Class Hours: TTH 8:00-9:30am (Course ID: 02900)

Professor: Patti Brown, CPA

E-mail: patti.brown@mccombs.utexas.edu

CBA 4.348

Office: CBA 3.250

Phone: (512) 471-0787

Office Hours: TTH 11:00-12:00pm and T 5:00 – 6:00pm or by appt.

TA: Marc Granberry

TA E-mail: marcus.granberry@bba10.mccombs.utexas.edu TA Office Hours: Wed 12-1

COURSE OBJECTIVES

This course explores business processes and internal controls for accounting information systems (AIS). Students will learn fundamentals related to conceptual and computerized accounting systems, as well as general and application controls related to those systems.

At the end of the course, students will be able to:

- Identify the events involved in an organization's business processes and understand how these processes interact with an organization's accounting system;
- Identify risks present in a business process and recommend internal controls to ensure that transactions are executed as expected and that the accounting records are reliable.
- Analyze business transactions and develop appropriate business processes and accounting records to support the transaction;
- Identify and implement technologies used to process transactions; ensure that general and application controls are in place and operating effectively.

The course objectives are focused on 1) specific skills and concepts that are required to be successful in the business world and 2) topics included on the CPA exam. Please read below what your peers are saying about ITAC:

"Having taken and passed the Auditing section of the CPA exam, I can't even begin to tell you how much your ITAC class helped in my preparation for the exam. Everything from transaction processes to computerized auditing tools showed up in my review book, and I was one step ahead having taken your ITAC class." --MPA student from Spring 2012 ITAC course

"One way your ITAC class helped during my internship was by giving me a strong knowledge about a firm's revenue and expenditure processes. This allowed me to have a greater understanding of my client's business, and I was able to complete my work more efficiently as a result." --MPA student from Fall 2011 ITAC course

"ITAC is undoubtedly one of the most valuable courses I took in the MPA Program. While interviewing for full-time employment, it impressed companies that I was technologically competent with software products such as Excel, Access, and SAP, and that I could streamline processes through the use of flowcharting. I would recommend this course to every student in the program because it gives you a competitive edge that is constantly demanded in the workplace."—MPA student from Fall 2011 ITAC course

REQUIRED MATERIALS

Beginning Fall 2012, ACC 380K.13 will be using a custom text. The text was developed from the three textbooks listed below, and it includes an important access card for SAM 2010. You will submit your MS Excel & Access projects in SAM 2010. The SAM 2010 Projects access is a requirement of the course.

- 1. Accounting Information Systems, 8th Edition, James A. Hall; Southwestern/Cengage Learning; 2011
- 2. New Perspectives on Microsoft Office Excel 2010, Comprehensive, 1st Edition, Parsons/Oja/Ageloff/Carey; Course Technology/Cengage Learning, 2011
- 3. New Perspectives on Microsoft Office Access 2010, Comprehensive, 1st Edition, Adamski/Finnegan; Course Technology/Cengage Learning, 2011.

The ISBN for the custom bundle is **97812853333922** and can be purchased from The University Co-Op.

COMPUTER SOFTWARE

Microsoft Excel 2010 and Access 2010 are required to complete assignments, since these versions are part of the current McCombs Common Operating Environment. All of the software required for the class is available in the McCombs Computer Labs. The Excel and Access assignments are tutorial-based and self-directed in nature.

JOIN THE CONVERSATION!

Discussion Boards will be created for student collaboration and to answer questions about assignments. <u>All questions about the course and assignments</u> should be posted on the appropriate discussion board. It's a good idea to subscribe to the discussion board forums, so you are included in the collaboration. Private and confidential matters should be communicated directly with the instructor during office hours or via email. The course Blackboard site will be used to post assignments and supplemental reading materials. Your Blackboard email and Twitter (@itacfall2012) will be used to send updates and announcements to the class.

GRADING

Final grades will be determined based on the total points earned at the end of the semester. A plus/minus grading system will be used to determine final course grades.

