



Thomas Zeller, Ph.D., C.P.A.
(312) 915-7626; e-mail tzeller@luc.edu
Maguire Office # 524
1 East Pearson, Chicago, IL 60611
Office Hours: Tuesday and Thursday, 9:45 am – 11:00am or by appointment
Faculty site: <http://www.luc.edu/quinlan/faculty/thomaszeller.shtml>

Accounting 308, Section 400, Accounting Information Systems (AIS)
Spring Semester 2014, Tuesday and Thursday, 8:30 – 9:45AM
Corboy Law Center - Room 301

Catalog Description

Prerequisites: Sophomore standing; minimum grade of "C-" in Accounting 201 and 202, ACCT 303, and ISOM 247.

Included among the topics covered in this course are the primary accounting cycles, accounting information system internal controls, and selective fraud issues. Students will also build flowcharting skills and gain experience working on an enterprise resource planning system (ERP) with real-world company data.

Outcome: Students develop an application and analysis level of learning regarding the function of an accounting information system in business with specific emphasis on risk management, along with the ability to work with and deploy ERP tools.

Course Overview, Objectives and Learning Outcomes

Students engage in learning how to use, evaluate and build internal controls into an accounting information system. You develop the necessary skills and knowledge to confidently function and participate in an AIS environment.

Accounting 308:

- Develops a clear vision how an AIS plays an essential role in business.
- Prepares you to enter the business world with essential AIS skills.

To accomplish these objectives we will:

- Link AIS theory and practice.
- Provide hands-on experience working with accounting information systems used in today's business environment. Students run a real world, Enterprise Resources Planning (ERP) system. The ERP system selected for this course comes on a CD for individual use.
- Cover selective CPA exam topics

Required Materials

- Computerized Accounting, Using Peachtree by Sage Complete Accounting 2012, ISBN: 978-0-912503-40-0. Runs on PC only. I apologize to Apple users.
 - ✓ Products that develop the target level of learning simply do not exist for Apple products.
 - ✓ **NOTE: You are taking a chance in purchasing a used product. The product comes with a CD. Prior students have purchased used with the wrong CD or no CD at all.**
- Custom book with selective chapters on flow charting and AIS controls
- We pull resources from our library and the Web.

Grading Policy:

1) Peachtree Chapter No. (only grade original workbook pages)

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 10

- 2) Quiz: system documentation techniques
- 3) Flowchart homework - 0, 5, 10 grading
- 4) Exam: chapters 3-6, lecture and discussion, designated readings
- 5) Quiz: revenue cycles, cloud computing, fraud, CITP

Points	Grading scale:
(1) 5	A: 93% and above
10	A-: 90.00 – 92.90%
10	B+: 87.50 – 89.99%
10	B: 82.50 – 87.49%
10	B-: 80.00 – 82.49%
10	C+: 77.50 – 79.99%
75	C: 72.50 – 77.49%
10	C-: 70.00 – 72.49%
140	D+: 67.50 – 69.99%
	D: 60.00 – 67.49%
(2) 25	F: less then 60%
(3) 10	
(4) 80	
(5) 80	

Academic Honesty: EXPECTED!! Dishonesty constitutes grounds for dismissal per university policy. This condition includes exams, quizzes, and graded homework. Copying another's work applies. However, working together is encouraged on all assigned work and preparing for quizzes/exams.

Exams, Quizzes, and Graded Assignment Rules: Must be taken/handed-in at the scheduled time. If you have a **serious emergency**, then please contact me ASAP. I am happy to work a reasonable solution. Late work is accepted within 24 hours, with a 50% penalty. **No work accepted beyond 24 hours after due date and time.**

Peachtree Rules: Peachtree homework is due at the beginning of class as indicated in the syllabi. Computer hardware and software problems can surface at the worst times, as many of you have experienced at work or in meeting academic responsibilities. I encourage you to complete this work before the immediate deadline.

In class course plan

Date	Class	Chapter and related material	Detail requirements
3/11	1	Introduction AIS course design	<p>What do you want to take away from this class? Function in AIS environment Cover selective CPA exam topics</p> <p>Syllabus and related details. The course consists of four components:</p> <ol style="list-style-type: none"> 1. Controls: Build from Committee of Sponsoring Organizations (COSO) and careful attention to AIS controls 2. Peachtree: Computerized Accounting, Using Peachtree by Sage Complete Accounting 2012. <ol style="list-style-type: none"> a. Go through the Peachtree installation process before the assignments are due. b. Make sure you can load the software. c. Sorry Apple users, software does not run on Mac products. d. The last page of the syllabus specifies the Peachtree requirements. 3. Financial transactions processes and controls 4. Selective topics/readings. I will often send along a reading that surfaces in a quality publication during the term. You will be required to read the article and be prepared to discuss. Stay tuned and watch your Loyola e-mail account.
	1	Chapter 1: AIS text	<p>A comprehensive overview of accounting information system terms and concepts, many of which we will practice with Peachtree. You should be familiar with many of the terms/concepts. Consider this a warm-up.</p> <p>What is a CITP? Read through link below before the first day of class.</p> <p>http://www.aicpa.org/InterestAreas/InformationTechnology/Membership/Pages/CITPOverview.aspx</p>
3/13	2	Chapter2 : AIS text	<p>Documentation and flowcharting tools and techniques. Demo Excel and encourage class to explore other tools.</p> <p>Discuss meaning of a quality article from practice</p>
3/17	1,2 Catch-up		<p>We have a catch-up day for those that have an internship running during the first week of class. We will meet 9 AM to noon to cover the necessary material. You need to notify me and have permission to attend this session. This will be an on-line synchronous session. You</p>

