

ACG 3401 – Business Processes and Accounting Information Systems

Fall 2016

Instructor: Dr. David Reppenhagen, CPA

Instructor Office Hours: Gerson 331 Mondays & Wednesdays 7 (1:55 – 2:45pm)

Contact Information: davidr@ufl.edu (use only for individual-specific issues)

Questions: Generally post questions to e-Learning (Canvas) Discussion forums, especially questions related to course content or coverage on exams/quizzes, rather than emailing me directly.

Class website: lss.at.ufl.edu (e-Learning) – Please check often as announcements and materials will be posted to this site on a regular basis. I will check the discussion forum frequently. The **Modules** section is especially helpful.

Credits: 4

Prerequisites: ACG 2021— with a minimum “B” grade AND
ACG 2071—with a minimum “B” grade AND
CGS 2531 (or ISOM 3013)

Student Assistant & Office Hours:

Gabriella Munneke, gmunneke@ufl.edu (office hours to be announced) Room 125

Class Meeting Times:

Section	Class	Room
03G4	M W 3-4	Gerson 126
1665	M W 5-6	Gerson 126

Objectives: The purpose of this course is to introduce students to the role of accounting information in a business organization. In general, we will begin to answer the following questions about this information:

- What information about the key business processes of an organization is relevant?
- How does an organization capture that information?
- How does an organization process that information?
- How does an organization assure that the information is reliable?
- How does an organization organize and report that information and to whom?
- How does management use the information?

Assurance of Learning Goals: This course introduces many of the concepts covered by the FSOA assurance of learning goals and is one of the first steps in the students' mastery of important skills. This course specifically focuses on the following learning goal and objective.

Learning Goal 1: Students will recognize accounting's relationship to each fundamental business discipline.

Learning Objective 1B: Identify the major accounting system inputs and process flows of information within the accounting system.

Class: Class will be a combination of lecture, discussion and in-class exercises. Students are expected to read the assigned chapters before the related topics are discussed in class.

As the Fisher School is a professional school, I expect professional behavior in my class. This means that everyone should arrive with enough time to be ready for class to start at the designated time and that there will not be disruptions during class. Students should come to class ready to engage in the material of the day. *Use of cell phones is not permitted in class.* Coming and going during class should be virtually non-existent. While there are circumstances that are exceptions to this, I expect them to be rare.

TopHat:

We will be using the Top Hat (www.tophat.com) classroom response system in class. You will be able to submit answers to in-class questions using tablets or laptops.

You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.

An email invitation will be sent to you by email, but if you don't receive this email, you can register by simply visiting our course website: <http://app.tophat.com/e/146067>

Top Hat will require a paid subscription, and although there are three pricing options, TopHat strongly suggests you purchase the **1 year or 5 year license** since there are no upgrade options for the single semester. A full breakdown of all subscription options available can be found here: www.tophat.com/pricing. Note: our Course **Join Code** is **146067 (section 03G4)** and **938897 (section 1665)**.

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling [1-888-663-5491](tel:1-888-663-5491).

Texts: There are two textbooks required for this course:

1. *Accounting Information Systems*, 9th edition by James A. Hall (H), ISBN 978-1-133-93440-0.
2. *Systems Understanding Aid (9th Edition)* by A. A. Arens and D.D. Ward (SUA), ISBN 978-0-912503-57-8. Available directly from publisher at <http://armonddalton.com/studentorders.html>.

I have placed one copy of the Hall textbook on course reserves at Library West (<https://ares.uflib.ufl.edu/>). It is available for a 2-hour checkout.

Note that a potentially less expensive alternative is to purchase electronic versions of the textbook on www.coursesmart.com (now www.vitalsource.com). Keep in mind there is no buyback with this option. Older and international editions of the Hall book sometimes have different page numberings and problems and as such, might require extra effort *on your part* to use.

Grading: Your grade will be based on the following points:

Quizzes	100
Systems Understanding Aid Project	75
Accounting Fraud Paper	25
Midterm Exam 1	100
Midterm Exam 2	100
Final Exam	<u>100</u>
Total Points Available	500

Grades will be determined solely by your performance in the course. Grades are not subject to negotiation. Being close to the next higher grade is not a relevant issue for discussion of a grade adjustment. Extra credit in this course is not available.

Final course grades will be based on the following scale indicating the percentage of points needed to achieve each letter grade. This scheme tells you what you are guaranteed to receive. For example, if you receive a 90, you will get at least an A-. I reserve the flexibility to give a higher letter grade. See <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> for more information on current UF grading policies for assigning grade points.

Letter Grade	Minimum %
A	94.0
A-	90.0
B+	86.0
B	82.0
B-	78.0
C+	74.0
C	70.0
C-	66.0
D+	62.0
D	58.0
D-	54.0
E	below

NOTE: All disputes about graded material must be brought to the instructor's or TAs' attention within one week of the material being handed back. At that time, the entire item (e.g., the entire exam or assignment) will be re-graded for potential mistakes, those in the student's favor and against. After that, disputes about graded items will not be entertained.

Quizzes: There will be weekly quizzes given during class on every Wednesday we are in class (except the first week & last two weeks). The first quiz will be given on **Wednesday, August 31**. The quizzes will test you on the material assigned for the days since your last quiz (usually Wednesday and Monday before the quiz – but not the class on the same day as your quiz). I will count your 10 highest quiz grades for a maximum of 100 points (there will be twelve quizzes) toward your grade in the course.

Homework: The suggested problems from your textbook will be the basis for some class discussion but will not be collected and graded. The list of problems is posted on the class website under the “Modules.” Experience indicates a significant correlation exists between the effort expended preparing for class and the grade achieved.

Accounting Fraud Paper: This paper assignment is due on **Monday, September 12** (worth 25 points). Details for the paper are on the class web site in the *Assignments* area.

