Belk College of Business  
ACCT 3340 – Accounting Information Systems  
Fall 2021

Instructor: Dr. Jack Cathey  
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Office: Friday 259A  
Office Phone: (704) 687-7690  
Office Hours: Tu, Th 2:00 – 2:30 and by appointment  
Class  
Section 003: Tu, Th 10:00-11:15  
Time/Location: Section 004: Tu, Th 11:30–12:45  
Both sections are in person and will meet in Friday 112

Required Materials


AIS Class Textbook: We are fortunate to have been selected by John Wiley and Sons, Inc. to receive a pre-print version of their new Accounting Information Systems textbook authored by Savage, Brannock, and Foksinska. Wiley has provided a copy for each of you at no cost. I will distribute these during the first week of class.

Canvas will be used to share class notes, handouts, zoom link, assignment materials, 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**

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<thead>
<tr>
<th></th>
<th>Points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>75</td>
<td>A: 450-500</td>
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<tr>
<td>Test 2</td>
<td>75</td>
<td>B: 400-449</td>
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<tr>
<td>Test 3</td>
<td>75</td>
<td>C: 350-399</td>
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<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>Pre-Lecture Quizzes</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Excel</td>
<td>50</td>
<td></td>
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<tr>
<td>Alteryx</td>
<td>50</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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A couple of important points:
- **Tests.** Three tests will cover the lecture notes and reading material. The tests will be primarily multiple choice but could include additional elements.
- **SUA.** We will devote a considerable amount of class time to work on the SUA. At the completion of the assignment we will both collect your SUA project and also require an assessment related to the project.
- **SAP Assignment.** We will use SAP as the enterprise resource planning system in class. All materials will be available on Canvas.
- **Pre-Lecture Quizzes.** To help you keep up to date on the class readings and to make the class discussions more productive you will have a Pre-Lecture Quiz for each chapter. The quiz will be online in Canvas and will be worth 5 points. The quiz questions have been selected to be fairly easy based on your reading on the chapter.
- **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**

**Face Coverings in Class**

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.

**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).

**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.