



W. Fielding Rubel School of Business
Fall 2014 Syllabus
ACCT 425

Advanced Accounting Issues: Accounting Information Systems

Course Prerequisite(s): ACCT 212, 313, senior standing
Section 01, MW, 3:00 – 4:15 pm, H013

Instructor: Dr. David T. Collins
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Office Hours: Mondays – 1:00 to 3:00 pm, Wednesdays – 1:00 to 2:00 pm, and by appointment.

Required Materials:

Text:

Core Concepts of Accounting Information Systems, 12e, Simkin, Rose, and Norman (Wiley, 2012).

Accounting Practice Sets:

Systems Understanding Aid, 8e, Arens & Ward (Armond Dalton Publishers, Inc., 2012)
Computerized Accounting Using QuickBooks Pro 2012, Arens (Armond Dalton Publishers, Inc., 2012)

Optional Materials: None

Course Description: Accounting Information Systems provides students with an understanding of the collection, processing, and communication of accounting data using both manual and computerized accounting systems. The accounting systems are studied from an accounting cycle perspective and include the analysis and design of the revenue and expenditure cycles and the general ledger, financial reporting, and management reporting systems. The course includes an analysis of the risks associated with contemporary information systems and emphasizes the nature and relevance of the internal controls that provide a foundation for auditing those systems.

Earned excellence.



The mission of the W. Fielding Rubel School of Business is to provide student centered, quality education in the Catholic liberal arts tradition at the undergraduate and master's levels. The Rubel School is enriched by the diverse intellectual perspectives inherent in the overall mission of Bellarmine University.

Course Student Learning Outcomes: This course meets the following learning goals adopted by the Department of Accounting in the W. Fielding Rubel School of Business:

1. Students will be able to describe and use both manual and computer-based systems that meet the functional accounting needs of for-profit companies.
2. Accounting graduates will be prepared for professional accounting positions.
3. Students shall be able to express themselves clearly and professionally in oral presentations.

The student learning outcomes will be met through coverage of the following specific course objectives.

- A. Developing foundational knowledge through an understanding of:
 - 1) The design of accounting information systems, including: database structures, data flow diagrams, and systems flowcharts.
 - 2) The risks associated with accounting information systems and the controls that assure the accuracy and reliability of accounting data and that enable information systems to be audited.
- B. Cultivating critical thinking and decision making skills through assignments that require the application of foundational knowledge.
- C. Building upon the foundational knowledge through the use of both manual and computer-based accounting systems that demonstrate how economic data is transformed into financial information.

Course Methodology: Learning outcomes will be achieved through a number of pedagogies including:

Lecture/Class Discussion/Chapter Assignments: The discussion and sharing of knowledge, experiences, opinions and ideas sharpens analytical skills, improves judgment, and enhances conceptual skills. Assigned readings will be covered in class to varying degrees. In some instances the basic concepts and theories will be addressed in detail while in others additional examples, applications, and extensions of the material will be presented or solicited. Whatever the degree of lecture, students will be actively involved, particularly through the chapter assignments.

Accounting Practice Sets: Students will complete the Systems Understanding Aid, which is a comprehensive manual accounting practice set that is designed to help students understand:

- Flowcharts, documents, records, internal controls, and their role in the accounting process.
- The accounting cycle through accounting transactions and their relationship to financial statements.

Students will complete the Computerized Accounting assignment, which is a comprehensive computerized accounting practice set that is designed to help students understand:

- The installation and use of commercially-available accounting software.
- Recording transactions and adjustments, performing month-end and year-end entries, and preparing financial statements.
- New company setup, internal and access controls, and other features of accounting software.

Individual Presentation: Each student will prepare an individual presentation on a course topic (with instructor approval) that will demonstrate an understanding of the course material and the student's ability to clearly and professionally express themselves in oral presentations.

Expectations for this Class: To support the Course Learning Outcomes, upon completion of this course, the student should be able to:

1. Explain the function of a basic AIS system as a collection of hardware, software, data, people, and procedures that work together to accomplish processing tasks.
2. Document an AIS in order to explain how the system works, draw flow diagrams to provide both a physical and a logical view of an AIS system, and explain the fundamental concepts of database systems.
3. Explain the revenue and expenditure cycles and how accounting information systems produce financial statements and other management reports.
4. Explain the importance of controls and security, identify risks and other weaknesses, and evaluate the effectiveness of an organization's security designed to protect confidential information.
5. Explain internal controls mandated by SAS No. 99 and the Sarbanes-Oxley Act of 2002 and why IT auditors are in demand.
6. Evaluate accounting information system performance, costs and benefits, maintainability, and compatibility with other systems.
7. Evaluate appropriate software packages for businesses.

