

ACCOUNTING 452 (ACCT 452)

Department of Accounting & Information Systems

Accounting Systems (<http://business.nmsu.edu/~ClassAcct/452scrib/a452Spring2007.html>)
Spring 2007 (Revised 20070115)

INSTRUCTOR: [Dr. E. Scribner \(escribne@nmsu.edu\)](mailto:escribne@nmsu.edu)

Office - BC 316

Phone 646-5163

Office Hours - 1:30 p.m.-3:30 p.m. MTWTh (or by appointment)

TEXTBOOK: ● *Building Accounting Systems Using Access 2003*, Perry & Schneider, South-Western, ©2005.

MATERIALS: ● Three Scantron Mini Essay Books (Form 886-E) available at BC computer lab & NMSU bookstore

● *SAP Sales Order Exercise* available at BC computer lab

● (Optional) Past exams available at BC computer lab

AMERICANS WITH DISABILITIES ACT (ADA) AND INSTITUTIONAL EQUITY

NOTIFICATIONS: Please feel free to call Michael Armendariz, Coordinator of [Services for Students with Disabilities](#), at 505-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially. If you have or believe you might have a disability, contacting Michael's office at the beginning of the semester may result in valuable assistance as you work to succeed in your education.

Please feel free to call Jerry Nevarez, Director of Institutional Equity, at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the course instructor.

COURSE DESCRIPTION: Accounting information systems (AIS) as processors of data for financial reporting and control of economic organizations. The place of the accounting function in the management system. Prerequisites: BUSA 365 or concurrent enrollment.

COURSE OBJECTIVES: Course mastery will enable you to serve organizations in the areas of (1) recording of historical financial and non-financial events related to accounting; (2) design and

application of technology for financial and non-financial information management; (3) risk assessment and assurance related to fraud and errors in information processing; and (4) internal controls and security in AIS. As a result of learning experiences with accounting databases in the course, you will gain a feel for the inner workings of database accounting systems and, with some additional on-the-job training, will be able to serve as a member of a team implementing such systems as [Oracle PeopleSoft](#) and [SAP](#), in all sizes of organizations. There will be a project in enterprise computing using SAP R/3 to give you experience in navigating your way through and processing transactions in an enterprise resource planning (ERP) system. Information Systems (IS) students will learn how to apply knowledge of data bases to accounting applications, and accounting students will learn ways to systematize accounting information for decision making; other students will gain a richer understanding of the capabilities of the information systems that support strategic and tactical decisions. Although much of your work will rely heavily on Microsoft [Access](#), the objective is not to learn or promote a particular software package but to learn how data base concepts are strengthening accounting information systems.

EXAMINATIONS: There will be two regular exams and a comprehensive final. Exams will cover lecture material, material from the textbooks, and guest speakers' presentations. It is important to contact the instructor as soon as possible to discuss your grade computation or makeup arrangements should you have to miss an examination for health or family emergency reasons or for university-sponsored events.

When objective questions are used, no credit will be given for answers marked correctly on the exam but incorrectly on the answer sheet. Transfer all answers carefully.

THE REAL WORK: Although there will be significant in-class coverage of AIS, student participative learning will dominate your time in the course. The main vehicle for this outside the classroom is the MS Access activity, which provides an opportunity to learn and apply concepts. If you wish to purchase MS Office for use at home, make sure you get the professional edition because the small business edition does not include Access. Work as rapidly as you can through the text material on each chapter as you [sit at a computer](#), and turn in the computer exercises indicated in the class schedule at the end of this syllabus. Research indicates that students learn more by working together rather than alone outside class. Work and study together, but make sure each person ends up knowing what he or she is doing; it's not acceptable to turn in an assignment that someone else did.

LATE SUBMISSIONS: There is a two-point penalty for each weekday (or portion thereof) an assignment is late, up to a maximum of ten points. Late projects will be accepted only through the last day of class **prior to finals week**.

EVALUATION: Your grade will be based on the total number of points that you earn. The points associated with each of the graded areas, and the total points required to earn the various grades, are shown below. The instructor reserves the right to relax the standards and to make judgment calls at the end of the semester.

Component	Points
Regular exams (2 @ 100 pts)	200
Comprehensive final	100
Access projects (6 @ 20 pts)	120
SAP R/3 project	40
Total Points	460

A (Excellent, distinguished)	414-460 points
B (Very good, above average)	368-413 points
C (Average, normal)	322-367 points
D (Below average)	276-321 points
F (Failing)	0-275 points

As noted above, there is a two-point penalty for each weekday (or portion thereof) an assignment is late, up to a maximum of ten points. Late projects will be accepted only through the regular class meeting that precedes the final exam.