Systems Understanding Aid (SUA) Project: The *Systems Understanding Aid* project WILL be collected and graded. Assignment one is due **October 3** and assignment two is due **November 16**. You will find detailed instructions for this project on the web site under *Assignments*.

Examinations: Any question format may be used on examinations. Examination questions can relate to materials presented in class, assigned readings, the *Systems Understanding Aid* project, and homework problems. No more than 60% of the questions on the final will relate to material covered on the first two exams. The second midterm exam will focus on the material covered since the first midterm exam and thus is only cumulative to the extent that the material builds on prior material.

Missing Exams or Quizzes: Examinations and quizzes are scheduled during class so there should be a limited number of valid reasons for missing them. If an exam or quiz is missed without a valid, documented excuse, you will receive a grade of 0. Note: weddings, family reunions, travel plans, interview trips etc. are not accepted as valid conflicts. I have two dropped quizzes to accommodate those types of absences. There are no makeup quizzes or exams. If a student misses an exam or quiz with a valid, documented excuse, then the remaining exams or quizzes will be reweighted accordingly. A note indicating that you were seen at the health center the day of the exam is not sufficient documentation of a medically excused absence. The note must say that you were medically unable to take the exam. If you have a University-sanctioned event scheduled, please contact me ahead of time to resolve the issue. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Disabilities / Assistance: The University of Florida is committed to providing academic accommodations for students with disabilities. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, a student should present his/her accommodation letter to the instructor supporting a request for accommodations. If your accommodation regards special testing arrangements, you must then submit an Accommodated Test Request (ATR) online. Students

with disabilities are encouraged to follow these procedures as early as possible within the semester. If you do not follow the DRC required procedures, you will have to take the exam without accommodations.

Academic Integrity: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class. The penalties for academic dishonesty are severe.

Course Evaluations: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Other Matters:

1. The Business Library provides very good resources for researching accounting topics (<http://businesslibrary.uflib.ufl.edu>). I recommend you use them.
2. Any student who drops ACG 3401 after the drop/add period will have the lowest priority for registering in the course the next semester.
3. ACG 3401 is not available on an audit or S/U basis.
4. Calculators are not required, but may be used. If you wish to use a calculator during exams or quizzes, it must be a non-programmable, basic 4-function calculator. **Use of any calculator other than an approved calculator will be considered a violation of the UF honor code.**
5. The official University of Florida “Gator 1” identification card must be presented at each exam.
6. Microsoft Office is freely available to UF students (<http://www.it.ufl.edu/news/education/free-microsoft-office-for-students/>). Download & install if you don’t already have it. UF Apps also provides a hosted version of MS Office that does not require a download (<http://info.apps.ufl.edu/>).
7. NOTE: The deadline to **drop** ACG 3401 is **November 21 (see Fisher School office for other drop dates with specified refund amounts)**.
8. The University Counseling and Wellness Office can be a helpful resource <http://www.counseling.ufl.edu/cwc/Default.aspx>, phone 392-1575.

NOTE: This schedule is subject to change at the discretion of the instructor.

DATE	TOPIC
AUG 22 Mon	Introduction
24 Wed	Fundamentals of Accounting I
29 Mon	Fundamentals of Accounting II: Demand for Internal & External Reporting
31 Wed	Development of a Profession I: Roles of the Accountant <i>*Bring Systems Understanding Aid to class.*</i> <i>(QUIZ 1)</i>
SEP 5 Mon	NO CLASS (Labor Day)
7 Wed	Development of a Profession II: Accounting in History <i>(QUIZ 2)</i>
12 Mon	Development of a Profession III: Professionalism and Ethics <i>*Be prepared to discuss the written assignment. Paper must be turned in online before class starts.*</i>
14 Wed	Role & Purpose of Accounting Information Systems <i>(QUIZ 3)</i>
19 Mon	Accounting Cycle I
21 Wed	Accounting Cycle II <i>(QUIZ 4)</i>
23 Fri	<i>Question & Answer Session (OPTIONAL), Periods 3/4</i>
26 Mon	<u>EXAM 1 (in-class)</u>
28 Wed	Documenting the AIS, I <i>(QUIZ 5)</i>
OCT 3 Mon	Documenting the AIS, II <i>*SUA Assignment One due at the beginning of class*</i>
5 Wed	Internal Control, I <i>(QUIZ 6)</i>
10 Mon	Internal Control, II

12	Wed	Expenditure Cycle: Purchases/Cash Disbursements (QUIZ 7)
17	Mon	Purchases/Cash Disbursements, part II
19	Wed	Expenditure Cycle: Payroll Processing (QUIZ 8)
24	Mon	Expenditure Cycle: Payroll Processing, part II
26	Wed	Expenditure Cycle: Fixed Assets (QUIZ 9)
28	Fri	Question & Answer Session (OPTIONAL), Periods 4/5
31	Mon	<u>EXAM 2 (in-class)</u>
NOV 2	Wed	Conversion Cycle, I (QUIZ 10)
7	Mon	Conversion Cycle, II
9	Wed	Revenue Cycle, I (QUIZ 11)
14	Mon	Revenue Cycle, II
16	Wed	Financial Reporting System & XBRL (QUIZ 12) *SUA final assignment due at beginning of class*
21	Mon	Financial Reporting System & XBRL II
23	Wed	NO CLASS (Thanksgiving)
28	Mon	Accounting and Data Analytics, I
30	Wed	Accounting and Data Analytics, II
DEC 5	Mon	Accounting and Data Analytics, III
7	Wed	Course Wrap-up
9	Fri	Question & Answer Session (OPTIONAL), Periods 4/5
13	Tue	<u>FINAL EXAM 8-10pm</u>