Attendance Policy: Attendance is important for an understanding of the material covered. It is your responsibility to attend class and keep up with the work assigned. Advanced notification of absences will be expected via email and/or phone and emergency circumstances should be communicated at the earliest possible time, even if the class has already been missed.

The University requires students who will be absent from class while representing the University to inform their instructors in two steps. During the first week of the course, students must meet with each instructor to discuss the attendance policy and arrangements for absences related to University-sponsored events. Second, students must provide the instructor with a signed Student Absentee Notification Form, available via the student portal on the University intranet, at the earliest possible opportunity, but not later than the week prior to the anticipated absence. The Student Absentee Notification Form does not serve as an excused absence from class. Your instructor has the final say about excused and unexcused absences and it is the student's responsibility to know and abide by the instructor's policy.

Late Work Policy: Assignments are expected to be submitted on the dates listed. Late homework and assignments will receive 50% credit if received within one week of the due date reflected on the syllabus. No make-up credit will be given for missed in-class quizzes or exercises. Extenuating circumstances will be evaluated by the instructor on a case by case basis.

Academic Resource Center (ARC): Bellarmine University is committed to providing services and programs that assist all students in further developing their learning and study skills and in reaching their academic goals. Students needing or wanting additional and/or specialized assistance related to study techniques, writing, time management, tutoring, test-taking strategies, etc., should seek out the resources of the ARC, located on the B-level of the W.L. Lyons Brown Library. Call 272-7400 or visit the ARC website <http://www.bellarmino.edu/arc/> for more information.

Disability Services Statement: Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Disability Services Coordinator, located in the Counseling Center (Allen Hall), phone 272-8480. Students are encouraged to make these arrangements with the Disability Services Coordinator as early in the semester as possible so that a student and his/her course instructor can collaborate for a successful course experience.

Academic Honesty Policy: Bellarmine University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

For a thorough description of the University's policy, including penalties for acts of academic dishonesty and breaches of integrity, please refer to the *Course Catalog*:

https://catalog.bellarmino.edu/2013-2014/undergraduate-academic-policies#Academic_Honesty

Academic Calendar:

08/21	Classes Begin
08/21-27	Add/Drop week – must be done in Registrar's Office
08/27	Last day to add/drop classes. Last day for 80% tuition refund
09/01	Labor Day Holiday
09/05	Last day to change of Audit to Credit or reverse or from letter grade to P/F or reverse
09/12	Last day to register for Internship, Independent Study, Contract Course, Music Lessons & Ensembles, Theatre 270 Tuition Due date 9/23
10/01	Last day for 50% tuition refund
10/06	Mid-term grades due from instructors
10/11-14	Fall Break
10/22	Last day to withdraw from a course or all courses ("W" grades)
11/03-13	Registration for Fall 2013 & Summer 2013 – current degree seeking students
11/26-30	Thanksgiving Holidays – No classes (University closed Nov. 27 & 28)
12/01	Undergraduates anticipating December 2015 completion – apply for graduation // Graduate and Post Baccalaureate students anticipating May or Summer 2015 completion – apply for graduation
12/05-11	Final Exams
12/15	Final grades due from instructors by noon
12/16	Grade reports available on myBellarmine
12/17	Fall Graduation

Grading Scale for Course: (Percentage Conversions):

A+	Above 99%	C+	77.0-79.9%
A	94.0–99.0%	C	73.0-76.9%
A-	90.0–93.9%	C-	70.0-72.9%
B+	87.0–89.9%	D+	67.0-69.9%
B	83.0–86.9%	D	63.0-66.9%
B-	80.0–82.9%	D-	60.0-62.9%
		F	59.9% and below

Tentative Schedule of Assignments (Activities, Quizzes, Tests, and Papers):

ASSIGNMENT	DUE DATE	LEARNING OUTCOMES MET
1 st Chapter Exam	09/29	2,A
2 nd Chapter Exam	11/05	1,2,A
3 rd Chapter Exam	12/03	1,2,A
Individual Presentations	12/10	3,B
Chapter Assignments	TBD	2,B
Systems Understanding Aid	09/29	2,C
Computer Accounting	12/01	2,C

Note: Dates for tests and assignments are tentative and are subject to change.

