ACCT 351 – Accounting Systems  
College of Business Administration  
New Mexico State University  
Course Outline  
Fall, 2013

Professor: Dale Spencer         GU 307  
Office Phone: 646-2004

Office Hours:  2:30 – 3:30 M,W and by appointment

Course Description: Analysis and evaluation of existing manual and computer-based accounting systems. Application of systems analysis and design techniques to case studies and actual organizational systems. Design of input edits and audit trail outputs as integral system components. Students will develop hands on experience using Excel and SAP using a case study approach.

Course Objectives:
At the end of the course students should be able to
1. Describe electronic transaction process & Enterprise Resource Planning
2. Provide examples of systems documentation techniques.
4. Employ internal controls in accounting systems design.
5. Demonstrate knowledge of effective design for reliability, security and confidentiality.
6. Explain introductory audit concepts as applied to accounting systems.
7. Apply knowledge of the revenue cycle, expenditure cycle and production cycle using AIS
8. Demonstrate applied knowledge of the general ledger and reporting system
9. Demonstrate knowledge of systems development, analysis and design
10. Display working knowledge of excel
11. Display working knowledge of SAP

Required Materials:

Learning Methods: You will have the opportunity to learn from lectures, in class activities, and applied project work using Excel and SAP. Ask questions frequently in class. Please come to class well prepared and ready to participate actively in class discussions by reading the material before each session, and attempting assigned homework problems and exercises.

Other resources: Powerpoint presentations, and self-study quizzes for each chapter are available. At the Canvas course homepage. Also available is the “student companion site. An “Academic Survival Kit” with resources on writing and presentation skills is available on the College web page at http://business.nmsu.edu/students/survival-kit/.

Canvas:
Upon registering for this course you will be enrolled in the Canvas Page for this course. You may access it via the Internet at http://learn.nmsu.edu. You will be expected to visit this site regularly and use it as one of the key tools for this course.

**Grade Composition:** Determination of the final course grade will be based on the cumulative points you earn from the following evaluations:

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Quizzes</td>
<td>150</td>
</tr>
<tr>
<td>Excel/SAP/ R/3 Homework</td>
<td>150</td>
</tr>
<tr>
<td>Semester exams (2 each)</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

Grades are guaranteed according to the following scale:

- A: 90% and above
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: below 60%

A grade of “C” or better must be earned to qualify as satisfactory performance on an S/U option for undergraduates. Graduate students must earn a grade of “B” or better to qualify as satisfactory performance under an S/U option. There will be NO extra credit projects available to individual students.

**Homework/Quizzes/Participation:**

- **Homework** assigned for a particular day must be completed prior to that meeting day. You should be prepared to submit any assigned problem in the chapter being discussed that has not yet been covered in class. An acceptable solution is one from which the instructor can infer that you have made a genuine attempt to learn the content of the assignment. **NO LATE HOMEWORK WILL BE ACCEPTED.** If you must be gone for a particular class meeting, submit your work early.

The assignments for this course can be found in course schedule on Canvas and arranged by class date. The “Work Due” column shows assignments due the following class period

**Participation:**

1. I expect to start classes promptly and end promptly according to the published class schedule times. I expect students to come on time and prepared to learn. I expect students to behave professionally in class. Permission to attend and participate in class is contingent upon such non-disruptive and appropriate behavior.

2. Excessive absences, aside from impact on in-class assignments, will have negative consequences. Most important is the lost learning opportunity, followed by low performance on exams. In accordance with university policy, the instructors reserve the right to administratively withdraw students from the class for lack of attendance.

**Exams:** There will be two regular semester exams and a final. The exams will be based upon text material, homework assignments and class discussion and will consist of multiple choice questions, matching, problems, and financial statement preparation. The final exam will include new topics and comprehensive coverage of topics covered in earlier exams. The grade earned on comprehensive portion of final exam may replace your lowest exam grade on an earlier exam.
Course Standards:

**Absences:** Regular attendance is expected. You are responsible for all materials covered and announcements made during class. To receive an excused absence for university for health reasons, you must provide a signed document excusing you from class that day. Students who miss an exam for a legitimate and documented reason will substitute their final exam score for the missed exam. For students who are participating in university activities, a letter from the sponsoring department must be provided a week prior to the activity.

Grades for all assignments will be posted to the “My Grades” section of WebCT. You have 1 week from the time grades are posted to dispute a grade. After this 1 week period, the grade will be locked and cannot be changed.

**Dishonesty:** Plagiarism will not be tolerated and will, at a minimum, result in a "0" on the assignment. See your student handbook for a definition and a list of penalties if caught. Cheating on examinations, or other serious forms of academic dishonesty, will result in a final course grade of "F" (and a required report to university officials).

**Calculators:** Calculators are necessary in order to complete exams quickly and accurately. You will need a silent, battery- or solar powered calculator capable of performing basic arithmetic functions. You will be well served in your efforts as a student if you buy one that also performs basic financial calculations (present values, etc.). You may not share calculators during exams.

**Incomplete ("I" grade):** The course grade of "I" will be assigned only in circumstances covered in the undergraduate catalog.

**STUDENTS WITH DISABILITIES:** If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Diana Quintana, Director of University Disability Services. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Faculty Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Within a few days of the start of the semester, register with SSD &amp; obtain forms.</td>
<td></td>
</tr>
<tr>
<td>2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).</td>
<td></td>
</tr>
<tr>
<td>3. Within 5 days of giving the forms to faculty &amp; at least 1 week before any scheduled exam, retrieve the signed forms from faculty &amp; return them to SSD.</td>
<td></td>
</tr>
<tr>
<td>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</td>
<td></td>
</tr>
<tr>
<td>1. Within five 5 working days after student gives you the forms, sign them, retain a copy, &amp; return originals to the student.</td>
<td></td>
</tr>
<tr>
<td>2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.</td>
<td></td>
</tr>
<tr>
<td>3. Refer the student to SSD for any additional accommodations.</td>
<td></td>
</tr>
</tbody>
</table>

**Writing:** Your writing matters. The quality of your writing will affect your grades on examinations and assignments prepared out of class. Surveys of managers consistently show that they consider the lack of adequate communications skills to be the greatest deficiency of the graduates they hire. Therefore turn-in your homework assignments “professionally” accomplished: e.g., organize and label your work using styles and formats as shown in the text.

**Changes:** I reserve the right to change classroom policies or assignments if circumstances dictate. Any changes will be announced in class and it is your responsibility to be aware of them.