

Accounting 313 – Financial Systems and Internal Control
Semester: Spring 2014 Syllabus - (subject to revision)

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Class Meeting Times and Locations:

T/Th 12:30pm – 1:45pm (Section #1)

T/Th 3:30pm – 4:45pm (Section #2)

Office Hours: T/Th 9:30am – 11:30am, T/Th 2:00pm-3:00pm and by appointment. Please email (or call) to arrange appointments at other times. Note that the appointments are not guaranteed until you have received a reply from me confirming the appointment. When possible, please let me know when you are coming by so that I will be in my office and prepared for your questions.

Course Information:

Title: Financial Systems and Internal Control (Accounting Information Systems)

Prerequisites: Students should have completed ACTG 301 (Intermediate) as a prerequisite and 343 (Pre or co-requisite). Also, it is assumed that all students have completed all 100- and 200-level COB core requirements with a grade of “C” or better before enrolling in this course. General proficiency with modern computer tools is also assumed.

Required Text:

- 1) *CoursePack #1 – McGraw Hill* - ISBN 978-1308050003, Page Count: 220, (about \$50?)
- 2) *CoursePack #2 – Pearson* – ISBN: 1-256-18794-3, CoursePack Title: Accounting 313, Page Count: 405, (about \$100?)

The instructor may provide supplemental materials throughout the course.

Other Required Materials:

- 1) Flowcharting software (Word and Visio (available in labs))
- 2) Access to the Internet (Home or Labs) - Many class communications will take place using e-mail and blackboard. You are expected to check email at least once a day.

Course Objectives: The primary objectives of this course are to provide students with the ability to:

- 1) Demonstrate an understanding of the basic transaction processing cycles, personnel and documents comprising modern accounting systems.
- 2) Document the basic transaction processing cycles comprising modern accounting systems.
- 3) Identify threats to the basic transaction processing cycles comprising modern accounting systems.
- 4) Use commercial business accounting software to perform basic accounting functions for a small business.

Other benefits you should get from this course:

- 1) A basic understanding of financial information (Inflation, Time Value of Money, Notes / Bonds, Stocks) to better understand the importance of accurate reporting (financial statements) for investors to make informed decisions.
- 2) Information about ethical dilemmas that may arise in an AIS & the importance of ethics.
- 3) An understanding of why fraud occurs and some of the types of fraud.

- 4) The historical & legal background of internal control and the development of the COSO, COSO ERM, COBIT and Trust Services frameworks.
- 5) A strong theoretical foundation and an operational understanding of internal control and emphasis on management responsibility for internal control.

Expectations: I expect students to attend all class meetings. Students missing any of the first week of class meetings may be dropped from the roll without prior permission from the instructor. This course is very fast-paced and regular attendance and homework preparation is essential.

I expect students to take responsibility for their own success. I expect students to read the material to be covered **AHEAD OF TIME** and to do the assigned homework problems. Also, I expect students to refer to outside sources (WikiPedia, Journal of Accountancy, others) to increase their knowledge of subject matters.

I expect students to participate in class discussions – don't worry if you make mistakes, we are all learning together. Ask questions in class or during office hours when something is unclear to them. The only stupid question is the one that does not get asked. I expect students to bring their name tents to class every day after I distribute them (usually the 2nd class) and to put them on their desk so I and fellow students can learn your names. I will call on students during class time to answer questions.

I expect students to behave in a professional manner, and to refrain from behavior that is disruptive to the class. You are expected to be respectful toward your instructor and other class members at all times. Professional behavior includes, but is not limited to, arriving on time, leaving only when excused, remaining attentive, reading only class-related material and refraining from talking outside of the class discussion. The instructor reserves the right to dismiss anyone from class at any time that acts in a disrespectful manner. If inappropriate behavior continues, the student may ultimately be referred to the Dean of Students office for disciplinary action in accordance with the Code of Student Conduct.

Cell phones – Cell phones, pagers, watches, iPods, iPads, PDAs and similar devices should be silenced or de-activated before entering the classroom. Use of cell phones, iPods, iPads, PDAs and similar devices during a quiz or examination is deemed a violation of academic honesty (see comment regarding calculators). Class as a whole - First & second offense is a warning to the entire class, third offense is to give the entire class a quiz or to withdraw the student from the course – instructor's decision. Subsequent violations – instructor's decision.

