Welcome to ACCT 3340, Accounting Information Systems at UNC-Charlotte! I am looking forward to getting to know each of you this term and helping you succeed in this course, in the University, and in your career.

Course Description in the University Catalog
ACCT 3340 - An introduction to accounting systems, with particular emphasis on business processes, internal controls, and current accounting technology including data analytics.

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 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 new technology to solve business problems/needs (e.g., Microsoft Excel, SAP, and Alteryx).
**Textbook & Course Resources**

You are required to purchase:

   - **Buy from UNCC Bookstore** - $67
   - **Or direct from Publisher** - [https://armonddalton.directfrompublisher.com](https://armonddalton.directfrompublisher.com) ($73.00)

   **Important Notes** – Make sure you purchase the 10th Edition. The 9th edition is substantially different and will not work for this class. This is a workbook with various attachments. **DO NOT BUY A USED COPY** – It will most likely be incomplete and will negatively impact your grade.

2. **Accounting Information Systems Textbook –**

   *We will be supplying the textbook for FREE!! This is a new edition, so we will be helping to review and offer comments in turn for getting to use the book for free. I will hand out the book the first couple of class periods. I will also post the first two lectures electronically so you can get started before you have the physical book.*

**Canvas**

For classroom materials, student forums, and tentative schedules, see Canvas at: [My.UNCC.EDU](https://my.uncc.edu)

**Email Etiquette**

Email is my preferred means of communication (other than face to face). In all emails to any professor use real words, proper capitalization, correct grammar and punctuation. Put the course name and section number in the Subject Line. Begin the email with a proper salutation such as “Professor Monaghan” or “Dear Professor”. Emails beginning with “Hey” or “Hey Professor” will not be responded to.

**Changes to this Syllabus**

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class, or on the Course Canvas page, or through email.

**Consultations**

My scheduled office hours are from 1:00pm to 2:15pm Tuesdays and Thursdays. If you need to see me at any other time, talk to me after class or email me and we will make an appointment at a mutually convenient time.

**Grading Policy**

A student’s grade will be determined on the basis of his/her accomplishment in the following areas:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Two Midterm Exams</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Excel Labs</td>
<td>10%</td>
</tr>
<tr>
<td>SUA</td>
<td>15%</td>
</tr>
<tr>
<td>Daily Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>SAP</td>
<td>10%</td>
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<tr>
<td>Alteryx Labs</td>
<td>10%</td>
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</tbody>
</table>
The following grading scale will be used:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.99%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79.99%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69.99%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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The grading scale is based on the assumption that the student’s class behavior is professional. The instructor may reduce the final grade in the event that a student has not exhibited professional behavior. For the University’s policy relating to course grades click on the following link: [http://www.legal.uncc.edu/policies/GradeAppeal.html](http://www.legal.uncc.edu/policies/GradeAppeal.html)

It’s your responsibility to keep track of your grades.

All assignments and exams are weighted by the percentage assigned to each category. In order to calculate your grade, you can use the Canvas Gradebook Projection tool.

Your semester grade for this course will be determined by the total number of points you earn on all of the assignments and Exams. Factors and circumstances other than your total points will not be considered. Please note there will be no “extra credit” work available, and exams are usually not curved.

**Attendance Policy**

Regular class attendance is expected but not required, and no points will be deducted if you do not attend class. *Students assume full responsibility for material covered and assignments given during a missed class.*

**Covid Requirements**

It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings in all indoor spaces on campus, including classrooms and labs, *regardless of vaccination status*. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility.

**Covid Related Absences**

If you become sick with Covid or were exposed to Covid, you are expected to follow the University protocol that involves self-reporting and self-quarantining for the appropriate amount of time. Notify your Professor immediately if this happens. You will be asked to provide proof of Covid exposure. I will provide remote learning options on a case by case basis.

**Examinations**:

Examinations will be given on the dates and times that are shown on Canvas and will be in person, but administered electronically. You will be required to bring a laptop on Exam days to access the Exam. Make sure your laptop works with the WiFi and is fully charged.

