



ACCT 371 - Introduction to Accounting Systems

Spring 2019 Syllabus

Section #14040D T/TH - 12PM - 1:50PM

Section #14041D T/TH - 2PM - 3:50PM

Section #14042D T/TH - 4PM - 5:50PM

Section #14044D F - 10AM - 11:50AM

Professor: Mike Lee
Office: TBD
Email: mikelee@usc.edu
Office Hours: See Blackboard

Course Description

This course has been designed to provide new accounting students with fundamental information relating to business processes, internal controls and how organizations collect, store, secure, analyze and report key information. The course is divided into two areas of focus. The first is an understanding of common business processes (Revenue Cycle, Purchasing Cycle; General Ledger Cycle, Manufacturing Cycle, and HR & Payroll Cycle). As students learn the general business processes, we will overlay the concept of internal controls into these processes so students understand the controls necessary to maintain an appropriately designed and effectively operated business process. We will close this focus area with significant discussions on methods to document these business processes so the students can effectively communicate the business processes being reviewed and can identify and communicate potential control weaknesses.

Once students understand the business processes and necessary controls, we will enter the second focus area which will be understanding the information technology that is used to support these processes. Students will learn how organizations create, process, store, secure, analyze, and report information. This learning will start with the students maintaining an accounting set of books on an industry leading general ledger and ERP package (Netsuite). Next, we will discuss methods of exporting the data from these systems for further analysis using industry leading tools such as database tools (Microsoft Access), data analysis tools (ACL) and data visualization tools (Tableau).

Finally, the course will discuss IT industry issues and trends including the focus on information security & privacy controls, cloud computing and big data analytics, and will include discussions with industry professionals who are tackling these issues every day and also expose students to USC's world class faculty who teach classes relating to these issues. If students are interested and have space in their schedules, they may choose to pursue deeper research into these areas.

Learning Objectives

Upon completion of this course, students should be able to:

1. Understand and document an organization's business process around the revenue cycle, the procurement cycle, the general ledger cycle, the manufacturing cycle, and the HR & Payroll cycle;
2. Analyze an organization's business processes for risks and suggest appropriate controls to mitigate those risks;

3. Summarize and communicate potential risks and suggested controls in a professional manner;
4. Demonstrate the ability to utilize an industry leading general ledger/ERP software application;
5. Report and interpret information gathered from a system utilizing industry leading tools such as Microsoft Access, ACL and Tableau;
6. Speak and write intelligently about current issues in the IT industry.

Required Materials

Accounting Information Systems, Romney & Steinbart, Pearson, 14th Edition (ISBN-9780134474021).

You can find the book at the USC Bookstore but there are other (and cheaper) options including used, eBook or rental versions found online. You will not need the hardcopy or the online resources.

Additionally, you will need access to a computer (either PC or Mac, although PC is preferred) to complete the exercises and group projects in this course.

Prerequisites and/or Recommended Preparation:

The prerequisites for this course are BUAD281 or BUAD285b, BUAD286b or BUAD305. The required co-requisites for this course are ACCT370 and BUAD302t.

Course Notes:

This course will use technology extensively. There will be some class sessions that require students to bring personal computers for use in the class as we learn various technology tools. Additionally, I will periodically employ polling technology that will require a response through a PC or mobile device (mobile phone or tablet.)

I will also use Blackboard throughout the course to distribute class information, notes, grades and other information. Please make sure you check Blackboard frequently.

Grading Policies:

Final grades represent how you perform in the class relative to other students. Your grade will not be based on a mandated target, but on your performance. Historically, the average grade for this class is about a 3.3. Three items are considered when assigning final grades:

1. Your average weighted score as a percentage of the available points for all assignments (the points you receive divided by the number of points possible).
2. The overall average percentage score within the class.
3. Your ranking among all students in the class.

