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

* Preferred method of contacting me.

SECTION INFORMATION:
Section 001, Wednesday 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.

Other Materials: USB drive (Please note that you will need this the first night of class)

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:
August 31  First class day
September 5  Labor Day holiday
September 12  Census date
November 2  Last day to drop (before 4:00 pm)
November 24-25  Thanksgiving holidays
December 7  Last class day
December 14  Final Exam

GRADING: Your semester grade will be based on the following:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exams (2 @ 100 points)</td>
<td>50%</td>
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<tr>
<td>ERP Assignment</td>
<td>10%</td>
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<tr>
<td>Excel Assignment</td>
<td>10%</td>
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<tr>
<td>IDEA Assignment</td>
<td>10%</td>
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<tr>
<td>Tableau Assignment</td>
<td>10%</td>
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<tr>
<td>Group Project</td>
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Grading Scale:
- A = 90% and above
- B = 80% - 90%
- C = 70% - 80%
- D = 60% - 70%
- F = under 60%

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](http://catalog.uta.edu/academicregulations/grades/#graduatetext).

**EXAMS AND MAJOR ASSIGNMENTS:**

**Exams:** Exams will be based on **all materials** presented in class, including readings, student presentations, and textbook materials. Short answer, objective questions, and computer-based problems may be used.

If you have to miss an exam, be sure to discuss your situation with your instructor **before** the exam starts. For reasons that are not emergency related, verifiable documents must be submitted and the exam has to be taken before the scheduled exam date. In the case of an emergency, verifiable written documents must be submitted in order to obtain approval for arranging a makeup exam. If you miss an exam without being excused, you will receive a zero for that exam.

**Individual Assignments:** Assignments covering the topics outlined on the schedule will be made in class and posted on Blackboard. All assignments are due by the beginning of class on the due dates and may be required to be submitted via Blackboard. No assignments will be accepted after the end of the class in which they are due. You may turn in your assignments BEFORE class if you are not able to attend class on the date the assignment is due.

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

**Group Project:** Students groups (3-4 members) will be responsible for presenting a topic related to current and future trends in accounting information systems. In addition to a 30-minute PowerPoint presentation (lecture style), each group will create a Wiki (in Blackboard) about the topic. The Wiki should be complete by your presentation date. However, you can make changes up until the end of the semester. Presentations and Wikis will be graded by the instructor and evaluated by your peers. Topic proposals should be e-mailed to me as soon as possible after September 7, 2016 (but no later than 11:59 pm on September 11, 2016) as the topics will be first-come, first-serve. The subject line of the e-mail should be “ACCT 5329 Topic Request.” It would be a good idea to include a second and third choice topic in addition to your first-choice topic in your e-mail. Be sure to CC all of your group members so the topic approval will go out to all group members. Presentations will start September 28, 2016 and I will assign dates after the topic proposals are approved.

**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.

CLASSROOM ETIQUETTE:
Please be on time as class starts promptly at the designated time. Once you are in class, please stay in class for the entire time. Please do not leave early and avoid disruptions with breaks during class. Your presence in class is appreciated and beneficial. Do not disrupt the ability of others to listen, learn, and ask questions. Sleeping, reading, or doing work not related to class, and talking unrelated to the discussion will not be tolerated. Excessive talking in the classroom is rude and distracting to the professor and fellow students. Students causing such distractions will be asked to leave the classroom. Turn off cell phones and other electronic devices. Do not use your cell phone or other electronic device for text messaging or game playing in class. Remove all headphones—wired or wireless. This class is held in a lab and as such provides easy access to the Internet. Please do not surf the Web, check your e-mail, play games or any other activity not directly related to the class.

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/aao/fao/).

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](http://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/](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](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/](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 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