Points:

Exam I	100	20%
Exam II	100	20%
Exam III	90	18%
Excel Assignments (3)	60	12%
Case Study (Team Project)	60	12%
SAP ERP Assignment	40	8%
Access Assignment (1)	30	6%
Participation (In Class & Online)	20	4%
Total Points	500	100%

TEAM ASSIGNMENTS

There will be team exercises in-class, as well as a team project. Please sign-up here: https://docs.google.com/spreadsheet/ccc?key=0Al4ma8QkytMZdEY0Zi10TWJDMmQ0clZYS3g2ejhfQlE

Important Disclosures

Electronic Class Rosters

Since Fall 2001, web-based, password-protected class sites have been available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging e-mail, engaging in class discussions and chats, and exchanging files. In addition, class e-mail rosters will be a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see: http://registrar.utexas.edu/students/records/restrictmyinfo/rmifaqs

Religious Holy Days

By UT Austin policy, you must notify me of your pending absence at least <u>fourteen days prior to the date of observance of a religious holy day</u>. If you must miss a class, examination, assignment, quiz, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Students with Disabilities

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, www.utexas.edu/diversity/ddce/ssd/

McCombs Classroom Professionalism Policy

The highest professional standards are expected of all members of the McCombs community. The collective class reputation and the value of the Texas MPA experience hinges on this. Students are expected to be professional in all respects.

You should treat the Texas MPA classroom as you would a corporate boardroom. The Texas MPA classroom experience is enhanced when:

- **Students arrive on time.** On time arrival ensures that classes are able to start and finish at the scheduled time. On time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions.
- **Students display their name cards.** This permits fellow students and faculty to learn names, enhancing opportunities for community building and evaluation of in-class contributions.
- Students do not confuse the classroom for the cafeteria. The classroom is not the place to eat your breakfast or lunch. Please plan accordingly. Recognizing that back-to-back classes do take place over the lunch hour, energy bars and similar snacks are permitted. Please be respectful of your fellow students and faculty in your choices.
- <u>Students are fully prepared for each class.</u> Have your class notes for the topic of the day and be ready to discuss and work the class exercises. Much of the learning in the Texas MPA program takes place during classroom discussions. When you are not prepared, you cannot contribute to the overall learning process. This affects not only you, but your peers who count on you as well.
- <u>Students attend the class section to which they are registered</u>. Learning is enhanced when class sizes are optimized. Limits are set to ensure a quality experience. When section hopping takes place some classes

become too large and it becomes difficult to contribute. When they are too small, the breadth of experience and opinion suffers.

- Students respect the views and opinions of their colleagues. Pay attention, listen respectfully and look for opportunities to build on points made by the instructor and a classmate. Please ask questions when something is unclear and chime in when you think you can help or offer your own personal experience. Direct your comments to classmates, where possible. Collaboration and debate are encouraged. Intolerance for the views of others is unacceptable.
- Laptops are closed and put away. When students are otherwise not devoting their full attention to the topic at hand, they are doing themselves and their peers a major disservice. Those around them face additional distraction. Also, your peers cannot benefit from your insights if you are not engaged.
- Phones and wireless devices are turned off. Use of phones for texting, tweets, games and facebook is NOT allowed during class. This behavior is rude and unprofessional and never allowed in a corporate meeting/boardroom. When a true need to communicate with someone outside of class exists (e.g., a medical or family need), please inform the professor prior to class.

Academic Dishonesty

There is zero tolerance for acts of academic dishonesty. Such acts damage the reputation of the school, your degree and demean the honest efforts of the majority of students. The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam. The responsibilities for both students and faculty with regard to the Honor System are described on the final pages of this syllabus. As the instructor for this course, I agree to observe all the faculty responsibilities described therein. As a Texas MPA student, you agree to observe all of the student responsibilities of the Honor Code. If the application of the Honor System to this class and its assignments is unclear in any way, please contact me for clarification. It is your responsibility, and in your best interest, to read and understand these policies. A required acknowledgement is posted in the Assignments section of Blackboard. Please read the policies and complete the acknowledgement by the second class day.

