Belk College of Business
ACCT 3340 – Accounting Information Systems
Fall 2020

Instructor: Dr. Jack Cathey
Email: jmcathey@uncc.edu
Office: Friday 259A
Office Phone: (704) 687-7690
Office Hours: Tu,Th 2:00 – 2:30 and by appointment
Class
Sections Y01 & Y02: Tu,Th 10:00-11:15
Sections Y03 & Y04: Tu,Th 11:30–12:45
All sections are hybrid and scheduled in McEniry 117 for the in-class portion

Required Materials:


Canvas will be used to share class notes, handouts, zoom link, assignment materials (as well as submission), and grades. Please check Canvas daily. You may access Canvas with your NinerNet username/password at canvas.uncc.edu.

Course Prerequisites:
Sophomore standing or consent of the School of Accountancy. Prerequisites: ACCT 2122 and INFO 2130 with a grade of C or above. Enrollment limited to majors in the Belk College of Business.

Course Description:
An introduction to accounting systems, with particular emphasis on internal controls and computer auditing techniques.

Objectives:
Upon completion of the course, students should:
1. Understand manual and computer-based accounting information systems (AIS).
2. Be familiar with the business and accounting processes within the accounting transaction cycles.
3. Be able to prepare source documents and document/comprehend the flow of information through an AIS.
4. Understand the risks associated with an AIS and the internal controls associated with mitigating these risks.
5. Use technology tools to solve business problems/needs (e.g., Microsoft Excel, SAP, and Alteryx).
6. Understanding emerging technologies including AI, blockchain, and RPA that will have an impact on the AIS.

**Class Schedule and Assignments:** The class schedule including assignments and test days is provided in Canvas. It will be updated from time to time as the semester progresses.

**Grades:**

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>75</td>
<td>A: 450-500</td>
</tr>
<tr>
<td>Test 2</td>
<td>75</td>
<td>B: 400-449</td>
</tr>
<tr>
<td>Test 3</td>
<td>75</td>
<td>C: 350-399</td>
</tr>
<tr>
<td>SUA</td>
<td>75</td>
<td>D: 300-349</td>
</tr>
<tr>
<td>SAP</td>
<td>50</td>
<td>F: Below 300</td>
</tr>
<tr>
<td>Daily Quizzes</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Excel</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Alteryx</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

A couple of important points:
- **Tests.** Three tests will cover the lecture notes and reading material. Each test’s style will be disclosed prior to that test.
- **SUA.** Three in-class days have been scheduled for the SUA assignment. You will complete the adjusting entries, the year-end worksheet, income statement, balance sheet, statement of cash flows, and post-closing trial balance over the two days. This is a closed-booked, individual assignment completed by yourself in Excel and submitted via Canvas. This assignment tests your Excel knowledge as well as your comprehension of the material covered during the semester. A complete practice version with answers is available on Canvas.
- **SAP Assignment.** We will use SAP as the enterprise resource planning system in class. All materials will be available on Canvas.
- **Daily Quizzes.** To help you keep up to date you will have a daily quiz for each class day. The quizzes will be worth 2 points each and will be based on that day’s class lecture. By attending the class (watching the
live stream while we are remote) or watching the recording of the class you will find the quizzes to be pretty easy.

- **Excel Labs.** Students will complete a series of Excel assignments covering a variety of accounting topics. All materials are available in Canvas. All assignments will be submitted in Canvas. Each student will complete the labs on their own, outside of class.
- **Alteryx Labs.** Students will complete a series of Alteryx assignments covering a variety the functionality of the tool. All materials are available in Canvas. All assignments will be submitted in Canvas. Each student will complete the labs on their own, outside of class.

**College and University Policies**

**Academic Integrity**
All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or [http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407).

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Working with other students is an effective method to learn computer skills. **However, you must be certain that you submit your own work.**

**Religious Accommodations**
UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student’s religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures in this Policy, and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at [http://legal.uncc.edu/policies/ps-134.html](http://legal.uncc.edu/policies/ps-134.html). It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester (typically the 10th day of enrollment).

**Belk College Statement on Diversity**
The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we
create diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Support Services**
UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services as soon as possible. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**Title IX Reporting Obligations**
UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware that many UNC Charlotte employees, including all faculty members, are required reporters. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident: (1) University Counseling Center ([counselingcenter.uncc.edu](http://counselingcenter.uncc.edu), 7-0311); (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400); or (3) Center for Wellness Promotion ([wellness.uncc.edu](http://wellness.uncc.edu), 7-7407). Additional information about your options is also available at [titleix.uncc.edu](http://titleix.uncc.edu) under the “Students” tab.