ACCT 4020-001/002– Accounting Systems
The University of Memphis School of Accountancy
Spring 2010
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ACCT 4020. Accounting Systems. (3). Accounting systems analysis and design emphasizing the accounting cycles approach; theory of systems control in an organizational setting; holistic approach of synthesizing the accounting, financing, operating, and production functions where applicable. On-site practicum with an actual company. PREREQUISITE: ACCT 3110, 3310.

School of Accountancy Learning Goals & Objectives Addressed in this Class:

Goal 1. Students will be effective communicators.
Objective 1.1. Develop a clear and concise topic statement of the issues to be addressed.
Objective 1.2. Explain the approach taken to evaluate an issue relating to a business topic.
Objective 1.3. Summarize the results of the analysis of an issue in a clear set of conclusions.
Objective 1.4. Present the topic in a professional manner.
Objective 1.5. Synthesize and report written and oral conclusions in a rational, persuasive manner.
Objective 1.6. Create an effectively written or oral report using appropriate analytic tools and presentation software (e.g., SPSS, Microsoft Excel, Microsoft PowerPoint).

Goal 2. Students will be critical thinkers.
Objective 2.1. Identify and summarize the important aspects of an issue and then determine relationships that are integral to analysis of the problem.
Objective 2.2. Present, assess, and analyze appropriate supporting data/evidence relating to the problem or issue.
Objective 2.3. Identify and assess conclusions, implications, and consequences that support decision making.
Objective 2.4. Identify the problem and then formulate a summary.
Objective 2.5. Identify other perspectives in the problem that are important to determination of the solution.

Goal 5: The student will be knowledgeable in accounting and its functional support of organizations.
Objective 5.1: The graduate will be able to understand and process the information and outputs needed by various organizations using appropriate documentation.
Goal 6: Students will be proficient users of business presentations and analysis technology.

Objective 6.1: Demonstrate analytical skills and technological expertise while developing and presenting business information.

Objective 6.2: Demonstrate knowledge of computer hardware and software, networks, databases, the internet, and electronic commerce.

Objective 6.3: Utilize internet technology to perform queries and searches to locate relevant and accurate information.

Objective 6.4: Create substantial and/or multiple presentations using text, graphics, and animation.

Objective 6.5: Use computer software tools to organize data for analysis to solve business problems.

Objective 6.6: Utilize business presentation software to effectively portray ideas in a structured presentation format.

REQUIRED:


One 4GB USB Flash Drive ($14.99 or less – easily obtained, such as at Walgreens, Radio Shack, Walmart, Best Buy, etc.)

I. OBJECTIVES OF THE COURSE
   A. The primary objective

   The primary objective of this course is to give a student a thorough understanding of accounting information systems. This entails documenting your understanding of the 3 main accounting information systems cycles: 1) the expenditure cycle, 2) the revenue cycle, and 3) the conversion cycle, including payroll. Your understanding should also assist you in determining inefficiencies or redundancies in various accounting system applications/cycles. You should also be able to identify what controls or procedures are in place to ensure regularity and accountability.

   B. Secondary objectives

   - Prepare you for your role as an INFORMATION systems analyst and/or systems administrator. This is a role that I have played extensively in my 40 year career as a practicing CPA and as a CEO of an accounting software development company. In today’s business environment, accountants are being asked to take a more active role in controls, especially in information controls. Although this sounds as if this entails a great deal of computer programming, it really doesn’t. What is does entail is an understanding of the risks, controls, and objectives of the 5
major accounting cycles that are becoming increasingly computerized. It is very easy to become a ‘techno-phobe’, however, my goal is to increase your awareness of the cost, benefits and risks of increased computerization. Manual controls still need to be performed to ensure that the accounting information system is operating properly. By the end of this course, you should be able to explain to me, and more importantly, to yourself and your (current or future) supervisor, just what needs to be done to ensure the AIS you’re in charge of is functioning properly.
- Prepare your for your role as an EXTERNAL auditor. A role that you will learn more about when you enroll for ACCT 4240 Auditing.
- Introduce basic concepts of running a small business, using an accounting software package and/or database system.
- Introduce new business ideas/technologies for each of the 4 functional cycles.

- Have you apply your previous work experiences and accounting education in the classroom. One of the nice features of this course is that you can apply your experiences (especially if you were or are working in an accounts payable, billing or controllers department), as well as your previous managerial and financial accounting courses. Hopefully, this will lead to a greater appreciation for your overall education here at the University of Memphis.

