Midterm-test(tentative)	—
	April.29	Chapter 6 6.1 Expenditure Cycle Information System 6.2 Chinese interpretation Exercises for Ch6	
10	May. 3	Labor Day Holiday	—
	May. 6	Chapter 6 6.3 Ordering Materials, supplies,and Services 6.4 Receiving	—
11	May. 10	Chapter 6 6.5 Approving Supplier Invoices Chinese interpretation	—
	May. 13	Chapter 6 6.6 Cash Disbursements Exercises for Ch6	Practice
12	May. 17	Chapter 7 7.1 Production Cycle Information System	
	May. 20	Chapter 7 7.2 Product Design 7.3 Planning and Scheduling 7.4 Chinese interpretation	—
13	May. 24	Quiz	Practice
	May. 27	Chapter 7 7.5 Production Operations 7.6 Cost Accounting 7.7 Chinese interpretation	—
14	May. 31	Chapter 8	

		8.1 HRM/payroll Cycle Information System 8.2 Payroll Cycle Activities 8.3 Chinese interpretation	
	June.3	8.4 Outsourcing Options: Payroll Service Bureaus and Professional Employer Organizations	—
15	June.7	Presentation (Depending on the course requirements, there may be a small amount of Chinese instruction)	
	June. 10	Presentation (Depending on the course requirements, there may be a small amount of Chinese instruction)	
16	June.14	Dragon-Boat Festival	
	June.17	Q&A	

Note: In the first three weeks, Xuexitong and the Wechat group will be used as the main teaching methods. The Wechat group will be mainly used to inform the students daily study activities and tasks. Xuexitong will be used as the main study platform to organize the study activities. When classes change back to school, Xuexitong will be mainly used to upload PPTs and release some learning materials. Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- ◆ The instructor's office hour is shown in the front of the office door.
- ◆ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ◆ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Spring Semester, 2021	Feb 28, 2021— July 18, 2021
Feb. 28	Registration
Mar. 1	Classes Begin
Apr.4	Qing Ming Festival
Apr.16	Spring Sports
Apr.26 -30	Midterm Test (tentative)
May 1	Labor Day
June 14	Dragon-Boat Festival
June 21-25	Final Exams for Sophomores and Juniors
June 28-July18	Social Practice for Sophomores and Juniors (tentative)
July 3-11	Revision (Freshmen)
July 12-16	Final Exam Period (Freshmen)

July 19

Summer Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: _____

Department Head: _____