Grades will be based on the following:

30%	Mid-Term Examination
30%	Final Examination
10%	Quizzes (2)
15%	Individual Projects (3)
5%	Group Project
5%	Class Contribution
5%	In-Class Exercises

Exams

Exams may include: multiple-choice questions, short answer / brief essay questions, exercises, and problems. Preparing for exams involves dedication and ends only when you can: 1) identify the relevant issues in a given business situation; 2) analyze the data and transform it into information to be used in a comprehensive answer; and 3) explain what you did using techniques demonstrated in class. The best bet for success involves a number of steps. First, is making sure you do the advanced preparation for each class session. Second is reworking problems done in class and trying other additional problems. Third is making sure you ask questions in a real-time manner to solidify your understanding of the material as we go, rather than trying to 'get it' right before an exam. Remember, on exams you will be required to perform all work (e.g., problem setup, solution generation, and answer presentation) on your own.

During the semester, each exam will be returned as soon as possible after it has been given. After each test is returned, there is a one class session reflection period and then you will have one week to discuss your grade. After this time, grades on tests become final. All other grades are final once given.

The Leventhal School of Accounting policy states that exams should not be missed unless there is a very serious emergency AND it can be properly documented. Also, to the extent possible, you must inform the instructor of the emergency prior to the exam (it is understood this is not always possible). If you miss an exam for something other than a serious emergency and / or you cannot provide documentation, you will receive a zero grade for the exam. If there is a serious emergency, you can provide proper documentation and (when possible) have notified me before the exam, a substitute grade will be calculated based on the normalized average of your other exam(s). There will be no make-up exams.

The final exam must be taken at the scheduled time unless an incomplete contract has previously been approved per Leventhal School of Accounting guidelines.

Quizzes

There will be two (2) quizzes during the course. They will be given approximately one 'class week' before each exam. Quizzes may include multiple-choice questions, exercises and problems. Preparing for quizzes is facilitated by keeping up with the work in class, reworking problems we have done in class, and trying other problems. No make-up quizzes will be given.

Group & Individual Projects

One (1) group project and three (3) individual projects will be introduced throughout the course. These projects will test your ability to apply what you have learned in class. The group project can be completed with the assistance of up to four other classmates. I may request peer evaluations for the group project teams. Although peer evaluations do not correlate directly to grade points, it is information that I will consider when evaluating a student's group project score. The individual projects **MUST** be completed individually without the help of other classmates.

Class Participation/Contribution

Class participation points are awarded for being engaged and involved in the classroom discussion. Points are not awarded for just attending class. Instead, an assessment will be made on how much each student contributed positively to the classroom experience.

In-class Exercises

At various points during the semester, unannounced exercises will be introduced to provide students with examples of kind of material they should expect to see on exams. These exercises can be completed by ad hoc groups, of five (5) members or less, using any course materials present (i.e., open book / open notes). Points are earned by students completing the exercise based on the proper application of the techniques covered during class discussion. No make-ups or alternative assignments will be accepted.

The Leventhal School of Accounting adheres strictly to the grading standards of the University and the School of Business Administration. Additionally, the Leventhal School of Accounting has supplemented those standards with certain others. For students' convenience, and to prevent misunderstanding, these additional standards are summarized below.

Grading Standards

The following grades are used: A - excellent; B - good; C - fair; D - minimum passing; F - failure. The grade of F is awarded for failing work at the end of the semester. The assignment of minuses and pluses when earned is required.

The grade of W (Withdraw) is assigned if the student officially withdraws after the third week but before the end of the twelfth week of the semester. No withdrawals will be permitted after the end of the twelfth week except by student petition to the University's Committee on Academic Policies and Procedures.

Students may elect to audit courses during the first three weeks of the semester. A course taken for audit (V) will be assessed at the current tuition rate. A course taken for audit (V) will not receive credit and will not appear on the USC transcript or grade report. Under no circumstances will the University allow a change in the registration status of a course from letter grade or credit to audit (V) or vice versa after the third week of a given semester.

G.P.A. Prerequisites for Undergraduate Accounting Course

The grade point average prerequisites for any undergraduate student enrolled in any accounting course is a minimum 2.5 GPA for all completed accounting courses. In computing grade point average prerequisites, BUAD 250ab, 280, 281, 305 and 302T are considered accounting courses.