Honor Code Purpose

Academic honor, trust and integrity are fundamental to The University of Texas at Austin McCombs School of Business community. They contribute directly to the quality of your education and reach far beyond the campus to your overall standing within the business community. The University of Texas at Austin McCombs School of Business Honor System promotes academic honor, trust and integrity throughout the Graduate School of Business. The Honor System relies upon The University of Texas Student Standards of Conduct (Chapter 11 of the Institutional Rules on Student Service and Activities) for enforcement, but promotes ideals that are higher than merely enforceable standards. Every student is responsible for understanding and abiding by the provisions of the Honor System and the University of Texas Student Standards of Conduct. The University expects all students to obey the law, show respect for other members of the university community, perform contractual obligations, maintain absolute integrity and the highest standard of individual honor in scholastic work, and observe the highest standards of conduct. *Ignorance of the Honor System or The University of Texas Student Standards of Conduct is not an acceptable excuse for violations under any circumstances*.

The effectiveness of the Honor System results solely from the wholehearted and uncompromising support of each member of the McCombs School of Business community. Each member must abide by the Honor System and must be intolerant of any violations. The system is only as effective as you make it.

Faculty Involvement in the Honor System

The University of Texas at Austin McCombs School of Business Faculty's commitment to the Honor System is critical to its success. It is imperative that faculty make their expectations clear to all students. They must also respond to accusations of cheating or other misconduct by students in a timely, discrete and fair manner. We urge faculty members to promote awareness of the importance of integrity through in-class discussions and assignments throughout the semester.

Expectations under the Honor System Standards

If a student is uncertain about the standards of conduct in a particular setting, he or she should ask the relevant faculty member for clarification to ensure his or her conduct falls within the expected scope of honor, trust and integrity as promoted by the Honor System. This applies to all tests, papers group and individual work. Below are some of the specific examples of violations of the Honor System.

Lying

Lying is any deliberate attempt to deceive another by stating an untruth, or by any direct form of communication to include the telling of a partial truth. Lying includes the use or omission of any information with the intent to deceive or mislead. Examples of lying include, but are not limited to, providing a false excuse for why a test was missed or presenting false information to a recruiter.

Stealing

Stealing is wrongfully taking, obtaining, withholding, defacing or destroying any person's money, personal property, article or service, under any circumstances. Examples of stealing include, but are not limited to, removing course material from the library or hiding it from others, removing material from another person's mail folder, securing for one's self unattended items such as calculators, books, book bags or other personal property. Another form of stealing is the duplication of copyrighted material beyond the reasonable bounds of "fair use." Defacing (e.g., "marking up" or highlighting) library books is also considered stealing, because, through a willful act, the value of another's property is decreased. (See the appendix for a detailed explanation of "fair use.")

Cheating

Cheating is wrongfully and unfairly acting out of self-interest for personal gain by seeking or accepting an unauthorized advantage over one's peers. Examples include, but are not limited to, obtaining questions or answers to tests or quizzes, and getting assistance on assignments or other projects beyond what is authorized by the assigning instructor. It is also cheating to accept the benefit(s) of another person's theft(s) even if not actively sought. For instance, if one continues to be attentive to an overhead conversation about a test or assignment even if initial exposure to such information was accidental and beyond the control of the student in question, one is also cheating. If a student overhears a conversation or any information that any faculty member might reasonably wish to withhold from the student, the student should inform the faculty member(s) of the information and circumstance under which it was overheard.

Actions Required for Responding to Suspected and Known Violations

As stated, everyone must abide by the Honor System and be intolerant of violations. If you suspect a violation has occurred, you should first speak to the suspected violator in an attempt to determine if an infraction has taken place. If, after doing so, you still believe that a violation has occurred, you must tell the suspected violator that he or she must report himself or herself to the course professor or Associate Dean of the McCombs School of Business. If the individual fails to report him or herself within 48 hours, it then becomes your obligation to

report the infraction to the course professor or the Associate Dean of the McCombs School of Business. Remember that although you are not required by regulation to take any action, our Honor System is only as effective as you make it. If you remain silent when you suspect or know of a violation, you are approving of such dishonorable conduct as the community standard. You are thereby precipitating a repetition of such violations.