CPA EXAM AND 150-HOUR REQUIREMENT: New Mexico law requires applicants for the CPA Examination to have at least 150 semester hours of education. Texas and most other states also have the 150-hour rule, but the nature of these 150 hours can vary significantly from state to state. For example, in New Mexico, only 30 total hours of accounting are required to sit for the CPA exam, and 3 of these hours can be in business law. In Texas, 30 UPPER DIVISION accounting hours, plus an approved accounting ethics class, are required to sit for the exam. Including sophomore-level accounting courses, this totals 39 hours of Accounting. (NMSU will provide a Texas-approved accounting ethics class beginning in Fall 2005.)

To find the requirements for a particular state, see the following AICPA website, which links to the various state boards of accountancy: <http://www.aicpa.org/yellow/ypsboa.htm>

Many who plan to sit for the CPA Exam choose to remain in school for a Master of Accountancy (MAcc) degree. If you are thinking about a career in public accounting, you should consider this program as the most beneficial way to enhance your background and credentials before accepting a career position. In addition, the MAcc degree should allow you to meet the CPA certification requirements in virtually any U. S. jurisdiction. If you are interested in entering the MAcc program at NMSU, please contact the director, Dr. Cindy Seipel (cseipel@nmsu.edu , Room BC 333, 646-5206) for more information. Qualifying NMSU undergraduates can earn both the Bachelor of Accountancy and Master of Accountancy degrees with a total of 152 credits (six fewer than the usual 128 bachelor's plus 30 master's). If you are interested in this faster-track program, please see Dr. Seipel BEFORE your last semester as an undergraduate.

ADMINISTRATIVE NOTES AND ADVICE: It will be assumed that you are aware of all material covered and all announcements made in class. Should you ever have to miss a class, be sure to obtain

this information from a classmate.

Never take too many courses. A course load of 16 credits during the regular semester should require 16 hours of class time plus a minimum of 32 hours of preparation time per week, for a total of 48 hours. Add a 20-hour-per-week job on top of that and you have a 68-hour work week, which is a recipe for burnout. A course load of just 3 credits in a summer session is significant if you have other major responsibilities. Keep this in mind when taking on other commitments and when scheduling your courses.

It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence should be provided to the instructor by the sponsoring department."

A grade of "**I**" (**Incomplete**) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog.

Should you ever wish to file a grievance with some administrative office or faculty member on campus, check the details of the process in the "General Information" section of the [Undergraduate Catalog](#). Probably the most important thing for you to know about a grade appeal (besides the fact that there is an appeals process) is that you must initiate the process by submitting a written appeal to the faculty member within 30 days of the start of the term following the term in which the grievance occurred.

In all your courses, always keep any graded assignments or exams that are handed back to you in case the instructor fails to record any of them.

Student misconduct is extremely rare in this course; in the unlikely event there is a problem, it will be handled in accordance with the [Student Handbook](#).

If you are taking this course under the **S/U option**, you must earn a "C" or better ("B" or better if you are a graduate student) to receive a grade of "S."

Many accounting and IS students have found that interning under the **cooperative education (CO-OP)** program is a valuable activity that sets them apart from students without practical experience. Some employers hire almost exclusively from their internship program. Contact the Co-op office in Garcia Annex (646-4115), visit with Celina Talamantes in the Advising Center in Guthrie Hall, and frequently check the NMSU web page links to the [placement and co-op offices](#).

NMSU offers other great opportunities to obtain valuable and memorable experiences from [studying abroad](#) or [elsewhere in the U.S.](#) on international and national student exchange programs. Pay NMSU

tuition, which is low compared to most schools, while studying in another country or another region of the U.S.

When researcher Richard Light interviewed 1,600 students at Harvard and more than 20 other higher education institutions and asked them to describe a specific, critical incident or moment that changed them profoundly, 80 percent of them chose a situation or event outside the classroom. The evidence indicates that learning outside the classroom, especially in residential settings and extracurricular activities, is critical.

Also keep in mind that prime interviewing season for **permanent positions** is the fall. Regardless of when you are graduating, register with Placement and interview diligently in your last fall semester. In addition to a good academic record, abilities and experiences that make you a more desirable candidate in the eyes of interviewers include computer skills, oral and written communication skills, at least one internship or comparable work experience, at least one elected office in a campus organization, student membership in a professional organization such as the AICPA (see links to student pages of this and other organizations on the instructor's home page), and fluency in a language in addition to English.

Make sure your resume has been critiqued and that you have gone through at least one simulated interview at the Placement office. Interview "performance" is crucial to your chances for success. Companies call the 30-minute on-campus interview the "screening" interview. At this stage they are usually choosing students that they consider suitable for a day-long interview at the company itself. The 30-minute interview typically consists of about 20 minutes in which the interviewer asks you questions and about 10 minutes in which you are expected to ask intelligent questions about the company and the nature of your work there. Thus you should "do your homework" by finding out things to ask about the employer. This is probably not the time to ask about starting salary and time off (you can do that at the all-day interview if you get that far; if you don't, get that far, it's a moot point anyway).

