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# MGMT 549 – AIS SYLLABUS – FALL 2016

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Class Information	
<b>Class Time</b>	Section 001: Th 5:30 – 8:00 (ASM 1064)

Instructor Information	
<b>Instructor</b>	Matthew Pickard, MBA, PhD
<b>Office</b>	ASM 2020
<b>Office Hours</b>	T 9:30-11:00, Th 2:00-3:30, and by appointment
<b>Phone</b>	505-277-3631
<b>Email</b>	<a href="mailto:mpickard@unm.edu">mpickard@unm.edu</a>

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## REQUIRED COURSE MATERIALS

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- *Accounting Information Systems (9<sup>th</sup> Edition)*, by Gelinas, Dull, and Wheeler (ISBN 978-0-538-46931-9)
  - This textbook is old enough now, you can get used copies cheap on Amazon.
- *Systems Understanding Aid (9<sup>th</sup> Edition)*, Alvin A. Arens & D. Dewey Ward (ISBN 978-0-912503-38-8)
- *Database Management and Design (1<sup>st</sup> Edition)*, Allen, Hansen, & Jackson (Online)
  - You need your own access to this online textbook because I use it to administer and grade the SQL assignment.

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## COURSE OVERVIEW

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It is becoming increasingly difficult to find accounting operations that do not leverage information technology (IT). Thus, it is extremely important for accountants to be familiar with how manual accounting operations are mapped to and implemented with IT. This course will expose the accounting student to the principles and techniques necessary to design, analyze, and work with accounting information systems (AIS).

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## COURSE OBJECTIVES

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Students who successfully complete this course will:

- Explain why information quality is critical to and affects decision-making.
- Know how to read, develop, and evaluate accounting system documentation including data flow diagrams and system flowcharts.
- Apply principles of internal control to ensure integrity in both business processes and accounting information systems.

- Gain a conceptual and practical understanding of the function, organization, and operation of accounting systems including transaction processing and financial reporting systems.
- Apply principles and skills of database management, design, and data extraction to develop databases and make decisions.

## ASSESSMENT AND GRADING

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The points for this course will be allocated as follows:

System Understanding Aid	250
Homework	300
Controls Research Report	150
Final Exam	150
Microsoft Dynamics SUA	50
Revenue Cycle Game Performance	25
Expenditure Cycle Game Performance	25
Tophat Participation	25
PYPP Questionnaire	10
Course Interview	15
<b>Total possible points</b>	<b>1000</b>

Homework points are allocated as follows:

Homework Assignment	Points
HW #1 RC Sys Doc	25
HW #2 EC Sys Doc	75
HW #3 Cycle Game Write-up	75
HW #4 Database Design	25
HW #5 SQL	100

**IMPORTANT! The instructor reserves the right to subtract up to 50 points (i.e. a half of letter grade) from your final for unprofessional behavior you display in association with this class.** Professionalism is a baseline expectation! Examples of professionalism or lack of professionalism are as follows:

Professionalism:

- Proactively learning the material and going above and beyond assignment requirements.
- Participating actively in class.

- Maintaining a positive, learning attitude.
- Attending class and being on time.
- Attending office hours for help.

Lack of Professionalism:

- Turning in sloppy work (includes assignments, but especially exams).
- Not following assignment submission instructions.
- Complaining or whining, or displaying a negative attitude.
- Engaging in any behavior during the project that would negatively affect future relationships with the organization you work with on your project.

The course grades are awarded based on the following breakdown:

Grade	% of Total	Break
A+	98-100	980
A	93 – 97.99	930
A-	90-92.99	900
B+	88-89.99	880
B	83-87.99	830
B-	80-82.99	800
C+	78-79.99	780
C	70-77.99	700
D	60-69.99	600
F	0-59.99	0

## COURSE POLICIES

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**Late Assignments / Projects:** Except in unusual and extreme circumstances (e.g. severe or prolonged illness, death in the family, etc.) which are cleared with the instructor ahead of time, late assignments / projects will not be accepted.

**Make-up Exams:** Except in unusual and extreme circumstances (e.g. severe or prolonged illness, death in the family, etc.) which are cleared with the instructor ahead of time, there will be no make-up exams.

**Grade Appeals:** Must be made in writing within one week from when the exam or assignment is returned in class or within one week from the last day of quiz or Graded HW availability. For exams, the one week begins to run when the exam is distributed to the class, even if you are absent. Any challenge must include the basis of your reasoning and any support (from the text) for your position. Your original exam must be returned with your challenge.

**Discussion and Peer Study:** Studying or discussing course assignments and materials with other class members is **highly encouraged**. However, your exams and other submissions must be your own work.