The Honor Pledge

The University of Texas at Austin McCombs School of Business requires each enrolled student to adopt the Honor System. The Honor Pledge best describes the conduct promoted by the Honor System. It is as follows: "I affirm that I belong to the honorable community of The University of Texas at Austin Graduate School of Business. I will not lie, cheat or steal, nor will I tolerate those who do. I pledge my full support to the Honor System. I agree to be bound at all times by the Honor System and understand that any violation may result in my dismissal from the McCombs School of Business."

An opportunity to pledge your full support to the Honor System is available in the acknowledgement posted in the Assignments section of Blackboard. Please read the policies and supporting links posted on Blackboard and complete the pledge and acknowledgement by the second class day.

Campus Safety

Please note the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may **not** be the one you used when entering the building.
- Students requiring assistance in evacuation should inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Further information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.

Assignment Schedule

	DAY	DATE	TOPIC		
				Part I – Transaction Processing & Business Processes	
1	TH	8/30	Ch. 1	The Information System : The Accountant's Perspective (pp. 3-24)	
2	T	9/4	Ch. 2	Transaction Processing & Accounting Records (pp. 31 – 46, 61-71)	
3	TH	9/6		Business Process Documentation – Flowcharts (pp. 47 – 61)	
4	T	9/11		Business Process Documentation – Data Flow Diagrams (pp. 47-61)	
5	TH	9/13		Lab: Class meets in MOD Lab West (CBA 5.304)	
				Working Session: Bring your SAM ID card to begin your Excel projects	

6	T	9/18		COSO & ERM Internal Control Framework
				Supplemental Readings – see Blackboard
7	TH	9/20		Guest Speaker – Dell, Inc.
8	T	9/25	Ch. 4	Revenue Cycle & Controls – Conceptual System (pp. 145-169)
9	TH	9/27	Ch. 5	Expenditure Cycle & Controls – Conceptual System (pp. 211-228)
	F	9/28		Excel Assignments (chapters 5, 7, 8) in SAM due by 11:59 p.m.
10	T	10/2		Guest Speaker - Ernst & Young
11	TH	10/4		Review Day
	M	10/8		Exam 1 6:00 – 8:00pm Location: UTC 4.102
				Part II – Advanced Technologies and IT Controls
12	T	10/9		No class
13	TH	10/11		Lab: Class meets in MOD Lab West (CBA 5.304)
				Working Session: Team Project Intro & Access Chapter 5 Assignment
14	T	10/16		IT General Controls & Case discussion
15	TH	10/18	Ch. 9	Database Management Systems (pp. 393-408, 429-434)
16	T	10/23		Relational Database Design (pp. 408-425,434-440)
17	TH	10/25		Guest Speaker – Deloitte
	F	10/26		Access Assignment (chapter 5) in SAM due by 11:59 p.m.
18	T	10/30		IT Application Controls & Case discussion
19	TH	11/1	Ch. 12	E-commerce (pp. 515-539)
20	T	11/6		Review Day
21	TH	11/8		Lab: Class meets in MOD Lab West (CBA 5.304)
				SAP Login ID and Navigation
	M	11/12		Exam 2 6:00 – 8:00pm Location: UTC 4.102
				Part III – Enterprise Resource Planning & Data Warehouse
22	T	11/13	Ch. 11	ERP Systems & Data Warehouse (pp.485-508)
23	TH	11/15		Guest Speaker – Dell Inc.
	F	11/16		Case Study (Team Project) due by 11:59 p.m.
24	T	11/20	Ch. 8	Financial Reporting & Management Reporting Systems (pp. 345-376)
	TH	11/22		Thanksgiving Holiday
25	T	11/27	Ch. 4	Revenue Cycle & Controls – Advanced Technology (pp. 169-180)
26	TH	11/29	Ch. 5	Expenditure Cycle & Controls – Advanced Technology (pp. 228-236)
	F	11/30		SAP ERP assignment due by 11:59 pm
27	M	12/3		Guest Speaker - HomeAway, Inc. 6:00pm - 7:15pm JES A121A
28	T	12/4		No class
29	TH	12/6		Exam 3 6:00-8:00 p.m Location : UTC 4.110