Never mistake activity for achievement.

--John Wooden

There are two kinds of people, those who do the work and those who take the credit. Try to be in the first group; there is less competition there.

--Indira Ghandi

If everything is under control, you're not driving fast enough.

--Parnelli Jones

KEY DATES:

01/30/07	Deadline for late registration/course addition
----------	--

01/30/07	Deadline for degree application (http://www.nmsu.edu/~registra/) (graduating seniors) without late fee
02/02/07	Free luncheon for all accounting students--speaker Coach Reggie Theus (RSVP with Patti in BC 228)
03/12/07	Last day to drop a course with a "W"
03/16/07	Last day to notify instructors of final exam schedule hardship (see inside back cover of NMSU Class Schedule)
04/20/07	Last day to withdraw from the university (not as drastic as it sounds)
05/03/07	Last chance (midnight) to turn in any late projects

COMMUNICATION SKILLS: For any assignments that involve writing, refer to the web page, [Tips on Business Writing](#).

Class Schedule

Subject to Modification (especially to fit guest speakers' schedules), Except for Exam Dates

Class No.	Date	Topics	Assignments and Comments
1	20070118	Introduction to accounting information systems (AIS)	Syllabus. Obtain the textbook. (<i>Note: Don't purchase an Access textbook that has no CD.</i>)
2	20070123	AIS overview	Skim Ch. 1. Also see the screen capture hint in the WebCT Bulletin Board. Note 1: When you need to print tables, query outputs (dynasets), forms, or reports, print them directly from Access. Only when you need to print something like a design view that doesn't print directly from Access should you use a screen capture. Note 2: If you are working at home and are using an old version of Windows, you may need to uncheck the "Read Only" property of files that you copy from your

			CD to your hard drive (see page 33 of textbook).
3	20070125	AIS overview (cont'd)	Ch. 2 (Intro to Access). (Keep working through Access book every day, page by page as much as possible, coming in for help as needed.)
4	20070130	Electronic commerce, electronic business, electronic data interchange (EDI), infrastructure, XBRL , security	Ch. 2 (Intro to Access); turn in three dynasets for Project 1 as follows: In the Ch02 database, run the query <i>qryClient1015Stock</i> . Go to design view, and, on the criteria line for ClientID, change the number from 1015 to 1008 and view the resulting dynaset. (a) Now change the sort order of the rows so that the query shows rows in ascending order (low to high) by Price. Print the dynaset. (b) Now change the sort order so that the query returns the rows in descending order (high to low) by Volume. Print this dynaset. (c) Finally, combine these sort criteria so that the dynaset is sorted first in descending order by Volume and then in ascending order by Price for all rows that have the same volume. One way to do this is Advanced Filter/Sort. Print the resulting dynaset.
5	20070201	Documentation	Ch. 3 (Databases and AIS) (skim); start working through Ch. 4 (Tables and queries); flowchart symbols handout
6	20070206	Business processes and transaction processing systems	Ch. 4 (Tables and queries); turn in Project 2 as follows: In the Ch04 database, create a new query for all inventory items on hand with a price between \$5.80 and \$7.40, inclusive . Include these exact fields in this exact order in your query: ItemID, Name, Price, and OnHand. Sort the output in ascending order by Price (-2 points if not). Turn in the following two items: (a) the final sorted dynaset printed directly from Access (-2 points if a screen

			capture) and (b) the design view of your query printed by using a screen capture.
7	20070208	Business processes and specialized industries	Ch. 4 (Tables and queries); turn in Problem 4, bottom of p. 207 (Project 3)-- first three pages of a query that you create showing InvoiceID, ItemID, Quantity, UnitPrice, Discount, InvoiceDate, OrderDate, CustomerID, EmployeeLastName, CompanyName, PhoneNumber, and ExtendedPrice (in currency format). Minus 2 points if you turn in a screen capture of the dynaset rather than printing it directly from Access. Minus 1 point per missing column. Minus 1 point if Extended Price is not in currency format. Minus 3 points if Extended Price is computed wrong. Just pay attention to the detail and you'll be fine.
8	20070213	Enterprise resource planning (ERP) systems; SAP Navigation	Ch. 5 (Forms and reports); ERP handout
9	20070215	Artificial intelligence (AI) applications	Ch. 5 (Forms and reports)
10	20070220	Knowledge management (KM)	Ch. 5 (Forms and reports); KM handout; Turn in Project 4 as follows: In the Ch05 database, create a form similar to the one at the bottom of page 212 (Figure 5.2). Include the exact same columns in the same order as in that form except for Sex (Gender) and Notes--do not include those two columns. Print only the first page of the form directly from Access and turn it in. (Hint: Use Form Wizard based on <i>tblEmployee</i> and tabular format. After the wizard generates the form, go into design view and tidy it up, making sure the column labels don't get cut off (truncated)