**Academic Integrity:** Academic integrity is expected from all students enrolled in this course. Cheating is expressly forbidden. Cheating includes copying from the homework, quizzes, exams or files of other students, use of unauthorized material during exams, allowing others to complete Graded HW or quizzes for you, and any other form of academic dishonesty. It also includes failing to report or allowing other students to cheat. Academic dishonesty includes marking absent students as present if roll is taken. If you are unsure what constitutes academic dishonesty, check the [UNM Catalog 2010-2011](#) at 46 or your [Pathfinder \(Appendix\)](#), (see Policy on Academic Dishonesty and Student Code of Conduct), or speak with your instructor. I will refer incidents of cheating on to the appropriate UNM authorities. Cheating will result in an “F” for the entire course.

**Access to Education:** Qualified students with disabilities needing appropriate academic adjustments should contact the instructor as soon as possible, preferably in the **first week of class** to ensure your needs are met in a timely manner. For information on assistive technology available for student use and additional information on services available through the [Accessibility Resource Center](#). Students are required to attend classes and to arrive on time. Attendance may be taken. While we understand that you may want to visit with your fellow students, please do this before or after class—we will not “talk over” students. Finally, please turn off any audible ringer on your cellphone—we will deduct points if these go off in class.

**Audit:** A student may register for a course as an auditor, if permission of the instructor is obtained. A student has the **first four weeks** of the semester to change a course to audit status. No changes in audit status will be processed after the fourth week of class. Students are charged the normal tuition rate for auditing a course.

**Copyright:** All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

**Courtesy:** Please come to class and focus on what is going on, rather than being distracted by a cellphone, text-messaging, or surfing the web.

**Inclement Weather Policy:** On days when weather is bad, please listen to local media or check <http://www.unm.edu/news/CampusNews/weather.html> to see if UNM will be operating on a delayed schedule or will be closed. A delay means that classes scheduled before the late campus opening are CANCELLED (For example, if a two-hour delay is announced, then classes scheduled to start before 10:00 a.m. are cancelled. If there is a two-hour delay, the sections of this course that would have started thereafter on that day will be cancelled also. A closure means that UNM will not be opened for the day, or will be closed before the end of the regular work day.

In the event of a delay or closure of UNM **affecting our class on an exam day**, the exam will be given during the next scheduled class meeting. In the event of such a delay or closure during final exam week, you will be notified through a Blackboard Vista announcement on the class site and/or via e-mail to your UNM account of the rescheduling of the final exam. For more information about UNM’s inclement weather policy, see <http://www.unm.edu/~ubppm/ubppmanual/3435.htm>.

**Incompletes, Drops, and Withdrawals:** Your instructor gives an **incomplete** only under extreme circumstances. If you are running into problems with the course, please contact your instructor as early as possible so you do not fall behind. If you need to **withdraw** from school or

**drop** the course, please do it in a timely manner and notify your instructor via email, so that he is not forced to give you an F or W/F at the end of the semester. It is the **student's responsibility** to initiate drops or withdrawals from this class and to make sure they are properly processed. Up until one week after the first exam, all instructors give unconditional WPs. After that time, WP/WF will be determined by grades and effort to date.

This course falls under all UNM policies for the last day to drop courses, etc. Please see the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

**Privacy and Blackboard Tracking Notice:** Blackboard, the course management system we use, automatically records all students' activities, including your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, discussion text, quiz and Graded HW activity and posted discussion topics. This data may be accessed by the instructor or by UNM consultants.

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## COURSE RESOURCES

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This is a Blackboard enhanced class. If you have never used Blackboard, take a look at "[How to Use Blackboard](#)" on the Blackboard Login page. Even if you have, you may learn some tricks to help you navigate Blackboard better. Please inform the instructor if you discover course content mistakes on the Blackboard course site.

All announcements, changes, and due dates will be posted on Blackboard. **It is the student's responsibility to check for communications and changes to the course on Blackboard.**

If you are having technical problems with Blackboard, you can contact free technical support through one of the following ways:

- Phone: (505) 277-0857 (M-F 8am – 5pm MT)
- Email: [learn@unm.edu](mailto:learn@unm.edu)
- Web: Blackboard Help for Students: <http://studentinfo.unm.edu>

You must have a UNM Net ID to access Blackboard. More information on obtaining one can be found at <https://netid.unm.edu/>.

Again, any course content related questions should be directed to the instructor.

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## COMPUTER AND SOFTWARE REQUIREMENTS

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Students will need access to Microsoft Word, EXCEL, PowerPoint and Acrobat Reader for this course.

We will also use Microsoft Visio. I recommend that you complete all the system documentation exercises in Visio. Its use is prominent enough that you should learn its basic functionality. ASM is a member of the [Microsoft Academic Alliance](#) (MAA), which enables students to download free copies of some Microsoft software. You should have access to MAA and be able to download Visio. Click [here](#) to access the ASM MAA site.

**You register on the MAA site with your UNM ID (not NetID or UNM email address).**

It should be noted that downloads from MAA come in the ISO file format. If you know how to burn an ISO image to a CD/DVD, that is one option. An easier option is to use a special application (e.g., Virtual [CloneDrive](#)) to “mount” the ISO image as a virtual CD\DVD drive and install the Microsoft software from that drive.

For further instructions, you may consult this [page](#).

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## INSTRUCTOR AND COURSE EVALUATION

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You will be provided an official course evaluation at the end of the semester. This evaluation is anonymous and the results will not be shared with the instructor until the beginning of the next semester. So please provide detailed constructive feedback, there’s no risk to you for doing so.

However, I would greatly appreciate constructive feedback throughout the course. Feel free to provide me with feedback at any time in person, by phone, or by email regarding the course or my instruction skills. To encourage and accommodate feedback, I have created a discussion forum on the class website (Blackboard) that will allow you to make anonymous posts. Please utilize it.

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## ASM SOCIAL MEDIA

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In today’s fast-paced, competitive environment, understanding the Accounting industry and staying current on best-practices is necessary for success. We strongly urge students to find a variety of ways to stay up-to-date, including following the Accounting Twitter account at @unm\_asm\_acctg. The Anderson Acctg Dept Twitter account will provide accounting students with current research, events, and job information in the Accounting industry. Students will also have the opportunity to ask questions regarding the accounting industry and employer expectations, share their expertise, and celebrate achievements in the field. Creating a Twitter account and following the Accounting Department on Twitter is not mandatory and students who choose to interact via this forum should be mindful of their social media interactions.

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## TITLE IX: THE EQUAL OPPORTUNITY IN EDUCATION ACT OF 2002

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Title IX: The Equal Opportunity in Education Act of 2002 (known as Title IX) states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” As a member of the UNM faculty I take this responsibility seriously.

It is important for all faculty, teaching assistants, graduate assistants, staff and students to understand the following. In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>, pp 15). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>. There are organizations on campus that can maintain anonymity and are not required to report possible Title IX violations. These include Student Health and Counseling, CARS, and UNM Advocacy centers including the LoboRESPECT Advocacy Center, the Women’s Resource and the LGBTQ Resource center.

## MGMT 549 COURSE SCHEDULE – FALL 2016

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The following pages contain a **tentative** listing of the daily topics and assignments for the class. IT IS SUBJECT TO CHANGE. **Please monitor Blackboard Learn for changes to the schedule. If you are absent from class, it is your responsibility to learn what material was covered that day.**

Date	Topics	Readings	Assignments Due
8/23 T	Intro to Class, Syllabus, and Schedule  AIS Overview	Book Ch 1  Tophat Unit 1 Page	
8/25 Th	AIS Overview		
8/30 T	Systems Documentation Overview, Context Diagram	Tophat Unit 2  Ch 4	<b>PYPP Questionnaire</b>
9/1 Th	Systems Documentation PDFD, LDFD		
9/6 T	Systems Documentation Systems Flowchart	R&S Ch 3 (See Learn)	
9/8 Th	Systems Documentation Review / Practice		
9/13 T	Systems Documentation Review / Practice		<b>HW 1: RC Sys Doc Assignment</b>
9/15 Th	<b>NO CLASS</b> -Work day		

9/20 T	<b>NO CLASS</b> -Work day		
9/22 Th	Systems Documentation Review / Practice		
9/27 T	Revenue Cycle, Threats, and Controls	Ch 10,11	<b>HW 2: EC Sys Doc Assignment</b>
9/29 Th	Revenue Cycle, Threats, and Controls		
10/4 T	Revenue Cycle Game Day		
10/6 Th	Expenditure Cycle, Threats, and Controls	Ch 12,13	
10/11 T	Expenditure Cycle, Threats, and Controls		
10/13 Th	<b>NO CLASS</b> - FALL BREAK		
10/18 T	Expenditure Cycle Game Day		<b>Controls Report</b>
			<b>Course Interview</b>
10/20 Th	Database Management / Database Design	Ch 5 A, H, & J Ch 1 (online)	<b>SUA (beginning of class)</b>  <b>HW 3: Cycle Game Write-up</b>
10/25 T	Database Design		
10/27 Th	SQL	A, H, & J Ch 2 (online)  Ch 6	
11/8 T	SQL		
11/10 Th	SQL		<b>MS Dynamics SUA</b>
11/15 T	SQL		<b>HW 4: DB Design Assignment</b>
11/17 Th	SQL		
11/22 T	<b>NO CLASS</b> - Work day		
11/24 Th	<b>THANKSGIVING</b>		
11/29 T	SQL	A, H, & J Ch 6 (online)	
12/1 Th	SQL		
12/6 T	SQL		<b>HW 5: SQL Assignment</b>
12/8 Th	<b>Final Exam</b>		