- By having you apply your previous work experiences and accounting education, I hope to develop your critical thinking. This will be a large part of the course, and, one that I hope you enjoy the most. Your future in the world of accounting will increasingly be determined by your ability to critically think through problems and communicate your results.

- Speaking of communication, a final objective is to have you increase your communication skills, primarily through a class project. This includes written and oral communication with your team members.

II. GRADING

The plus/minus grading system will be used on the Final Course Grade. The traditional grading scale will be used: The A range 90-100%; B range 80-89%, etc. No exams, no homework, no quizzes, no projects will be dropped from the grading pool.

You must have any important grading concessions made to you by me in writing by email.

A. Overall Grades – an overall grade will be given. I will make the following guarantee at the beginning of the course.
Total points > 90% of total possible points will be no less than an A-.
Total points > 80% of total possible points will be no less than a B-.
Total points > 70% of total possible points will be no less than a C.

B. Grade components.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam Take-home</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam Mike Video</td>
<td>10%</td>
</tr>
<tr>
<td>Homework / Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>CH 1 &amp; 2 Multi-Choice</td>
<td>5%</td>
</tr>
<tr>
<td>CD FLW CHRT / FDFD</td>
<td>5%</td>
</tr>
<tr>
<td>FIG 5-10 FDFD</td>
<td>5%</td>
</tr>
<tr>
<td>TEAM CH 4/5 PRESENT</td>
<td>10%</td>
</tr>
<tr>
<td>Team Project</td>
<td>45%</td>
</tr>
<tr>
<td>REPORT</td>
<td>30%</td>
</tr>
<tr>
<td>PRESENTATION</td>
<td>15%</td>
</tr>
</tbody>
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Please note that I am not particularly interested in your prior course grades. Performance counts – and only your performance in this class will count toward your course grade.

C. Attendance: Attendance is required and roll will be taken each day. If you leave early without prior permission then you will be counted as absent. A seating chart will be maintained. Each absence will result in a two point deduction from your final course average and grade. Any clearance of absence by me must be from me in writing by email. I will excuse no more than two absences, maximum.

D. Exams – there will be a midterm exam and a final exam.
Each exam question will be graded on a 100 pt scale. Hence a typical exam with 5 questions will have 500 pts. The exam grade will then be restated and reported on a 100 pt scale.

With the exception of Take-Homes, exams will start promptly at the beginning of class. They will be partial or full period and will be collected at the same time regardless of when the student arrived in class. The testing is time sensitive. Except for class absences approved in advance by the instructor, there will be no make-up of exams or quizzes except in the case of serious emergencies. You must promptly discuss exam or quiz absence with me, and provide written evidence of the reason for the absence that is satisfactory to me, and I must approve the make-up, no automatic make-ups. Also, I may, solely at my discretion, instead of giving a midterm exam make-up have the final exam grade substitute for the missed midterm exam.
FOR COURSE SECURITY, I WILL RETAIN ALL EXAMS.

E. Homework/Quizes – this will likely be 50% from the book, 50% from me. There are two reasons why I assign homework. First, to ensure you actually get accustomed to the book. Second, it requires you to keep abreast of the class progress. When it comes to flowcharting, the more practice the better, and this really is one of the reasons I require homework. Some homework will be done as a team effort. Homework will usually be assigned on Tuesday and will be collected on the following week’s Thursday – i.e. 9 days after assignment. This will allow you to see me during office hours if you have any questions. We may or may not have any quizzes. Quizzes can help prepare you for exams by reinforcing key concepts.

F. Team Project – this represents the greatest percentage of your grade. You and your team members are to find a small to medium-sized company in the Memphis area that will allow your team to perform a professional consultation at no charge. You will be documenting the 3 major cycles of the company and making any needed suggestions. I will assign teams no later than Thursday of the second week. I will not accept requests for certain students to be on the same team together. Teams will usually consist of 5 to 6 students (plus/minus 1 depending on class enrollment). To prevent poor teamwork, your group members will also grade your individual performance in the project. Your team grade can not be any higher than the average grade assigned to you by your teammates.

Much more supplemental group project information will be provided as the course progresses.

G. eCourseware - as the course progresses, eCourseware will become increasingly important. You must check it AT A MINIMUM before each class period for important announcements. Failure to be informed about an important course matter will not be excused if it was posted on eCourseware. You grades will be posted there and the team projects will be managed from there.

A separate Class Schedule with assignment details and due dates will be provided and periodically updated on eCourseware.