

ACCOUNTING 452 (ACCT 452)

Department of Accounting & Information Systems

Accounting Systems (<http://business.nmsu.edu/~ClassAcct/452scrib/a452Fall2008.html>)
Spring 2009 (Updated 20090112)

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

Office: BC 316 Phone (575) 646-5163

Office Hours: 1:45 p.m. - 3:45 p.m. MTWTh (and by appointment)

TEXTBOOK: ● None (see "Materials" below)

MATERIALS: ● (Do not purchase until after first class meeting.) *Fly a Kite Case: Processing Transactions Through the Logistics and Support Processes of SAP (Version 4.0) (1) Student Text (62 pages) and (2) Student Exercises (92 pages)* available for purchase at BC computer lab. Do not purchase until after first class meeting. No copies are on reserve for checkout because (1) you need to be able to write in the exercise book and (2) these materials are very inexpensive compared to textbooks.

● Last academic year's exams (optional)--also available at BC lab for a page charge fee.

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

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: At the conclusion of the course, students will be able to serve organizations in the areas of (1) analyzing and 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 experience, 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 be able to apply knowledge of data bases to accounting applications, and accounting students will learn ways to systematize accounting information for decision making; finance, international business, and other students will gain a richer understanding of the capabilities of the information systems that support their strategic and tactical decisions in the workplace. Results may vary.

EXAMINATIONS: There will be two regular exams and a comprehensive final. Exams will cover lecture material, material from the homework, and guest speakers' presentations. 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 topics, student participative learning will dominate your time in the course. The main vehicle for this outside the classroom is the SAP project, which gives you experience navigating the menus of SAP R/3 (the leading software among the Fortune 500 companies) and seeing how ERP integrates business processes.

LATE SUBMISSIONS: There is a two-point penalty for each weekday (or portion thereof) an assignment is late, up to a maximum of 10 points penalty per assignment. Late projects will be accepted only through the last day of class prior to finals week (absolutely no exceptions to this since the actual deadline was earlier in the semester).

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
SAP R/3 projects	100
Total Points	400

A (Excellent, distinguished)	360-400 points
B (Very good, above average)	320-359 points
C (Average, normal)	280-319 points
D (Below average)	240-279 points
F (Failing)	0-239 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 penalty per assignment. 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/yposboa.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 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.

Here is a helpful link for determining what to wear to events (business casual, etc.): <http://www.ncf.edu/CareerServices/Documents/DressForSuccess.htm>

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:

01/14/09	Deadline for filing degree application without a late fee (students graduating at end of this semester) (Note: If you are petitioning to walk at Spring commencement but are not graduating until summer, you are not supposed to turn in your degree application until the summer schedules are posted online, which is around mid-February.)
01/26/09	Last day to add a course
03/09/09	Last day to withdraw from a course with a "W"
04/17/09	Last day to withdraw from the university (not as drastic as it sounds)
04/24/09	Accounting majors attend Professional Development Seminar
04/30/09	Last chance 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	20090115	Introduction to accounting information systems (AIS)	Syllabus--available on WebCT
2	20090120	AIS overview	Register at Placement and Career Services office in Garcia Annex if not already registered with them so that you can participate in the interview process. Obtain <i>Fly a Kite</i> case materials and read pages 3 through 7.
3	20090122	AIS overview (cont'd); e-business, e-commerce, EDI, XBRL , security	Read <i>Fly a Kite Student Text</i> pages 8 through 16. Read WebCT Bulletin Board.

4	20090127	<u>Documentation</u>	Learn flowchart symbols from handout; learn Yourdon DFD symbols.
5	20090129	<u>Enterprise resource planning (ERP) systems;</u> SAP R/3 navigation	Log into SAP in the BC computer lab before the next class meeting. The necessary information to do this will be given in class. After you have logged in and have changed your password, write down your new password and keep it in a safe place.
6	20090203	Business processes, transaction processing, and specialized industries	Begin working carefully on <i>Flya Kite Student Exercises</i> , starting on page 2. Accounting majors attend Meet the Firms this evening.
7	20090205	AIS issues in practice--Celine Rimbert and John Burke, <u>Accounting & Consulting Group, LLP</u> (more on SAP if speakers unavailable)	Keep working on <i>Flya Kite</i> . Look ahead in this schedule and take note of the first assignment to turn in so you can pace yourself.
8	20090210	Artificial intelligence (AI) applications; Knowledge management (KM)	Keep working on <i>Flya Kite</i> .
9	20090212	Review	Keep working on <i>Flya Kite</i> .
10	20090217	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.
11	20090219	Introduction to controlling <u>fraud</u> and errors	Turn in screen capture at end of page 15 (Exercise MM12) of <i>Student Exercises</i> (20 points). To print a screen, press the PrintScreen key, then open a blank document in Word and press Ctrl V (or click on Edit-->Paste); you can then print from Word. FYI: "25 Reasons Employees Lie, Cheat, and Steal," <i>SmartPros</i> , September 2006 --- http://accounting.smartpros.com/x54052.xml

