

## ACC 444 Enterprise Analysis and Design– Spring 2014

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### **COURSE TEXTBOOK:**

*Accounting Information Systems* – Second Custom Edition for Arizona State University, Romney and Steinbart, Pearson. ISBN-13: 978-1-256-27523-7

### **COURSE OBJECTIVE:**

This course will cover business processes and controls within the context of Enterprise Resource Planning Systems. The financial accounting cycle will be emphasized; however, other critical business processes are also important topics in this course.

### **LEARNING OBJECTIVES:**

The specific learning outcome objectives are as follows:

1. Ability to describe and explain, in detail, all the activities in these major business processes:
  - a. Sales-to-cash (revenue cycle)
  - b. Purchase-to-pay (expenditure cycle)
  - c. Payroll
  
2. Ability to explain how IT impacts business processes and controls
  
3. Ability to assess, analyze and evaluate internal controls in the revenue, expenditure, and payroll cycles
  - a. Given a narrative and/or flowchart description, be able to
    - i. Identify threats
    - ii. Identify weaknesses/vulnerabilities in current process design
    - iii. Suggest specific control(s) to mitigate those weaknesses/threats
  - b. Ability to design internal controls in enterprise systems (e.g., how to properly segregate duties in revenue, expenditure and payroll)
  - c. Ability to explain the factors that contribute to and enable employee fraud and, given a description of a specific situation, to assess the relative likelihood of employee fraud in that scenario
  - d. Ability to explain basic principles of information security
    - i. Given a description of a system, identify security vulnerabilities
    - ii. Suggest appropriate measures to rectify identified vulnerabilities
  
4. Ability to explain basic concepts and terminology related to control regulations, specifically Sarbanes-Oxley

## **LEARNING ENVIRONMENT:**

A combination of lecture/discussion, homework assignments, hands on software utilization, and in-class demonstrations will be utilized to understand the fundamental principles for designing and assessing an organization's systems and control environments for ERP systems. Class participation, in the form of asking questions and discussing the material and homework that is the focus of that day's topic, is important and encouraged. Although I do not grade your participation explicitly, it is unlikely that you will really understand many of the concepts and principles of information security unless you actively take part in the discussions of those topics. Some of you may have had personal experience with some of the topics being covered – sharing your insights and knowledge will help us all by providing additional examples of how various information business processes work and relevant control and security practices are best applied. However, such prior knowledge or experience is not necessary to meaningfully contribute to the class discussion or to ask insightful questions. Instead, all that is necessary is advance preparation on your part. The syllabus clearly identifies the material that I expect you to read prior to each class.

## **HOMEWORK:** 📖

Homework assignments are listed on this syllabus and posted to Blackboard. All homework is to be printed, typed and free of typos, misspelled words and grammatical errors! All homework is due by the beginning of class on the day due. **No credit will be given for late assignments.**

*Your homework is equally weighted and the homework average contributes to 20% of your course grade.*

## **QUIZZES:** 📖

All quizzes will be online on Blackboard. They must be completed on the due date by midnight Arizona time. You do not get multiple attempts! Once you start the quiz, you may save your answers, but once they are submitted, you may not retake. I will drop your lowest quiz and average your score on the remaining quizzes. Late quizzes are not an option; once the deadline is passed the quiz is over and will not be reopened! You may wish to print your quizzes once submitted to use for studying for exams.

*Your quizzes are equally weighted and the quiz average contributes to 15% of your course grade*

## **NETSUITE EXERCISES:** 📖

These exercises must be completed on the due date by midnight Arizona time. I will be looking at your companies online, but you must submit the hardcopy requirements listed in the assignments.

*These exercises contribute to 10% of your course grade.*

## **EXAMS:**

Two exams and a comprehensive final exam will be given. **MAKE-UP EXAMS ARE NOT AN OPTION FOR THIS COURSE UNLESS YOU HAVE A VERY, VERY, VERY**

**GOOD REASON WILL FULL DOCUMENTATION!** In those legitimate cases, I must be notified in advance by email if at all possible. A ZERO will be recorded for a missed exam. Material covered in class, as a supplement to the textbook and any assigned readings, is included in the exams.