Exams will generally be in multiple-choice format.
It’s your responsibility to make arrangements to take the course exams at the designated times. **Make-up examinations will be given only for documented exceptions.** These exceptions are at my discretion. An unexcused absence from an examination will result in a grade of zero for that examination. There are only three acceptable excuses for missing an exam: **personal illness, death in the family and required school functions.** Students with a conflicting required school functions must furnish documentation prior to the exam. Other excuses must be appropriately documented and presented to me within 24 hours of the missed exam.

An excused illness requires an official signed statement from a doctor or emergency room stating that you were under their care on or shortly before the exam date.

Make-up exams may be a different format than the regularly scheduled exams.

Please contact me via email if you have an emergency. If you know in advance that it is unavoidable for you to take your exam as scheduled (for one of the above reasons only) please let me know as soon as you become aware of the conflict so that alternate arrangements can be made. Since the exams are scheduled far in advance, work conflicts won’t be considered, as you should have time to make arrangements with your employer well in advance in the exam dates. Family vacations or other social activities will not be considered as valid conflicts.

**Exam Do-overs**
Your exam grade is the grade that you will receive. Do-overs or retaking an exam because a student did not perform as well as they had hoped will not be allowed.

**Policy on Re-grading Exams**
Students justifiably sometimes question the grading of their examinations. I’ll reconsider the grading of a question if you adhere to the following procedure: Email me with the question number along with the reasons for the requested re-grading. Reasons are essential! A request for re-grading must be submitted within two weeks of the exam date to be considered.

**Classroom Conduct**
You are on the path to becoming a professional. Appropriate classroom etiquette and conduct are expected.

- You are expected to come to class on time and to remain the entire time.
- Cell phones should be face down or in your pocket unless we are doing a polling question.
- Electronic devices are allowed in class as long as they are used for purposes of the class. Inappropriate use such as on-line shopping, texting, emailing and other activities on the Internet that are not related to the class are prohibited. You will be dismissed from class if your wireless phone rings or if you use your phone or computer for activities that are not related to the class.
- Disruptive and/or disrespectful behavior (for example, sleeping during class) is not allowed.
- Talking during a lecture is not allowed.
- Disrespectful and/or vulgar language is not allowed.
- Eating, reading, and use of tobacco products in class are considered inappropriate and disrespectful. **Inappropriate behavior will result in a grade reduction, according to my discretion.**

**General expectations**
Students are expected to come to class on time and prepared. Assignments are to be read prior to the class period for which they are assigned. Homework should be completed within the time period assigned.
Do not underestimate the difficulty of this course. It can be difficult if you fall behind or neglect the course material.

**Statement on Students with Disabilities**

The Americans with Disabilities Act is a federal anti-discrimination statue that provides civil rights protection for persons with disabilities. The legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. 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 early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**The 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 celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Academic Integrity**

All UNC Charlotte students are expected to strictly observe the UNC Charlotte Code of Student Academic Integrity. The text of the Code can be found at [http://www.legal.uncc.edu/policies/ps-105.html](http://www.legal.uncc.edu/policies/ps-105.html)

**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).
### Academic Calendar – Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 22, 2021</td>
<td>New Student Convocation</td>
</tr>
<tr>
<td>August 23, 2021</td>
<td>First day of classes</td>
</tr>
<tr>
<td>September 6, 2021</td>
<td>Labor Day - No Classes</td>
</tr>
<tr>
<td>September 23, 2021</td>
<td>Founder's Day - No Classes</td>
</tr>
<tr>
<td>October 11, 2021 to October 12, 2021</td>
<td>Student Recess - No Classes</td>
</tr>
<tr>
<td>October 21, 2021</td>
<td>Unsatisfactory Mid-Term Grade notices emailed to students for Fall 2021</td>
</tr>
<tr>
<td>October 22, 2021</td>
<td>Last day to Change or Opt-Out of Grade Replacement Policy Info.</td>
</tr>
<tr>
<td>October 22, 2021</td>
<td>Last day to withdraw from course(s); grade subject to Withdrawal Policy* Policy Info.</td>
</tr>
<tr>
<td>November 24, 2021 to November 27, 2021</td>
<td>Thanksgiving Break - No Classes</td>
</tr>
<tr>
<td>December 8, 2021</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 9, 2021</td>
<td>Reading Day</td>
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</tbody>
</table>