Calculators – The School of Accounting has adopted a uniform calculator for use during all examinations. This is the CASIO HS-8VA which is available at the campus bookstore and Walmart. This is the only calculator that may be used in COB 241 and COB 242. Unless specifically waived by the instructor, this is the only calculator permitted during examinations in courses carrying the ACTG prefix.

First week of class meetings – In accordance with College of Business policy, students who miss any of the first week's class meetings (without prior instructor approval) may be dropped from the class. Students whose names do not appear on the official class role after the last add date will not be permitted to attend classes or complete assignments, quizzes and exams.

Absences: Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second class meeting. Unexcused absences from exams will be recorded as a score of zero for grade calculations. Excused absences from examinations (one exam maximum) will be treated by using the grade on the cumulative final (%) as the grade for the missed exam. Note that my final tends to be more rigorous and I do not recommend missing the mid-term.

Communication: Email communication with the professor is appropriate for asking subject-related questions and requesting office appointments. Email is NOT appropriate for discussing grades. Please discuss anything grade-related in person. I frequently communicate assignments and other course-related information through email and/or Blackboard. Each student is responsible for checking both email and Blackboard before each class meeting, and maintaining sufficient space in their mailbox to receive messages.

Academic Honesty: Ethics and honesty are very important in accounting and business. Ethics and honesty are also important in education. JMU's Honor Code states "*Students shall observe complete honesty in all academic matters.*" Upon enrollment at JMU, you agreed to be subject to the provisions of the Honor System. Familiarity with JMU's Honor Code is the responsibility of each JMU student. A copy of the Honor Code is available at the JMU Honor Council website: <http://www.jmu.edu/honor/>. Violation of the Honor System will be handled according to University Guidelines. Violations of the Honor Code include, but are not limited to:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
2. Copying information from another student during an examination.
3. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
4. Selling, posting or giving to another student unauthorized copies of any portion of an examination or assignment. Receiving unauthorized copies of examinations or assignments.
5. Obtaining copies of any course material from students who have previously taken this course.
6. Submitting for academic credit any work completed by someone else.
7. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
8. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
9. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
10. Committing the act of plagiarism

What you can expect from me:

- 1) Enthusiastic commitment to achieving the course objectives.
- 2) Preparation of materials to be covered in class.
- 3) Availability for outside-of-class consultation.
- 4) A consistent, fair, and well-defined grading policy.
- 5) Timely feedback on all graded work.

Performance Evaluation: Your performance in this course will be evaluated by means of quizzes / Chapter Assignment, exams, and projects based on the following items (**subject to change**):

Item	Points
Exam #1	310
Final Exam (Cumulative)	310
Quizzes / Chapter Assignments	70
Projects	310
Total Points	1,000

Exams and Final Exam: There will be a mid-term exam and a final examination. The nature and content of the tests may change from time to time. In general, however, students should be prepared to handle any combination of the following types of questions: 1) Multiple choice theory questions, 2) Multiple choice problems, 3) Listing, 4) Short essay questions, 5) Short problems and 6) Long problems. My exams tend to be lengthy and I will curve if I deem it necessary.

Quizzes / Chapter Assignments: I will periodically collect and grade chapter homework assignments. You should complete all assigned readings and homework before the beginning of the class period during which that material will be discussed. **All homework answers are to be typed up with your team numbers and names on your work. You do not have to retype the questions, just the answers. I will NOT accept handwritten homework assignments unless I specify it to be OK.** The majority of the quizzes will be pop quizzes or homeworks.

Projects: All project answers are to be typed up and your team number and names on your work.

More detailed information will be provided throughout the semester regarding the projects. All projects are due at the beginning of class on the "Date Due". Points will be deducted for late projects as follows:

If turned in before "last call" – no points will be deducted due to lateness.

If turned in after "last call" and before the end of class period – 10% deducted for lateness.

If turned in after class and before 24 hours late – 20% deducted for lateness.

After 24 hours and before 48 hours late – 50% deducted for lateness.

After 48 hours – 100% deducted for lateness.

In the past, some students have requested my assistance rather than performing some research. It is not fair for me to help some teams get the correct answer without helping all the teams; therefore any team requesting help from me may be "charged" for my assistance. My fee is based on the degree of help required (generally nothing for "simple questions" and 5%-10% for more detailed) of the current project grade. This fee will be charged for each office consultation. Note that this fee applies only to projects and not to homework assignments. You can also ask if your question will require the fee and I will let you know before I charge the fee if you want me to answer it.