Course Requirements:	Total grading points available: 750 points
3 Chapter Exams (100 Points Each)	300 points
<i>There will be three chapter exams – each one covering the chapters as listed on the class schedule below. The chapter exams will be a combination of multiple choice, short-answer, and/or problems.</i>	
10 Chapter Assignments (10 Points Each)	100 Points
<i>10 chapter assignments (problems or cases) will be collected and graded during the semester. The instructor will announce which assignments will be collected and when they will be due.</i>	
1 Individual Presentation	100 points
<i>Each student will prepare an individual presentation on a course topic (with instructor approval) that will demonstrate an understanding of the course material and the student's ability to professionally and clearly express themselves in oral presentations.</i>	
1 Systems Understanding Aid Assignment	100 points
<i>Students will complete the Systems Understanding Aid. This is a manual practice set that will introduce students to the workings of the accounting cycle.</i>	
1 Computer Accounting Assignment	150 points
<i>Students will complete Computerized Accounting Using QuickBooks Pro 2012. This is a computer practice set that will introduce students to a computerized accounting cycle.</i>	

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DAY	DATE	CHAP	PART ONE: CHAPTERS 1 – 5	ASSIGNMENTS Outcomes Met: 2,B
M	08/25		Introduction and Orientation to Course	
W	08/27	SUA	Introduction to Systems Understanding Aid	Outcomes Met: 2,C
M	09/01		Labor Day	
W	09/03		Harding Shymanski Open House	
M	09/08	1	AIS and the Accountant	Problem 1.18; Case 1-19
W	09/10	2	Information Technology and AISs	Problem 2.23; Case 2-25
M	09/15	3	Data Modeling	Problem 3.16; Case 3-20
W	09/17	4	Organizing and Manipulating Data in Databases	Problem 4-19; Case 4-23
M	09/22	5	Database Forms and Reports	Problem 5.16; Case 5.21
W	09/24	CA	Introduction to Computerized Accounting	Outcomes Met: 2,C
M	09/29		Exam One: Chapter 1 – 5	Outcomes Met: 2,A SUA Assignment Due (2,C)
W	10/01	6	Documenting Accounting Information Systems	Problem 6.14; Case 6.23
M	10/06	7	AIS and Business Processes: Part I	Question 7.1; Case 7.15
W	10/08	7/8	AIS and Business Processes: Part I & II	
M	10/13		Fall Break	
W	10/15	8	AIS and Business Processes: Part II	Case 8.16
M	10/20	9	Introduction to Internal Control Systems	Ques 9.6; Cases 9.13 & 9.20
W	10/22	9/10	Internal Control and Computer Controls	
M	10/27	10	Computer Controls for Organizations and AIS	Problem 10.16; Case 10.22
W	10/29	11	Computer Crime, Fraud, Ethics, and Privacy	Problem 11.15; Case 11.18
M	11/03		Catch-Up and Review for Exam Two	
W	11/05		Exam Two: Chapters 6 – 11	Outcomes Met: 1,2,A
M	11/10	12	Information Technology Auditing	Problem 12.10; Case 12.13
W	11/12	13	Developing and Implementing Effective AIS	Problem 13-15; Case 13.23
M	11/17	14	Accounting on the Internet	Case 14-26
W	11/19	15	Accounting and Enterprise Software	Problem 15.13; Case 15.15
M	11/24	CA	Review of Computerized Accounting	
W	11/26		Thanksgiving	
M	12/01		Catch-Up and Review for Exam Three	CA Assignment Due (2,C)
W	12/03		Exam Three: Chapters 12 – 15	Outcomes Met: 1,2,A
W	12/10		Individual Presentations (3:00 – 6:00 pm)	Outcomes Met: 3,B

ASSIGNMENT OBJECTIVES

1. Help students understand the big picture of accounting by manually performing all phases of an accounting project.
2. Help students understand flowcharts, documents, records, and internal controls, and their role in the accounting process and their relationship to the financial statements.
3. Reinforce key concepts covered in this and other accounting courses.
4. Motivate students to expand their learning horizons through the identification of materials and resources required to complete this assignment.

INTRODUCTION:

The Systems Understanding Aid is a comprehensive manual accounting practice set that includes flowcharts, documents, and internal controls. It uses a hands-on approach to help students understand basic business documents and visualize information flows in the accounting process.

ASSIGNMENT REQUIREMENTS:

Using the data provided in the Systems Understanding Aid students will:

1. Complete all documents and records based on flowcharts and included instructions.
2. Perform the internal control procedures indicated on the flowcharts.
3. Prepare entries in appropriate journals and post the entries to appropriate ledgers.
4. Prepare adjusting entries in the general journal and post them to the appropriate ledgers.
5. Prepare a bank reconciliation.
6. Prepare an aged accounts receivable statement.
7. Prepare an accounts payable statement.
8. Prepare a fixed asset statement.
9. Prepare a trial balance.
10. Prepare the financial statements: income statement, balance sheet, and cash flows.