			and that the form looks nice and neat. When you save the form, give it a name starting with <i>frm</i> . When you are ready to print, use the File menu, select Print, and tell it to print only Page 1.)
11	20070222	Exam I (all material to date)	Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.
12	20070227	Introduction to controlling fraud and errors	Ch. 6 (Revenue generation process) FYI: " 25 Reasons Employees Lie, Cheat, and Steal ," <i>SmartPros</i> , September 2006 --- http://accounting.smartpros.com/x54052.xml
13	20070301	Controlling fraud and errors	Ch. 6 (Revenue generation process); SAS No. 99 handout. AICPA <i>Journal of Accountancy</i> Article FYI: http://www.aicpa.org/pubs/jofa/aug2003/rose.htm (Has a downloadable Excel spreadsheet that will test sample data against Benford's Law . A similar one without graphs is at http://www.ss64.com/office/BenfordsLaw.xls .)
14	20070306	Controlling fraud and errors	Ch. 6 (Revenue generation process) Articles by NMSU fraud specialist Bob Schoener, CFE: http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050332 http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050336 AICPA <i>Journal of Accountancy</i> Articles FYI: http://www.aicpa.org/pubs/jofa/oct2003/wells.htm http://www.aicpa.org/pubs/jofa/mar2003/wells.htm

			http://www.aicpa.org/pubs/jofa/nov2004/wells.htm
15	20070308	Sales process in SAP R/3. Guest speaker, Michelle Goeke	Ch. 6 (Revenue generation process)
16	20070313	Using Access to detect fraud	Ch. 7 (Purchasing process) AICPA <i>Journal of Accountancy</i> Article: http://www.aicpa.org/pubs/jofa/may2004/wells.htm <i>The CPA Journal</i> Article covered in class: http://www.nysscpa.org/cpajournal/2005/405/essentials/p58.htm
17	20070315	Controlling fraud and errors	Ch. 7 (Purchasing process)
18	20070327	COSO Enterprise Risk Management	Ch. 7 (Purchasing process); turn in Practice Exercise 2, p. 366 (Project 5)-- check register. (WebCT has a hint on this one. Two points off if you show more than one line per check, four points off if you have the wrong amounts for some checks, one point off if any dollar amounts are not formatted as fixed with exactly two decimal places or with currency format.) COSO ERM handout.
19	20070329	Internal control: Big 4 Firms Sec. 404 Education Ctr. ; COBIT	Ch. 8 (Payroll process). Sarbanes-Oxley handout.

20	20070403	General and application controls	Ch. 8 (Payroll process); turn in Practice Exercise 3, p. 414 (Project 6)--Modifying the payroll system to enable withholding for medical insurance. The federal withholding tax (FWT) calculation provides a good example from which to work. Most medical insurance plans give employees the option of covering themselves, themselves and their spouses, themselves and all dependents, or choosing no coverage. These four or five coverage levels each cost a different amount. These amounts can be stored in a table much like tblExemption with a primary key that is linked as a foreign key in tblEmployee. You should modify any payroll calculation queries or reports to include the new deduction. All you need to turn in is the dynaset (datasheet view) of your new <i>qryNetPay</i> .
21	20070405	Review	
22	20070410	Exam II (material since Exam I)	Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.
23	20070412	System development life cycle (SDLC)	Ch. 9 (Production process)
24	20070417	Accounting software and data conversion: Guest speaker, Robert Wharff, of Robert Wharff, CPA, LLC, Albuquerque, NM	Ch. 9 (Production process); PowerPoint handout
25	20070419	REA modeling	Ch. 9 (Production process); Review Access Ch. 3, pp. 143-149; Normalization handout

26	20070424	Normalization issues; systems assurance	Ch. 9 (Production process); SAP Project due
27	20070426	Systems assurance (cont'd.); ZZZZBest Fraud	Ch. 9 (Production process)
28	20070501	Specialized industry--Property Management, Guest Speaker, Judy Gregory, 1st Valley Mgt Group	Ch. 10 (Automating database procedures) (Ch. 10 won't be on the exam, but you should skim it for future reference.)
29	20070503	Review	Last chance to turn in any late projects, 5:00 p.m. today.
30	20070508	Exam III for Sec. 2 (comprehensive)	ACCT 452.02 (6:00 class): 6:00 p.m. - 8:00 p.m. May 8 (Tuesday) , regular classroom Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.
31	20070510	Exam III for Sec. 1 (comprehensive)	ACCT 452.01 (10:20 class): 10:30 a.m. - 12:30 p.m. May 10 (Thursday) , regular classroom Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.