Team work: Teams will be formed for the purpose of completing some projects. Since some of the projects will be team projects, your effort will be evaluated by your team members. If there is consensus about lack of participation within your team, then your individual team project score will be adjusted based on this information. Failure to evaluate your and your team member's efforts (see "course documents" for team member evaluation forms) will result in a 10% reduction in your individual score for the project. Note that you may also have points deducted if you did not perform your share of the work.

Grade Determination: Grades will be assigned on the following scale (subject to curves at my discretion):

Grading Scale:	Grade	Points Earned
	A	920 to 1,000
	A-	900 to 919
	B+	880 to 899
	B	820 to 879
	B-	800 to 819
	C+	780 to 799
	C	720 to 779
	C-	700 to 719
	D+	680 to 699
	D	600 to 679
	F	Below 600

Final Grades: The instructor will not disclose final grades prior to official release and notification by JMU. Do **NOT** email or phone me requesting your final grade information.

Incomplete "I" Grades: An "I" grade may be awarded to an undergraduate student only when a small portion of the student's work is incomplete due to circumstances beyond the control of the student and only when the student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations. "I" grades are not to be used as a means of avoiding a poor grade.

Policy on Adding Courses: Students are responsible for registering for classes and for verifying their class schedules on e-campus. It is recommended that students do not attempt to add the course if they have not been in class the first week and prior experiences reflect students generally struggle to catch up.

Withdrawals: A student who withdraws from a course before the end of the course adjustment deadline will receive a grade of "W" for the course. This grade will be recorded (and remain) on the student's transcript regardless of the status of the student in the course at the time of the withdrawal. Refer to the [Dates and Deadlines](#) for each semester for specific dates. Withdrawals (Wp or Wf) after the course adjustment period are not permitted except in extraordinary situations in which a student can demonstrate that circumstances (such as hospitalization) rendered them unable to meet course requirements. Changes of major or merely not doing well in a class are not deemed sufficient to permit withdraws after the course adjustment deadline.

Late Work and Make-up Exams: All homework and quizzes must be turned in (if collected) during your scheduled section time or early directly to me. You **cannot** attend a different (later) section and submit a homework / quiz at that time – it will be late and not accepted. Absence from a scheduled quiz will result in a grade of zero. **No make-ups will be given for quizzes or homework.**

Closings for Weather - Decisions to close university operations will be made by the President or a designee. If the decision to close is made, announcements will be made on JMU radio station 1610AM, on the JMU Home Page, on the JMU Weather Line (540) 433-5300 and on area radio and television stations. Makeup class meetings will follow University policy. Should the University close due to weather or emergency on the day of a scheduled exam or quiz, the test will be administered during the next regularly scheduled class meeting day. Should the University close during final exam week, faculty will administer regularly scheduled examinations at a time designated by the university. The official make up time will be designated as part of the closing announcement. Unless otherwise notified, examination locations will be the same as the location for the regularly scheduled exam.

Disability Accommodations: JMU abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. Students seeking accommodations must register with the Office of Disability Services (ODS), and accommodations will only be provided to students with *Access Plan Letters* provided by the ODS. If you have a disability and may require some type of instructional and/or examination accommodations, contact your instructor and present the accommodation plan within the first week of classes. Students seeking testing accommodations for a particular test or quiz must make a written request at least five business days prior to the date of the test so that facilities can be reserved to meet this request. ODS is located in the Wilson Learning Center, Room 107; Phone: 568-6705.

Other policy items:

- 1) Return of Tests: Anyone failing to return a test to the instructor at the end of a test (or at the end of the class when the test is returned) will face the prospect of receiving a zero on the test, or worse, if conditions warrant. I will generally hand back the exams for students to review what they missed. During this time, the students are NOT to have any items (pencils, phones, etc.) on their desk other than an approved calculator to check for accuracy. If any student has any other material in their possession, they forfeit their right to request the professor to review their exam. All exams will be picked up after covering some of the problems missed most often. Do **NOT** ask questions while I am going over the exam, you can earmark (fold) the corner of the page where you had questions and come by my office during office hours or make an appointment to ask questions later.
- 2) Students will have **one week** from the time the exam is returned to notify the professor of any errors noted on the exam.
- 3) Exam Retention: Exams will be retained until the second week of the following semester, and then will be destroyed.
- 4) Questions emailed to the instructor will be answered and sent to the entire class or posted to a FAQ area on Blackboard. The sender will remain anonymous. My philosophy is that if you have a question, others probably do too. If you do not want the message or question forwarded, then come by during my office hours.
- 5) No Food or Drinks: Food and drinks will **NOT** be allowed in the classroom. Please make sure to eat your food and drinks prior to or after class time.
- 6) Not Properly Enrolled: Students who are not properly enrolled in the class (such as for failure to pay fees) will not be allowed to take examinations unless written documentation is provided that the problem has been resolved.