			<p>will need a solid internet connection, mic and camera on your PC or Mac.</p> <p>Check your computer for capability at:</p> <p>https://connect.luc.edu/common/help/en/support/meeting_test.htm</p> <p>The 9:00 AM log-in URL is:</p> <p>https://connect.luc.edu/r6f44rgghi8/</p> <p>Your internship experience will suggest this is how a business would respond to a need for meeting and moving forward with material.</p>
3/18	3	<p>Quiz</p> <p>Chapter 2: AIS text</p>	<p>Common flowcharting symbols and Chapter 2 key topics.</p> <p>Practice drawing DFDs and reading flowcharts. Read and be ready to go over homework problem 6.</p>
3/20	4	<p>Chapter 2: AIS text</p>	<p>Continue to practice DFDs.</p> <p>Homework problems 9a and 13a are due today.</p>
3/25	5	<p>Chapter 3: AIS text</p>	<p>Lecture and discussion.</p> <p>I will open the class discussion with the following question: What is the COSO?</p>
3/27	6	<p>Chapter 3: AIS text</p>	<p>Come prepared to discuss homework problems 2, 4, 7.</p>
4/1	7	<p>Chapter 4: AIS text</p>	<p>Lecture and discussion</p> <p>Define a quality journal, in preparation for the next and following class.</p>
4/3	8	<p>Chapter 4: AIS text</p>	<p>Come prepared to discuss homework problems 1, 4, 7.</p> <p>Search the Journal of Accountancy or quality journal for an article that discusses password suggestions.</p>
4/8	9	<p>Chapter 5: AIS text</p>	<p>Lecture and discussion</p>
4/10	10	<p>Chapter 5: AIS text</p>	<p>Come to class with the following homework problems completed from this chapter: 1, 4, 5.</p>
4/15	11	<p>Chapter 6: AIS text</p>	<p>Lecture and discussion Lecture</p> <p>Come to class with the following homework problems completed from this chapter: 1, 2, 7.</p>

4/17	12	Exam	AIS text, chapters 3-6 and central themes from outside readings. Peachtree chapters 6-8 due on last day of class.
4/22	13	Cloud computing	Lecture and discussion General read of KPMG's report "Embracing The Could." Bring a quality reading into class the topic of cloud computing.
4/24	14	Focus on AIS Fraud	Lecture and discussion Selective reading: http://www.journalofaccountancy.com/Issues/2014/Feb/20137694.htm
5/3	Final Exam 9:00 to 11:00		Exam: Cycles components, threats, controls; and cloud computing and fraud material, and cycle articles.

Please note: This class may occasionally deviate from the course outline above.
The instructor reserves the right to make changes as needed to the course syllabus.

On-line, lab work course plan

Date	Class	On-line lecture topic	Detail requirements
3/11	1		
3/13	2		
3/18	3		Peachtree chapter 2 due today.
3/20	4		Note: please staple separately: Peachtree chapter 3 due today. Peachtree chapter 4 due today.
3/25	5	Revenue cycle	Lecture: expenditure cycle components, threats and controls Reading: To be determined.
3/27	6		Peachtree chapter 5 due today.
4/1	7	Expenditure cycle	Lecture: expenditure cycle components, threats and controls Reading: To be determined
4/3	8		Peachtree chapter 6 due today.
4/8	9	Payroll cycle	Lecture: expenditure cycle components, threats and controls

			Reading: Payroll and human resources accounting issues
4/10	10		Peachtree chapter 7 due today.
4/15	11	General ledger cycle	Lecture: expenditure cycle components, threats and controls Reading: Zurich close case
4/17	12		Peachtree chapter 8 due today. Note: This is a major assignment and course requirement. It is due today at the beginning of class.
4/22	13		Peachtree chapter 10 due today.
4/24	14		

Accounting 308: Peachtree Summary Document

General and Chapter 1: Introduction and Software Installation

P 1-4: note comments about using Windows 7

- P 1-7: Note....
- 1-8: Need serial number from Sage, TZ example
- P 1-10: Must load software and Waren Sports
- P 1-13: Record location of the program files for future reference
- P 1-15: Instructions for loading Waren
- P 1-16: Create a back-up

Chapter 2: Familiarization

✓ Q – 2,3,4,5,6,7,9,10,12,13,14

Chapter 3: Overview of Maintenance, Processing Information, and Internal Controls

✓ Q – 1,2,3,4,6,8,9,10,11

Chapter 4: Overview of Obtaining Information, Including Reports

✓ Q – 2,3,4,5,7,8e,12

Chapter 5: Practice – Sales and Cash Receipts Cycle Activities

✓ P – 1,3,8(a-c,e-g),9,11,12

Chapter 6: Purchases and Cash Disbursements Cycle Activities

- ✓ P – 1,2,5,9,10,12

Chapter 7: Payroll Cycle and Other Activities

- ✓ P – 1,3,4,7,12

Chapter 8: Recording Transactions, Performing Month-end Procedures, Recording Year-end Adjusting Entries, and Printing Reports

- ✓ Option C starting on page 8-45.
- ✓ Three questions on page 78 of Student Problems & Cases

Chapter 10: Access Controls

- ✓ P – 1,2,3,4
- ✓ P – 5, please read before class, we will complete in class.

Quinlan School of Business Policies:

Attendance

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. Faculty may set participation policies unique to their courses and use class participation as a component of the final grade. The student is responsible for any assignments or requirements missed during an absence.

- Describe any penalty if a student must miss a class or leave early, or any instructor policy concerning “excused” v. “unexcused” absences
- Note if prior notice to the instructor is required for an absence

Make-Up Examinations

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician’s note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

Academic Integrity

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of “F” for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>