Grades in accounting courses taken at other institutions will not be included in the computation of the cumulative accounting grade point average.

When a student's cumulative accounting grade point average falls below 2.5, the student is placed on probation. If a student on probation does not regain a minimum accounting cumulative GPA of 2.5 after completing the next 12 semester hours in all courses (including accounting courses) attempted within the University, that student will not be permitted to continue as an accounting major in the Leventhal School of Accounting. Exceptions to this policy may be granted only in unusual circumstances by the Academic Standards Committee of the Leventhal School of Accounting. Decisions of the Academic Standards Committee are final.

To be removed from probationary status, a student may elect either to take another accounting course or courses for which prerequisites are met or to repeat an accounting course or courses to earn a higher grade. Regardless of the course of action taken, all courses completed will be counted in computing the cumulative accounting grade point average.

The grade of "W" in an accounting course taken while a student is on probation will not extend probation. The probation period ends at the end of that semester during which the student completes a cumulative total of 12 semester hours of courses in any subject(s) at the university. Under no conditions will the student be permitted more than two successive semesters, including the summer semester, to complete the 12 semester hours of courses.

Students must attain a minimum 2.5 cumulative accounting grade point average to graduate with a Bachelor of Science in Accounting degree.

See the USC Catalogue for further restrictions on including grades in repeated classes in the overall grade point average computation.

Additional Information

Retention of Graded Coursework

Exams will be retained for one-year after the end of the course. All other assignments including class exercises and group projects will be handed back in class or can be retrieved in office hours. It is your responsibility to either collect your graded assignments or to make arrangements to pick them up. Any such assignments not picked up will be retained until the end of the semester. These assignments will be discarded one week after beginning of the next semester.

Technology Policy

Laptop and Internet usage is not permitted during academic or professional sessions unless otherwise stated by the professor. Use of other personal communication devices, such as cell phones, is considered unprofessional and is not permitted during academic or professional sessions. Upon request, all electronic devices in your possession (e.g., cell / smart phones, tablets, laptops, etc.) must be completely turned off and / or put face down on the desk in front of you. In addition, at certain times (i.e., during exams), you might also be asked to deposit your devices in a designated area in the classroom.

Recordings

No student may record any lecture, class discussion or meeting with the professor without the professor's prior express written permission. The word "record" or the act of recording includes, but is not limited to, any and all means by which sound or visual images can be stored, duplicated or retransmitted whether by an electro-mechanical, analog, digital, wire, electronic or other device or any other means of signal encoding. The professor reserves all rights, including copyright, to lectures, course syllabi and related materials, including summaries, PowerPoints, prior exams, answer keys, and all supplementary course materials available to the students enrolled in this class whether posted on Blackboard or otherwise. They may not be reproduced, distributed, copied, or disseminated in any media or in any form, including but not limited to all course note-sharing websites. Exceptions are made for students who have made prior arrangements with DSP and the professor.

Attendance at Other Class Sessions

Three sessions of this class will be taught this semester at 12PM, 2PM and 4PM. I will make every effort to keep all three sessions on the same schedule and cover the same materials regardless of session. With this being said, you may attend another class session, however, you must notify me ahead of time that you will be attending the other session and switching sessions should only be done on an exception basis (i.e. don't always attend a different session). **Also, ALL quizzes and exams MUST be taken in the session that you are scheduled for with the Registrar's Office.**

USC Statements on Academic Conduct and Support Systems

Academic Conduct:

Students enrolled in any class offered by the Leventhal School of Accounting are expected to uphold and adhere to the standards of academic integrity established by the Leventhal School of Accounting Student Honor Code. Students are responsible for obtaining, reading, and understanding the Honor Code System handbook. Students who are found to have violated the Code will be subject to disciplinary action as described in the handbook. For more specific information, please refer to the Student Honor Code System handbook, available in class or from the receptionist in ACC 101.

Support Systems

Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

<https://engemannshc.usc.edu/counseling/>

National Suicide Prevention Lifeline - 1-800-273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

Relationship & Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

Sexual Assault Resource Center

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

Office of Equity and Diversity (OED)/Title IX compliance – (213) 740-5086

Works with faculty, staff, visitors, applicants, and students around issues of protected class.

