COLLEGE OF CHARLESTON
Department of Accounting and Business Law
Class location: Tate Center for Entrepreneurship 132
Class meeting time: Mondays & Wednesdays, 4:00pm – 5:15pm
Professor: Christina W. Adams, CPA
Telephone: 843.953.9204
Office: Tate Center 314
Email: adamsCW@cofc.edu
Office Hours: Mondays and Wednesdays 10:30 through 11:30am. Students are welcome to stop by anytime that I am in my office or you may reach me via email to schedule an appointment.

Required Materials:
Laptop to bring to class. Windows and PC-based are preferable to Macs due to potential software-compatibility issues.

Prerequisite: Junior Standing.

Course Description: Accounting Data Analytics focuses on working with Big Data in accounting. Students will learn to identify quality data, clean data, merge datasets, use SQL code, and create data visualizations.

Learning Objectives
1. To identify relational databases and their primary keys and foreign keys
2. To identify the right data needed and the right method for answering a given question
3. To recognize data quality and learn methods to clean data before use
4. To analyze data, both for the purpose of answering a given question and by anticipating information-consumer questions
5. To become familiar with and use Microsoft Excel’s advanced features
6. To become familiar with and use a database management system software
7. To become familiar with and use data visualization software
8. To become familiar with the different types of joining datasets, including join, left-join, and right-join.
9. To join multiple datasets using user-friendly software methods and through SQL code

Accounting Data Analytics’ content directly relates to the School of Business learning goal concerning quantitative fluency to assist student data analysis skills.

Disability Statement
The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying the professor as soon as possible and for contacting the professor no later than one week before accommodation is needed.

Honor Code
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when suspected, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.
Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive an XXF in the course, indicating failure of the course due to academic dishonesty. This status indicator will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

**Course Evaluations**
All students will be expected to complete the College of Charleston electronic course evaluation near the end of the semester, and this will be done in class.

**Grade Policy**
Your final course grade will be determined by the total points earned from the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>15%</td>
</tr>
<tr>
<td>Microsoft Excel PivotTable project</td>
<td>15%</td>
</tr>
<tr>
<td>Microsoft Access project</td>
<td>15%</td>
</tr>
<tr>
<td>Microsoft Excel VBA project</td>
<td>15%</td>
</tr>
<tr>
<td>Microsoft Power BI project</td>
<td>10%</td>
</tr>
<tr>
<td>Tableau project</td>
<td>15%</td>
</tr>
<tr>
<td>Individual Presentation</td>
<td>15%</td>
</tr>
</tbody>
</table>

The student's final course grade will be determined by dividing the total points earned by total points possible with the following grading scale applied:

- A = 92%  C = 72%
- A- = 90%  C- = 70%
- B+ = 87%  D+ = 67%
- B = 82%  D = 62%
- B- = 80%  D- = 60%
- C+ = 77%  F = Below 60%
Examination
The exam will be in-class and announced one week prior to the exam.

Missed Exam/Presentation:
- **Excused and foreseeable:** Any exam a student is unable to attend for a valid, excused reason (i.e., student-athlete official travel, religious holiday) requires the student to make arrangements with the professor for a makeup exam. The student must contact the professor during the first week of class to begin arrangements.
- **Unexcused:** Any exam a student misses for an unexcused reason will not result in a makeup exam. A grade of 0 will be recorded for the exam.
- **Excused but unforeseeable:** The student must contact the professor as soon as possible for an alternate exam arrangement. In addition to contacting the professor, please also work with the Absence Memo Office for approval (phone 843-953-3390) (website http://victimservices.cofc.edu/absence-memo/index.php).

Submitting Projects
Students should submit projects electronically as directed by the professor. Technological difficulties do occur so students should anticipate difficulties and not attempt submission right before the deadline. There will be no extensions granted on any assignment. Assignments turned in after the deadline will be given 75% of the earned grade 1 minute through the first 24 hours after the deadline; 50% of the earned grade for an assignment turned in during the second 24 hours after the deadline; and 0% after 48 hours. Uploading the wrong file, emailing the wrong file, and technological difficulties are not valid excuses.