*Your exams contribute to 55% of your grade.*

**Correction of Scores:** If you believe there is a mistake in grading, you **must** bring it to my attention within one week of the item's grading. This will be strictly enforced. Keep all assignments that I pass back to you until the semester is over.

## Grade Components:

Item	Percentage Points
Homework	20%
Quizzes	15%
NetSuite Exercises Module 2 – 3% Module 3 - 3% Module 4 - 4%	10%
Exam 1	15%
Exam 2	15%
Final Exam	25%
<b>TOTAL</b>	<b>100%</b>

## GRADING SCALE:

Grade	Cut-off Point	Grade Value
A+	96.67%	4.33
A	93.33%	4.00
A-	90.00%	3.67
B+	86.67%	3.33
B	83.33%	3.00
B-	80.00%	2.67
C+	76.67%	2.33
C	70.00%	2.00
D	60.00%	1.00

### **Note concerning academic honesty:**

***Each of you is expected to behave in accordance with the policies and procedures of Arizona State University and the W. P. Carey School of Business regarding academic integrity. Violations will incur the sanctions specified in the student code of conduct, up to and including recommendation for dismissal from the program.***

This syllabus is the result of a collaborative effort from Professors Munshi, Steinbart, Prosch and Dawson.

<b>Date</b>	<b>Readings</b>	<b>Assignment &amp; Quiz Due Dates</b>
<b>January 13</b>	Syllabus	
<b>January 15 &amp; 22</b>	Chapter 1: AIS – Overview	
<b>January 27 &amp; 29</b>	Chapter 2: Overview of Transaction Processing & ERP Systems	January 29: HW Chapter 2 January 31: Quiz 1
<b>February 3 &amp; 5</b>	Chapter 5: Computer Fraud Chapter 6: chapter missing in text, see posted PPT notes	February 5: HW Chapters 5 & 6 February 7: Quiz 2
<b>February 10 &amp; 12</b>	Chapter 7: Control & AIS	February 12: HW Chapter 7 February 14♥: Quiz 3
<b>February 17</b>	Review	
<b>February 19</b>	Exam 1	
<b>February 24</b>	Re-orientation and Introduction Review of Chapters 1, 2, and 7 Sarbanes-Oxley and COSO	<b><i>DAILY SCHEDULE IS REVISED FROM THIS POINT FORWARD</i></b>
<b>February 26</b>	Chapter 5: Computer Fraud	
<b>March 3</b>	Exam 1: Chapters 1, 2, 5, and 7	
<b>March 5</b>	Chapter 8: IS Controls 1 - Information Security	
<b>March 17 &amp; 19</b>	Chapter 8: IS Controls 1 - Information Security	March 19: HW Chapter 8 March 21: Quiz 4
<b>March 24 &amp; 26</b>	Chapter 9: IS Controls 2 - Confidentiality and Privacy	March 26: HW Chapter 9 March 26: Netsuite Module 1 March 28: Quiz 5
<b>March 31 &amp; April 2</b>	Chapter 10: IS Controls 3 - Processing Integrity and Availability	April 2: HW Chapter 10 April 4: Quiz 6
<b>April 7</b>	Exam 2: Chapters 8-10	
<b>April 9 &amp; 14</b>	Chapter 13: The Expenditure Cycle	April 14: HW Chapter 13 April 14: Netsuite Module 2 April 15: Quiz 7
<b>April 16 &amp; 21</b>	Chapter 12: The Revenue Cycle	April 21: HW Chapter 12 April 21: Netsuite Module 3 April 22: Quiz 8
<b>April 23</b>	Chapter 15: The HR Management & Payroll Cycle	April 23: HW Chapter 15 April 25: Quiz 9
<b>April 28</b>	Chapter 16: The General Ledger & Reporting System	April 28: Netsuite Module 4
<b>April 30</b>	Chapter 11: Auditing Computer-Based Systems	April 30: HW Chapter 11 May 2: Quiz 10
<b>May 7 12:10 – 2:00 PM</b>	FINAL EXAM for the 3:00 – 4:15 PM class	
<b>May 5 2:30 – 4:20 PM</b>	FINAL EXAM for the 4:30 – 5:45 PM class	