Study suggestions:

Before class meets – read the chapter(s) assigned and answer questions / problems assigned

Exams:

- 1) Study more than you think you should. Better to be over prepared than under prepared.
- 2) Bring a picture I.D. to the exam (Driver's License or JMU card).
- 3) All books and materials will be put out of site - left in closed book bags at front of the room.
- 4) No hats or sunglasses will be allowed during exams.
- 5) I will check each calculator during the exam to make sure it complies with policies.
- 6) There will be several versions of the exam with minor modifications. If you try to copy off your neighbor, you will probably be putting down the wrong answer.
- 7) Show up to the exam early if possible, I will be assigning your seat and exam version during this time.
- 8) On the back of your exam will be your last name. Make sure you have your exam.
- 9) Keep your eyes on your own exam.
- 10) Cover your exam papers / answers – **turn pages (scantrons) over** so your neighbor will not be tempted to look at your answers. Make sure to clearly mark your answers on the scantrons.
- 11) Bring several pencils and erasers. Use a pencil on the exam – easier to make corrections.
- 12) My exams tend to be lengthy, so try to use the facilities (restroom) before the exam time.
- 13) When finished, exams will be turned in one at a time. Individuals may leave the examination area quietly so that they do not disturb others still working on the exam.

Tentative Schedule: See Caveat below.

Exam #1 – Material Covered:

Unit #1 – TVM information (Videos)

Course pack #1 – Unit #2 – Arthur Andersen Case

Course pack #1 – Unit #2 – Chapter 1 – Role and Purpose of Accounting Information

Course pack #1 – Unit #3a – Chapter 17 – Professional Certifications and Career Planning

Course pack #1 – Unit #3b – Chapter 1 – Auditing and Assurance Services

Course pack #2 – Unit #4 – Chapter 1 – Overview of Transaction Processing & ERP

Course pack #2 – Unit #5 – Chapter 4 – General Ledger and Reporting Systems

Course pack #2 – Unit #6 – Chapter 2 – The Revenue Cycle: Sales & Cash Collections

Course pack #2 – Unit #7 – Chapter 3 – The Expenditure Cycle: Purchasing and Cash Disbursements

JOA articles (Revenue, Expenditure and G/L Cycles)

Material not on first exam:

Course pack #1 – Unit #1 – Chapter 5 – Flowcharting

See also videos on Blackboard

Exam #2 - Final Exam – Material Covered: Exam is Cumulative, thus all other material covered during the semester may be included – It is generally 80% new material & 20% prior material.

However, it is cumulative and you can't answer the new material if you don't understand the prior material.

Course pack #2 – Unit #1 – Chapter 5 – Computer Fraud

Course pack #2 – Unit #1 – Chapter 6 – Fraud & Internal Control

Course pack #2 – Unit #1 – Chapter 7 – Computer Fraud & Abuse Techniques

Course pack #2 – Unit #2 – Chapter 8 – The Risk Intelligent Enterprise: ERM

Course pack #2 – Unit #2 – Chapter 9 – Control & AIS

Course pack #2 – Unit #3 – Chapter 9 – IS Controls for Systems Reliability – Part 1: Information Security

Course pack #2 – Unit #4 – Chapter 9 – IS Controls for Systems Reliability – Part 2: Confidentiality & Privacy

Course pack #2 – Unit #4 – Chapter 9 – IS Controls for Systems Reliability – Part 3: Processing Integrity and Availability

Course pack #1 – Unit #5 – Chapter 1 – Management Fraud and Audit Risk,

JOA articles (only the ones covered after the first exam)

Possibly Flowcharting

Caveat

This syllabus is not a contract between you and me, regardless of what you may have been told by others. It is my best attempt at planning a course of study which will facilitate your learning of the material. I reserve the right to make changes to the syllabus if conditions warrant.

This syllabus last updated: January 10th, 2014.