INSTRUCTOR: Dr. S. Cherie Henderson
PHONE: 817-272-3031 (Voice)
OFFICE: COBA 426 (COB 409A during the day)
E-MAIL: chenderson@uta.edu *
FACULTY PROFILE: https://www.uta.edu/profiles/sandra-henderson
OFFICE HOURS: M 5:15 – 6:45 pm; Other times by appointment

* Preferred method of contacting me.

SECTION INFORMATION:
ACCT 5329-001, Monday 7:00 – 9:50 pm, COBA Room 349

COURSE DESCRIPTION: An exploration of current topics critical to accounting information systems. The course is designed to enhance student understanding of emerging issues and technologies related to reporting, internal controls, system security and effectiveness. Topics may change semester to semester.

COURSE MATERIALS:
Required Texts: IDEA: Data Analysis Software Workbook, Version 10, CaseWare IDEA Inc. A link to download the PDF file or to purchase the hardcopy will be provided on Blackboard.

Software: Excel is available in all labs in the College of Business. All other software is available in COB Lab 349. IDEA, Tableau, and the SAP user interface can be downloaded and installed on your own personal computer (IDEA only on a PC).

Other Materials: USB drive. I recommend that you use a USB drive for the files you create in working through all the assignment in this class. It will be helpful if you have questions and need me to look at your work.

PREREQUISITES:
ACCT 3303 or ACCT 5315 or equivalent.

LEARNING OUTCOMES:
This course covers software and emerging technologies used by accountants: Upon completion of this course students should be able to:

- Discuss and use current technologies used by the accounting profession.
- Discuss and explain the importance of various emerging technologies.

IMPORTANT DATES:
January 16 First day of classes
January 31 Census date
March 12-17 Spring Break
March 30 Last day to drop (before 4:00 pm)
May 4 Last day of classes
May 7 Final Exam
GRADING: Your semester grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2 @ 200 points)</td>
<td>400</td>
<td>A = 720 points and above</td>
</tr>
<tr>
<td>SAP Assignments</td>
<td>100</td>
<td>B = 640 – 720 points</td>
</tr>
<tr>
<td>Excel Assignments</td>
<td>100</td>
<td>C = 560 – 640 points</td>
</tr>
<tr>
<td>IDEA Assignments</td>
<td>100</td>
<td>D = 480 – 560 points</td>
</tr>
<tr>
<td>Tableau Assignments</td>
<td>100</td>
<td>F = under 480 points</td>
</tr>
</tbody>
</table>

Total Available Points 800

Letter grades will be based on the total points as shown above. Letter grades will not be based upon the percentage of points earned to total points.

Grades: Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Per university policy, no grade information will be released by phone or e-mail. All grade information will be posted on Blackboard. I WILL NOT, under any circumstances, discuss grades via phone or e-mail.

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9-12 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current graduate catalog at http://catalog.uta.edu/academicregulations/grades/#graduatetext.

EXAMS AND MAJOR ASSIGNMENTS:
Exams: Exams will be based on all materials presented, including readings and textbook materials. Short answer, objective questions, and computer-based problems may be used.

Individual Assignments: Assignments covering the topics outlined on the schedule will posted on Blackboard. All assignments are due by 10:00 pm on the due dates unless otherwise announced and will be required to be submitted via Blackboard. No late assignments will be accepted.

- Excel Assignments: provides more exposure to more advanced spreadsheet functionality.
- ERP Assignments: provides practical experience using an ERP software system.
- IDEA Assignments: provides practical experience using audit software.
- Tableau Assignments: designed to provide you exposure to data visualization software.

ATTENDANCE: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I expect you to attend all classes. I will use a seating chart to record student attendance, but there is not an attendance component per se in calculating course grades. More than three absences during the semester are considered excessive and may impact the grade you receive in the class. Noticeable tardiness and leaving early are bad habits and will count as an absence if they occur routinely. If you are late, let me know so I can mark you present. Please let me know if you have an unavoidable problem with getting to class on time.

MAKE-UP SESSIONS FOR CANCELED CLASSES: If a scheduled class is canceled by the University, we will generally hold a make-up session either on-line at the regularly scheduled time or
on the first available Saturday following the canceled class. If a make-up session is necessary, details will be posted on Blackboard as an announcement.

**ASSISTANCE:** I enjoy working with students. Please feel free to stop by during office hours or make an appointment.

**COMMUNICATION:** I’m not in my office every day, so I check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. I can usually answer questions quickly and easily via e-mail. I may also send you messages or instructions throughout the semester, so you will be responsible for checking your UTA e-mail. When communicating via e-mail, be sure to include the course number and section in the subject line and your name at the end of the e-mail. I may not respond to e-mails in which I cannot readily identify the student.

**DROP POLICY:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships [http://wweb.uta.edu/aaao/](http://wweb.uta.edu/aaao/).

**DISABILITY ACCOMMODATIONS:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services (CAPS) [www.uta.edu/caps](http://www.uta.edu/caps) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**NON-DISCRIMINATION POLICY:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).

**TITLE IX POLICY:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For
information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

ACADEMIC INTEGRITY: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

ELECTRONIC COMMUNICATION: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

CAMPUS CARRY: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/.

STUDENT FEEDBACK SURVEY: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

FINAL REVIEW WEEK: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.
EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. For the College of Business classroom 349, the nearest exit is located to the left or right and down the stairs. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

As the instructor for this course, I reserve the right to adjust this syllabus in any way that serves the educational needs of the students enrolled in this course.

–S. Cherie Henderson