<https://equity.usc.edu/>

Bias Assessment Response and Support

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

Student Support & Advocacy – (213) 821-4710

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

Diversity at USC – <https://diversity.usc.edu/>

Tab for Events, Programs and Training, Task Force (including representatives for each school), Chronology, Participate, Resources for Students

Students with Disabilities

USC is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this course and require accommodations, you must first register with the Office of Disability Services and Programs (www.usc.edu/disability). DSP provides certification for students with disabilities and helps

arrange the relevant accommodations. Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to your TA) as early in the semester as possible. DSP is located in GFS (Grace Ford Salvatori Hall) 120 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776. Email: ability@usc.edu.

NOTE: ALL DSP LETTERS MUST BE SUBMITTED TO THE PROFESSOR WITHIN THE FIRST THREE CLASS SESSIONS. THEY MAY BE SUBMITTED IN HARD OR SOFT COPY. ADDITIONALLY, IT IS YOUR RESPONSIBILITY TO SCHEDULE AND COORDINATE YOUR ACCOMMODATIONS THROUGH THE “[MyDSP](#)” WEBSITE.

Emergency Preparedness/Course Continuity

In case of a declared emergency if travel to campus is not feasible, the *USC Emergency Information* web site (<http://emergency.usc.edu/>) will provide safety and other information, including electronic means by which instructors will conduct class using a combination of USC’s Blackboard learning management system (blackboard.usc.edu), teleconferencing, and other technologies.

Student Learning Objectives

Objective 1	Technical Knowledge	Students will demonstrate technical proficiency in the accounting discipline, including the use of technical accounting knowledge to help solve problems and make decisions.	Moderate
Objective 2	Research, Analysis and Critical Thinking	Students will demonstrate the ability to critically analyze, synthesize, and evaluate information for decision making in the local, regional and global business environment.	Heavy
Objective 3	Ethical Decision Making	Students will demonstrate an understanding of ethics, ethical behavior and ethical decision making.	Moderate
Objective 4	Communication	Students will demonstrate the ability to communicate ideas both orally and in writing in a clear, organized and persuasive manner.	Light
Objective 5	Leadership, Collaboration and Professionalism	Students will demonstrate leadership skills and the ability to work cooperatively and productively to accomplish established goals.	Light

USC Leventhal School of Accounting
Important Dates
Spring 2019

First Day of Class	Monday, January 7
Accounting Orientation – ACCT-370 lab time	Friday, January 11, 10am
Martin Luther King Jr. Birthday, University Holiday	Monday, January 14
USC Career Fest	January 28 - February 1
USC Career Day	Thursday, February 7
Meet the Firms	Tuesday, February 12, 6:30-9pm
Presidents' Day, University Holiday	Monday, February 18
Spring Break	Monday, March 11 - Friday, March 15
LSOA Annual Scholarship Dinner, Town & Gown	Tuesday, April 16, 5:30pm
Last Class Meeting for Regular (001) and 442 sessions	Friday, April 26
Study Days	Saturday- Tuesday, April 27-30
Final Exams for Regular (001) and 442 sessions	Wednesday, May 1-Wednesday, May 8
Commencement	Friday, May 10

First-Half Session Dates (Session 431), January 7 - March 2

First Day of Classes for first half ACCT courses	Monday, January 7
Last Day to Add or Drop first half ACCT courses w/out a “W”	Thursday, January 17
Last Day to Change from P/NP to Letter Grade	Monday, January 28
Last Day to Drop first half ACCT courses with a "W"	Tuesday, February 19
Final Exams for first half ACCT courses	Tuesday, February 27 - Friday, March 2

Second-Half Session Dates (Session 442), March 4 - May 8

First Day of Classes for second half ACCT courses	Monday, March 4
Last Day to Add or Drop second half ACCT courses w/out a “W”	Thursday, March 14
Last Day to Change from P/NP to Letter Grade	Monday, March 25
Last Day to Drop ACCT courses with a “W”	Monday, April 15