Academic Integrity
Cheating or plagiarism in any form will result in a failing grade for the course. Each student must adhere to the College of Charleston Honor Code and Code of Student Conduct (see Student Handbook on these policies).

Student-Selected Attendance Policy
At the beginning of the semester, each student will choose under which attendance option (s)he would like the professor to track attendance. Please email adamsCW@cofc.edu your preferred attendance option with the subject line “ACCT 360 Student Attendance Policy.” If the student’s choice is not communicated by August 27th, the flexible attendance option will be the default choice.
- The **mandatory attendance option** allows you to earn 8 reward points if you have zero unexcused absences. However, under this option, if a student misses five or more classes, (s)he will receive an 8-point penalty. See chart below.
- The **flexible attendance option** allows a student to earn up to 5 reward points. However, this lower reward option (relative to the mandatory-attendance option) does not have penalty points. See chart below.

<table>
<thead>
<tr>
<th>Unexcused Absences</th>
<th>Mandatory Attendance Option</th>
<th>Flexible Attendance Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>8 reward points</td>
<td>5 reward points</td>
</tr>
<tr>
<td>1</td>
<td>6 reward points</td>
<td>4 reward points</td>
</tr>
<tr>
<td>2</td>
<td>4 reward points</td>
<td>3 reward points</td>
</tr>
<tr>
<td>3</td>
<td>-0-</td>
<td>2 reward points</td>
</tr>
<tr>
<td>4</td>
<td>(4 point penalty)</td>
<td>1 reward point</td>
</tr>
<tr>
<td>5+</td>
<td>(8 point penalty)</td>
<td>0 reward points</td>
</tr>
</tbody>
</table>
Separate from this student-selected attendance policy, excused absences will be acknowledged through use of the College’s Absence Memo Office (phone 843-953-3390) (website http://victimservices.cofc.edu/absence-memo/index.php) or according to the College’s Statement on Religious Accommodation for Students.

Policy on cell phones, laptops, and personal electronic devices
Cell phone use, web surfing, or use of personal electronic devices not intended to be a part of this course will not be tolerated. You may use your laptop computer, tablet, etc. during the lecture but only for a course-related purpose. Any violation of this policy will result in your dismissal from the lecture. Texting during the lecture will result in your dismissal from the lecture. Texting during exams or quizzes will result in a failing grade for that exam/quiz.

Children in classroom policy
- All exclusively-breastfed infants are welcome in the classroom. Mothers should consider removing the infant from the classroom if the infant becomes very distracting to others.
- Otherwise, parents/caregivers should look for long-term childcare solutions that allow the caregivers and fellow classmates the best classroom environment. In emergent situations when childcare is unattainable, please contact the professor and consider removing the child from the classroom if the child becomes distracting to others.

Other Policies
1. Recording class lecture or discussion is strictly prohibited.
2. You should not walk in late for class. If unavoidable circumstances warrant you being late, please come in quietly and take a seat.
3. Please familiarize yourself with the College’s Student Code of Conduct as you are bound by those rules in this course. Rude and disruptive behavior, sleeping, texting, and talking during the lecture are prohibited.
4. Office hours are a great opportunity for the professor and student to discuss class outcomes, quizzes, exams, topics a student does not understand well, and career concerns. If office hours are held during a time when you have class or are at work, please let the professor know so we can arrange another time to meet.
5. Please turn on notifications for this class in OAKS.
6. Practice communication skills that you would use with a future employer when emailing the professor. Emails that are excessively casual (i.e., poor grammar and capitalization, written in textspeak) may be ignored.

Tentative presentation schedule
Students should expect to present their final presentation to the class (15-20 minutes) on Monday, December 2nd in lieu of a final examination.