12	20090224	Controlling fraud and errors	<p>Keep working on Flya Kite. Read <i>Student Text</i> pages 17 - 28. Look ahead in this schedule to the next due date so you can pace yourself through the Production Logistics (PP) exercises.</p> <p>SAS No. 99.</p> <p>AICPA <i>Journal of Accountancy</i> Article FYI:</p> <p>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 .)</p>
13	20090226	Controlling fraud and errors	<p>Articles FYI by NMSU fraud examination specialist Bob Schoener, CFE:</p> <p>http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050332</p> <p>http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050336</p> <p>http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=50340</p> <p>AICPA <i>Journal of Accountancy</i> Articles FYI:</p> <p>http://www.aicpa.org/pubs/jofa/oct2004/wells.htm</p> <p>http://www.aicpa.org/pubs/jofa/mar2004/wells.htm</p> <p>http://www.aicpa.org/pubs/jofa/nov2004/wells.htm</p>
14	20090303	Ethical dilemmas	<p>Turn in screen capture required on page 22 (Exercise PP06) (20 points).</p> <p>AICPA <i>Journal of Accountancy</i> article FYI:</p> <p>http://www.aicpa.org/pubs/jofa/may2004/wells.htm</p>

15	20090305	Using MS Access to detect fraud	Keep working on <i>Flya Kite</i> . <i>The CPA Journal</i> Article to be covered in class: http://www.nysscpa.org/cpajournal/2005/405/essentials/p58.htm
16	20090310	Internal control concepts	Turn in screen capture required at end of page 29 (Exercise PP13) (20 points). When entering Settlement Period and Posting Period, use the current month (10 for October). If the fiscal year defaults to 2007 or anything other than 2008, change it to 2008. Optional article on internal control FYI: http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=50302
17	20090312	Internal control concepts	Read <i>Student Text</i> pages 29 through 41.
18	20090317	Internal control: COSO Enterprise Risk Management ; Big 4 Firms Sec. 404 Education Ctr. ; COBIT	Keep working on <i>Flya Kite</i> . Look ahead to next due date so you can pace yourself.
19	20090319	General and application controls	Keep working on <i>Flya Kite</i> .
20	20090331	Review	Keep working on <i>Flya Kite</i> .
21	20090402	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.
22	20090407	System development life cycle (SDLC)	Turn in screen capture as required near bottom of page 58 (Exercise SD22) (20 points).
23	20090409	SDLC (cont'd.)	Keep working on <i>Flya Kite</i> . Read <i>Student Text</i> pages 42 through 55.
24	20090414	REA modeling	Keep working on <i>Flya Kite</i> . REA & Normalization handout
25	20090416	Normalization	REA & Normalization handout

26	20090421	Accounting software and data conversion: guest speaker, Robert Wharff, of Robert Wharff, CPA, LLC, Albuquerque, NM	Turn in screen capture as required at bottom of page 74 (Exercise FICO14) (20 points).
27	20090423	AIS assurance	
28	20090428	ZZZZBest Case	
29	20090430	Review	Last chance to turn in any late projects. Late penalty will be assessed, but some credit is better than none.
30A	20090505	Exam III for Section 2 (comprehensive)	ACCT 452.02 (4:00 p.m. class): 3:30 p.m. - 5:30 p.m. May 5 (Tuesday) , Guthrie 201. Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.
30B	20090507	Exam III for Section 1 (comprehensive)	ACCT 452.01 (10:20 a.m. class): 10:30 a.m. - 12:30 p.m. May 7 (Thursday) , BC 247. Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser.