



ACCT 371b – Introduction to Accounting Systems

Course Syllabus

Fall Semester 2013

Section – 14031 VKC156

Class Sessions – M & W 10:00 am to 11:50 am

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Office Hours: M & W: 1:30 – 2 pm; 6 – 7 pm

Course Description

Acct 371B has three main objectives. The first is to build your understanding of information technology; its management, its direction of evolution, and the role it plays inside an organization. The second is to build your understanding of data; how it is stored in automated systems and how it needs to be structured to support data analytics. The third is to build your understanding of data analytics; its role in detecting fraud or weak internal controls as well as learning how to use the tools and techniques commonly used for data analysis.

To achieve these objectives we will do a number of things. To understand the evolution of technology your will research an emerging technology and present your findings to the class. To better understand data and how it is stored and structured we will use ACL and Access. To understand data analytics we will use ACL, Access, and Excel. This course will be very hands on with the use of applications that are widely used today in auditing and advisory services.

Learning Objectives

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

- Demonstrate how to structure data so it can be analyzed to identify internal control failures and fraud through the use of problems and cases.
- Demonstrate how to analyze data to identify internal control failures and fraud using ACL, Access, and Excel.
- Demonstrate the ability to work cooperatively and productively in groups of two and four to accomplish to complete a number of team assignments

To achieve these learning objectives, a combination of background reading, interactive discussion / lecture and practice problems will be utilized. Please note, the most important word in the sentence above is “interactive.” The reason is that research on learning indicates it is very difficult to gain anything more than a superficial understanding of material without practice and feedback. Therefore, you should expect our class sessions to incorporate a substantial amount of both.

To demonstrate your achievement of the learning objectives stated above: 1) you will be required to demonstrate your knowledge by individually working problems during quizzes and exams; and 2) you may be asked to complete in class group assignments on an ad hoc basis at the professor’s discretion.

Required Materials

The following book is available in the bookstore and is used for both ACCT 371a and 371b.

- Custom Version for USC of Romney and Steinbart, Accounting Information Systems, 12th Edition, Pearson (RS)

Prerequisites and Recommended Preparation

The prerequisite for this course is ACCT 371a.

In addition, regular reading of a general business periodical or newspaper's financial section will aid in your business education. The Wall Street Journal can be purchased at a discounted student rate at www.wsjstudent.com.

Course Notes

Distributed materials and other class information will be available through your Blackboard account.

Grading Policies

Your grade in this class will be determined by your relative performance on two quizzes, two individual assignments, five group assignments, class participation, and a final exam. The total class score will be weighted as follows:

	Points	Weight	
Quizzes (2)	100	20%	(Individual)
Individual Assignment (1)	20	10%	(Individual)
Small Group Assignments (4)	80	20%	(Group)
Group Assignment (1)	20	10%	(Group)
Class Participation	10	5%	(Individual)
Final Exam (1)	100	35%	(Individual)

After each student's weighted total points are determined for the semester, letter grades will be assigned on a curve according to Leventhal School of Accounting grading guidelines.

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 (i.e., B+). Three items are considered when assigning final grades:

1. Your score for each of the items above weighted by the appropriate factor and summed.
2. Your overall percentage score for the course.
3. Your ranking among all students in the course(s) taught by your instructor during the current semester.

The grade of "W" is allowed only if a student withdraws after the third week but before the end of the twelfth week of the semester. The grade of incomplete (IN) can be assigned only if there is work not completed because of a documented illness or unforeseen emergency occurring after the 12th week of the semester (or the twelfth week equivalent courses scheduled for less than 15 weeks) that prevents the student from completing the semester. An "emergency" is defined as a serious documented illness, or an unforeseen situation that is beyond the student's control, that prevents a student from completing the semester. Prior to the 12th week, the student still has the option of dropping the class. Arrangements for completing an IN must be initiated by the student and agreed to by the instructor prior to the final examination. All work required to replace the IN with a final grade must be completed within one calendar year from the date the IN was assigned. If the student does not complete the work within the year, the IN will automatically be converted to a grade of F.

Grading and Assignment Detail

Expectations regarding your performance on exams, quizzes, in-class exercises and the team presentation are as follows:

Final Exam

The Final Exam is cumulative and 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 assignments done in class and trying other / additional similar activities. 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.

The final exam date for this class is as follows:

Final exam	Wednesday	October 16 th
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The final exam must be taken at the scheduled time unless an incomplete contract has previously been approved according to Leventhal School of Accounting guidelines.

Quizzes

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.

The quiz dates for this class are as follows:

Quiz I	Wednesday	September 18 th
Quiz II	Wednesday	October 2 nd

During the semester, each quiz will be returned no more than one week after it has been given. After each quiz is returned there is a two-day reflection period and then you will have one week to discuss your grade. After this time, grades on quizzes become final. All other grades are final once given.

The Leventhal School of Accounting policy is quizzes and 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 a quiz for something other than a serious emergency and / or you cannot provide documentation, you will receive a zero grade for the quiz. If there is a serious emergency, you can provide proper documentation and (when possible) have notified me before the quiz, a substitute grade will be calculated based on the normalized average of your remaining future quizzes and exams.

Assignments

There will be individual assignments, small group assignments, and a group assignment. The small group assignments will be done in groups of two. You can choose your own partner. The group assignment must be done in teams consisting of three or four members. Under no circumstance will teams of more than four members be allowed – teams larger than this tend to have difficulty getting together. Again, you may select your own groups. At the beginning of the fourth class you will be asked to identify your group and assign your group a group number for both large and small groups. Those who have not formed into a group will be randomly assigned a group. These are not necessarily permanent group assignments. If, after the first assignment, you find that you cannot work with the group that you are in, you may change groups, but it is up to you to find your new group. Similarly, if you have a group member who is not performing, you may fire that group member and it is up to that individual to find a new group, or, in rare cases, complete the remaining assignments alone. The professor must be informed of all group changes in writing. This should be signed by the group members making the decision.

Other items of note:

1. Unless otherwise indicated, all assignments are due at the beginning of class.
2. Assignments handed in more than 15 minutes late, but before 6:00 PM of the day due, will lose 25% of the grade assigned. Assignments handed in after 6:00 PM of the day due but before the 9:00 AM of the next day will lose 50% of the grade assigned. After that assignments will not be accepted.
3. Assignments will be graded on content, organization and neatness. With the exception of express instructions to the contrary, anything turned in must be typed. Hand written assignments will not be accepted and hand written comments / corrections on assignments will be ignored.

4. Each assignment page must have identification identifying the student(s), class and the assignment.
5. Assignments that have been marked but remain unclaimed will be discarded after the final exam.
6. All work turned in for a grade must be solely the work of the individual or group turning it in. Collaboration or sharing with others will be considered a violation of the LSOA Student Honor Code. If you are in doubt, please contact the professor.

Participation

Class participation is extremely important. Participation is not simply a matter of attending or making your presence known. It's a matter helping move the discussion forward and helping others to understand the issues being discussed. I will assign participation grades based on my assessment of your classroom contributions, rather than your 'air time'. If a student is called upon in class and is not adequately prepared they will have to meet with the instructor to explain why they should not receive a zero for participation. If you miss two classes you may lose 20% of the participation grade, three classes 40%, four classes 60%, and five or more classes 100%.

Learning Goals

In this class, emphasis will be placed on the USC Leventhal School of Accounting learning objectives as follows:

Learning Objective	Description	Course Emphasis
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.	Light
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.	Medium
3. Ethical Decision Making	Students will demonstrate an understanding of ethics, ethical behavior and ethical decision making.	None
4. Communication	Students will demonstrate the ability to communicate ideas both orally and in writing in a clear, organized and persuasive manner.	Light
5. Leadership, Collaboration and Professionalism	Students will demonstrate leadership skills and the ability to work cooperatively and productively to accomplish established goals.	Medium

MARSHALL GUIDELINES

Add / Drop Process

Students may drop via Web Registration at any time prior to Monday, April 15th. Please note that if you drop after March 18th your transcripts will show a W for the class. Students may add the class as space becomes available via Web Registration through Friday, March 15th.

Dates to Remember:

Last day to add classes or drop without a "W"	Tuesday – September 3 rd
Last day to drop with "W"	Monday – September 30 th

Retention of Graded Coursework

Graded work that has not been returned to you will be retained for one year after the end of the semester. Any other materials not picked up by the end of the semester will be discarded after final grades have been submitted.

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. Video recording of faculty lectures is not permitted due to copyright infringement regulations. Audio recording is only permitted if approved in advance by the professor. Use of any recorded or distributed material is reserved exclusively for the USC students registered in this class.

Class Notes Policy

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.

Recordings

No student may record any lecture, class discussion or meeting with me without my 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. I reserve all rights, including copyright, to my lectures, course syllabi and related materials, including summaries, PowerPoints, prior exams, answer keys, and all supplementary course materials available to the students enrolled in my 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 me.

Statement for Students with Disabilities

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 as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776. For more information visit www.usc.edu/disability.

Statement on Academic Integrity

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. SCampus, the Student Guidebook, (www.usc.edu/scampus or <http://scampus.usc.edu>) contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A.

Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>. Failure to adhere to the academic conduct standards set forth by these guidelines and our programs will not be tolerated by the USC Marshall community and can lead to dismissal.

Emergency Preparedness / Course Continuity

In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies. USC's Blackboard learning management system and support information is available at blackboard.usc.edu.

For additional information, you may use any of the following:

USC Emergency – (213) 740-4321
USC Emergency Information – (213) 740-9233
USC Information – (213) 740-2311
KUSC Radio – 91.5 FM

SCHEDULE OF CLASSES

Session	Date	Topic	Reading Assignments	Deliverables
1	8/26	Course Introduction		
2	8/28	Introduction to Enterprise Technologies		
3	9/4	Data Analysis		
4	9/9	Data Attributes, File Structures and ACL	RS – Ch 4 (pgs 86-90)	Teams Identified Technology Topic (LG-1)
5	9/11	Relational Data Modeling	RS – Ch 4 (pgs 90-97)	
6	9/16	Relational Data Modeling <i>(Continued)</i>	RS – Ch 17 Ch 18	Data Analytics – ACL (SG-1)
7	9/18	Database Management Systems / QUIZ	RS – Ch 19	Data Normalization (I-1)
8	9/23	Reporting	RS – Ch 4 (pgs 97-106)	Data Analytics – Access (SG-2)
9	9/25	Queries and SQL		
10	9/30	Input Controls and Data Validation		Data Analytics – Excel (SG-3)
11	10/2	Event Driven Systems / QUIZ		Technology Proposal (LG-2)
12	10/7	Computer Software and Systems Assurance	RS – Ch 7 Ch 10	Data Integrity (SG-4)
13	10/9	XML and XBRL		
14	10/14	Technology Presentations		Technology Paper & Presentation (LG-3)
Final	10/16	Final Exam (Sessions 1 – 14)		

RS – Romney and Steinbart (Custom Edition)

Data Normalization Exercise Individual Exercise (I-1)

University Student Cooperatives develops and executes trade and consumer shows such as the Consumer Electronics Show in Las Vegas, the Los Angeles Auto Show, and “E3” (the Electronic Entertainment Expo) in Los Angeles.

Before each show, USC starts setting up for the show by determining what dates the show will take place and the type of show it is based on industry specialty (e.g., fashion, power sports, technology, etc.). As part of the setup, USC creates a floor layout that specifies exactly where all of the booths for the show will be. Each booth is specifically tracked as to its location on the show floor, total size, and overall length and width. Before the show floor set up is finalized, USC executives also determine the kinds of exhibitor packages that will be available for purchase at the show (e.g., lighting, table setups, seating, etc.) and the standard pricing for each of these packages. In addition, during each show there can be a number of events, such as a celebrity signings or cocktail parties, which USC must track separately from both a cost and revenue standpoint.

Once the show set up is finalized, Companies can sign up by completing a contract to purchase a booth and / or buy an event sponsorship. In the case of a booth, the contract specifies the exact booth the customer is purchasing as well as any package the exhibitors might want. Although there can be no more than one exhibitor package per booth, a customer can purchase more than one booth per contract. Additionally, the contract specifies the actual price of the booth as the sales person responsible for the contract has the ability to provide a discount for each booth based on the size of the contract and / or relationship with the exhibitor. In order to make sure each exhibitor’s brand(s) is / are properly displayed in the show catalogue, all of the exhibitor’s brand information must be recorded at the time the contract is finalized. For example, Fiat (exhibitor) would need to identify which of its brands (i.e., Fiat, Alfa Romeo, Jeep, Chrysler, Dodge, Maserati and Ferrari) should be located in each of the booths it purchased. In the case of a sponsorship, the contract identifies which event the company is sponsoring and the price of its sponsorship. Details about the type, date and time of the event are recorded at the time of sale.

When the contract is signed, USC sets up the contract to be billed. Each week, a bill for all new contracts is created and sent to the exhibitor for payment. The payment terms (e.g., number of payments, due dates, amounts, etc.) can differ by booth or sponsorship. Until the total contract price is received in full, the bill is kept in an open status. When a partial payment is received, it is applied to the exhibitor’s oldest balances first. Once the entire contract payment is received, the bill is marked closed, the exhibitor’s contract is updated to reflect an approved status, and the sales person is given sales credit for the amount for bonus purposes.

You do not have to use Access for this assignment.

Hand In:

Table structures for all need tables. (You can use Excel or Word to provide the table structures) Make certain that you underline the primary keys and bracket the [foreign keys].

**Data Analytic Exercise - ACL
Small Group Exercise (SG-1)**

(NOTE: For SG-1 see Blackboard for ACL documentation and Data)

Do:

You have been asked to analyze the credit card expenses for your client. You have been given a number of data files. In their purchasing they have some purchases that are preapproved; these codes are listed in Acceptable Codes. Some are not allowed; these are in Unacceptable Codes. Any purchases with a code that is in neither table will require supervisor approval. You decide to start your analysis by answering the questions below.

1. Problem Setup

- a. ACL project to hold the data in the six data sources provided posted on blackboard.
 - Acceptable Codes (Access)
 - Unacceptable Codes (Text)
 - April Transactions (Excel) – note this table will not have a primary key
 - More April Transactions (Access) – note this table will not have a primary key
 - Company Departments (text)
 - Employees (Excel)
 - Payroll (EBCDIC)

2. Questions

- a. Calculate the total expenses by employee. List the employee name and the total spent. Select the 10 largest accounts and cut and past them into your word document. Note: to verify that your data has been imported correctly your first to employees should be:
Zigic, Sergei \$3,553.25
Brynofsson, Sean \$3,110.04
- b. List total expenses by department listing the departments in descending alphabetic order.
- c. For the approved expense codes list the top 5 by number of charges. List the code description rather than the code.
- d. What is the total amount spent on acceptable hotels
- e. Which employee spent the most on a single unacceptable expense? What did s/he spend the money on?

Hand In:

1. the first five records of the payroll table
2. the results for the Question above

It is easiest if you cut and paste all of this onto a word document and then print it.

**Data Analytic Exercise - Access
Small Group Exercise (SG-2)**

Do:

You have been asked to analyze the credit card expenses for your client. You have been given a number of data files. In their purchasing they have some purchases that are preapproved; these codes are listed in Acceptable Codes. Some are not allowed; these are in Unacceptable Codes. Any purchases with a code that is in neither table will require supervisor approval. You decide to start your analysis by answering the questions below. Tools like Totals (groupby, where, sum, and count) and criteria like between "x" and "y" may be helpful.

1. Problem Setup
 - a. Create a single database to hold the data in the six data sources provided posted on blackboard.
 - Acceptable Codes (Access)
 - Unacceptable Codes (Text)
 - April Transactions (Excel) – note this table will not have a primary key
 - More April Transactions (Access) – note this table will not have a primary key
 - Company Departments (text)
 - Employees (Excel)
2. Questions
 - a. Calculate the total expenses by employee. List the employee name and the total spent. Select the 10 largest accounts and cut and past them into your word document
 - b. List total expenses by department listing the departments in descending alphabetic order.
 - c. For the approved expense codes list the top 5 by number of charges. List the code description rather than the code.
 - d. What is the total amount spent on hotels
 - e. Which employee spent the most on a single unacceptable expense? What did s/he spend the money on?
3. Bonus
 - a. How would you adjust your data so that you can list off the purchases that require supervisor approval? That is, the codes are not on either the approved list or the unapproved list. List the employee name, description, and amount for the 10 largest of those transactions.

Hand In:

3. the SQL for each query
4. the query results

It is easiest if you cut and paste all of this onto a word document and then print it.

**Data Analytic Exercise - Excel
Small Group Exercise (SG-3)**

Do

1. Problem Setup
 - a. Create a spreadsheet with five tabs by copying in the five tables from the access database you used in the last exercise.

2. Questions
 - a. Calculate the total expenses by employee. List the employee name and the total spent for the 10 largest accounts.
 - b. List total expenses by department listing the departments in descending alphabetic order.
 - c. For the approved expense codes list the top 5 by number of charges. List the code description rather than the code.
 - d. What is the total amount spent on hotels
 - e. Which employee spent the most on an unacceptable expense? What did s/he spend the money on?

3. Bonus
 - a. How would you adjust your data so that you can list off the purchases that require supervisor approval? That is, the codes are not on either the approved list or the unapproved list. Which employees spent the most that needed supervisor approval (list the top 10 by name)? For each list the description of what they spent the money on. Note: this is slightly different from what was asked in the Access version of this problem.

Hand In:

The query results from the questions above.

**Date Integrity Exercise
Small Group Exercise (SG-4)**

Do:

Design and implement a menu-based system that will support expense analysis. In particular, your system should:

- a. be menu driven
- b. add employee, when adding an employee you need to implement the field controls necessary on each field to help ensure the accuracy, validity and completeness of the data captured
- c. print a report listing which employee had unacceptable expenses and what they spend the money on? You can build on what you did answering question 2-e above.

It is expected that there will be a separate button on the menu for each of the requirements above. The purpose of this assignment is to give you experience writing macros and thinking about how the tables, queries, and forms all interact with each other. While using the wizards to create the forms and reports, it is expected that you will create your own macros.

Hand In:

E-Mail the access database to your instructor. Please note that the subject line of your email message must read "Small group X Access Assignment 2" and the file must be named "Small group X Access Assignment 2" where X is your group number.

Large Group Exercise

The purpose of this assignment is to allow you to study in depth some area of technology – basic or applied - that you find interesting.

Technology Topic Approved (LG-1)

Do:

Select a technology that you feel will have an impact on our lives now and in the future. This should be a new or emerging technology that you have some interest in. You must have your topic approved before proceeding as each topic must be unique across all sections.

Hand In:

Get approval for your topic via e-mail. No paper needs to be turned in.

Technology Paper Proposal (LG-2)

Do:

For you approved topic, do your preliminary research trying to answer the following questions:

1. Why do you find this topic interesting?
2. What is going to be the impact on you, your business environment, and/or in the next five, 10, and 15 year timeframe?

The purpose of this deliverable is to make certain that you have a viable topic and you want to proceed with it. If you find out, for any reason, you do not want to proceed with your chosen topic you can apply for a different one. Be aware that this change does not affect the due date of the assignment. This paper can serve as the first draft of your final paper if you would like. Note for this paper you only need to describe the topic and indicate why you think this topic is interesting.

Hand In:

Hand in a one page paper that briefly describes the topic and why you think that it is interesting.

Technology Paper and Presentation (LG-3)

Do:

You will need to prepare three page paper (single or double spaced) and a five-minute presentation that describes what the technology is that you have chosen, how it works, why you think it is interesting, and what impact you see it having on our lives in the next five to ten years. The paper you turn in will be in report form with complete bibliography and copies of all articles cited.

There will be one presenter from each team and that presenter will be chosen by lottery at the time of the presentation. You may use no more than four PowerPoint slides. Further, these slides must either be printed on or sent to me by 7:00AM the morning before the presentation so that I can load all of the presentations up on a common folder.

Hand In:

The paper that describes the technology, articles cited, and a printed copy of the slides are due by the beginning of class. In addition to the printed copy of the report you will also need to submit an electronic copy through Turnitin on Blackboard.

LEVENTHAL SCHOOL OF ACCOUNTING
GRADING AND ACADEMIC STANDARDS

ACCT 370, 371ab, 372, 373, 374, 462, 463, 470ab, 472, 473, 474 476, 478, 479

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.

The grade of IN (Incomplete, i.e., work not completed because of documented illness or some other emergency occurring after the twelfth week of the semester) is reserved for those highly unusual cases where, due to circumstances judged fit by the Dean of the Leventhal School of Accounting, the student is unable to complete a specified single item of the course requirements by the time final grades are submitted.

IN grades can be removed only by the student completing the missing requirements of the course to the satisfaction of the instructor.

Marks of IN in courses numbered below 500 must be removed by the end of the semester following the one in which the mark of IN was assigned. If not removed within the specified time limit, marks of IN automatically become marks of IX (expired incomplete), with the exception of thesis and dissertation, and compute in the GPA as an F. A student may remove the IN only by completing the work not finished as a result of illness or emergency. It is not possible to remove an incomplete by re-registering for the course. Previously graded work may not be repeated for credit.

**LEVENTHAL SCHOOL OF ACCOUNTING
GRADING AND ACADEMIC STANDARDS**

ACCT 370, 371ab, 372, 373, 374, 462, 463, 470ab, 472, 473, 474 476, 478, 479

G.P.A. PREREQUISITES FOR UNDERGRADUATE ACCOUNTING COURSES

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 280, 281, 285ab, 286ab, 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 in an attempt 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.

**LEVENTHAL SCHOOL OF ACCOUNTING
GRADING AND ACADEMIC STANDARDS**

ACCT 370, 371ab, 372, 373, 374, 462, 463, 470ab, 472, 473, 474 476, 478, 479

OTHER ACADEMIC STANDARDS

1. 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.
2. The ability of students to write clearly and concisely is a necessary prerequisite to success in accounting work. Accordingly, students will be required to demonstrate writing capability in all accounting courses. This may be accomplished primarily through the inclusion of essay-type questions on course examinations.

Important Dates for Fall 2013

First Day of Class	Monday, August 26
Labor Day, University Holiday	Monday, September 2
Last Day to Add or Drop w/out a "W" (Session 431, first half of the semester)	Tuesday, September 3
Last Day to Add or Drop w/out a "W" (Regular session)	Friday, September 13
Resumes for Resume Book Due	Wednesday, September 13, 11:59pm
Meet the Firms	Tuesday, September 24, 6pm-9pm
Last Day to Drop with a "W" for ACCT courses (Session 431)	Monday, September 30
Final Exams for ACCT courses (Session 431)	Monday, October 14 - Friday, October 18
Last Day to Add or Drop w/out a "W" for ACCT courses (Session 442, second half of the semester)	Monday, October 28
Last Day to Drop with a "W" for regular session classes	Friday, November 15
Last Day to Drop with a "W" for ACCT courses (Session 442)	Monday, November 25
Thanksgiving Break	Wed. - Friday, November 27-29
Last Class Meeting	Friday, December 6
Final Examinations	Wednesday, December 11 – December 18
Winter Recess	December 19 – January 12