Regular Session Dates (Session 001), January 7 - May 8

First Day of Classes	Monday, January 7
Last Day to Add or Drop w/out a “W”	Friday, January 25
Last Day to Change from P/NP to Letter Grade	Friday, February 22
Last Day to Drop with a "W"	Friday, April 5

COURSE CALENDAR

Class #	Date	Chapter #	Description	Class Preparation Activities
1	1/8/19	1	Class Introduction - Accounting Information Systems: An Overview	Discussion #1.1, 1.8; Problem #1.8
2	1/10/19	2	Overview of Transaction Processing and Enterprise Resource Planning Systems	Discussion #2.2, 2.5; Problem #2.4
3	1/15/19	3	Systems Documentation Techniques	Discussion #3.1; Problem #3.3, 3.5, 3.6; 3.12; Read Comprehensive Case
4	1/17/19	3	Systems Documentation Techniques	
5	1/22/19	3	Systems Documentation Techniques	
6	1/24/19	7	Control and Accounting Information Systems	Discussion #7.1, 7.2; Problem #7.1, 7.12
7	1/29/19	12	The Revenue Cycle: Sales to Cash Collections (Order to Cash Role Play)	Discussion #12.1, 12.3; Problem #12.2, 12.7
8	1/31/19	13	The Expenditure Cycle: Purchasing to Cash Disbursements (Procure to Pay Role Play)	Discussion #13.1, 13.6; Problem #13.1, 13.4, 13.11
9	2/5/19	14	The Production Cycle	Problem #14.2, 14.5
10	2/7/19	15	The Human Resources Management and Payroll Cycle	Problem #15.2, 15.5
11	2/12/19	16	General Ledger and Reporting Systems	Discussion #16.1, 16.3; Problem #16.2
12	2/14/19		Quiz #1 and Process Diagramming Group Project Introduction (Due 2/28/19)	
	2/19/19		No Class - Observing President's Day	
13	2/21/19		Microsoft Visio Demonstration and Group Project Work Day	Problem #3.13 will be done as part of the Visio Demonstration
Lab	2/22/19		Group Project and Exam Q&A Lab Session (Lab will be held in Edison Auditorium at 10AM - 12PM) (VOLUNTARY)	
14	2/26/19		MIDTERM	
15	2/28/19		Introduction to ERP systems and Netsuite	
Lab	3/1/19		Netsuite Project Introduction and Work Day (Due 3/19/19)	
16	3/5/19	4	ERP Guest Speaker and Relational Databases	Discussion #4.2
17	3/7/19	4	Relational Databases	
			Spring Break - March 11th - 15th	
18	3/19/19		Midterm Exam Review / Big Data and Data Analytics Introduction	
19	3/21/19		ACL Introduction & ACL Project Introduction (Due 4/9/19)	
20	3/26/19		Data Analytics Guest Speaker and Data Cleansing Exercise	
21	3/28/19	5 & 6	Computer Fraud and Abuse Techniques	Discussion #5.3; Problem #5.5; Case #5.1; Problem 6.2
22	4/2/19	5 & 6	Computer Fraud and Abuse Techniques	Discussion #5.3; Problem #5.5; Case #5.1; Problem 6.2
23	4/4/19	5 & 6	Computer Fraud and Abuse Techniques (Continued); Internet Security Primer	
24	4/9/19	8	Controls for Information Security	Discussion #8.1, 8.2; Problem #8.4
25	4/11/19		Data Visualization and Tableau Introduction	Watch Tableau Introductory Videos; Will post links on Blackboard
26	4/16/19	9 & 10	Confidentiality and Privacy Controls; Processing Integrity and Availability Controls	Discussion #9.2, 10.6; Problem #10.7, 10.8
27	4/18/19	11	Auditing Computer-Based Information Systems	Discussion #11.2, 11.4; Problem #11.1, 11.4, 11.5
28	4/23/19		Quiz #2 & Auditing Computer-Based Information Systems,	
29	4/25/19		Course Wrap Up and Exam Review	
			FINAL EXAM	