Grading Criteria	Poor (<70%)	Fair (70%-80%)	Good (80%-90%)	Excellent (90%-100%)
Required Items 50 Points (50%)	Many required items have not been worked on and/or most items are incomplete.	Some required items have not been worked on and/or many items are incomplete.	All required items have been worked on but some items are incomplete.	All required items are fully completed.
Structure 30 Points (30%)	The work is messy and disorganized and needs redoing for an auditor to review it.	The work is not neat or organized and difficult for an auditor to review it.	The work is mostly neat and organized and not too difficult for an auditor to review it.	The work is neat, well organized, and easy for an auditor to review it.
Results 20 Points (20%)	The financial statements are incorrect, caused by a number of critical errors in the work performed.	The financial statements are incorrect, caused by a few critical errors in the work performed.	The financial statements are correct but there are a few non-critical errors in the work performed.	The financial statements are correct and there are no errors in the work performed.

ASSIGNMENT OBJECTIVES

1. Help students understand computerized accounting by performing all phases of an accounting project using a popular commercially-available accounting software package.
2. Students experience using accounting software to set-up companies, process transactions, perform maintenance, print documents and reports, export to Excel, and understand internal controls.
3. Reinforce key concepts covered in this and other accounting courses.
4. Motivate students to expand their learning horizons through the identification of materials and resources required to complete this assignment.

INTRODUCTION:

The computerized accounting practice set includes a fully operational version of a commercially-available accounting software package (choices include: QuickBooks Pro, Sage Peachtree Complete Accounting, and Microsoft Dynamics GP). Each practice set includes installation, familiarization, and practice with the software; followed by a project of recording transactions and adjustments, performing month–end and recording year–end entries, printing financial statements, and setting up a new company.

ASSIGNMENT REQUIREMENTS:

Using the data provided in Computerized Accounting students will:

1. Install the software and learn how to use it.
2. Learn how the accounting cycle is performed in by computerized software and how to record business transactions.
3. Learn how to perform month-end and year-end procedures.
4. Learn how to prepare and print all necessary documents and report, including financial statements.
5. Learn how the software implements internal controls.
6. Learn how the software performs maintenance on a company and set up a new company.

Grading Criteria	Poor (<70%)	Fair (70%-80%)	Good (80%-90%)	Excellent (90%-100%)
Required Items 75 Points (50%)	Many required items have not been worked on and/or most items are incomplete.	Some required items have not been worked on and/or many items are incomplete.	All required items have been worked on but some items are incomplete.	All required items are fully completed.
Structure 45 Points (30%)	The software was improperly used and/or there are several uncorrected errors.	The software was improperly used and/or many adjustments were made to correct errors.	The software was properly used but several adjustments were made to correct errors.	The software was properly used and there are few, or no, adjustments made to correct errors.
Results 30 Points (20%)	The financial statements are incorrect, caused by a number of critical errors in the work performed.	The financial statements are incorrect, caused by a few critical errors in the work performed.	The financial statements are correct but there are a few non-critical errors in the work performed.	The financial statements are correct and there are no errors in the work performed.

PRESENTATION OBJECTIVES

1. Allow students to creatively analyze one of the topics discussed in the course.
2. Show the student’s ability to clearly and professionally express themselves orally.
3. Reinforce key concepts related to the selected topic.
4. Motivate students to expand their learning horizons through the identification of materials and sources required to complete this assignment.

INDIVIDUAL PRESENTATION

Each student will prepare an individual presentation on a course topic (with instructor approval) that will demonstrate an understanding of the course material. The course has included a variety of possible topics:

- Information Technology
- Databases, Data Modeling, and/or Data Manipulation
- Computerized Accounting
- AIS and Business Processes
- Internal Control Systems
- Computer Controls
- Computer Crime, Fraud, Ethics, and Privacy
- AIS and Auditing
- Accounting on the Internet

You may choose one of those topics, or any other topic presented during the semester. You also may base your presentation on what you learned from this course/what you will take away with you.

Your presentation probably will include PowerPoint slides (or other use of technology), but it is not necessary that it do so. If you do use PowerPoint, provide the instructor with a copy of the slides. If you do not use PowerPoint, provide the instructor with an outline of your presentation (a copy of your actual presentation also is acceptable).

Your presentation should be approximately 5 – 10 minutes in length. You should practice your presentation to make sure it meets the time limits.

Grading Criteria	Poor (<70%)	Fair (70%-80%)	Good (80%-90%)	Excellent (90%-100%)
Content 50 Points (50%)	Not relevant to course.	Relevant to course but topic not well developed.	Relevant to course and topic properly developed.	Relevant to course and topic very well developed.
Structure 30 Points (30%)	Disorganized. Lacks clarity of purpose.	Not well organized. Does not engage audience.	Well organized. Engages audience.	Very well organized. Audience clearly enjoys presentation.
Style 20 Points (20%)	Poor style.	Fair style.	Good style.	Excellent style.