COLLEGE OF CHARLESTON
Department of Accounting and Business Law  
Professor: Christina W. Adams, CPA  
Telephone: 843.953.9204  
Office: Tate Center 314  
Email: adamsCW@cofc.edu  
Office Hours: For Fall 2020, by Zoom appointment.

**Class location:** Education Center, Classroom 110  
**Class time:** MW 4:00-5:15pm

**Required Materials:**
- Laptop or desktop. Windows and PC-based are preferable to Macs.
- Internet access.
- Connect access through McGraw-Hill for our textbook

**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 relationship databases and their primary keys and foreign keys
2. To choose 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 its use
4. To analyze data, both for 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 data visualization software
7. To become familiar with the different ways of joining datasets, including left-join and right-join
8. To join multiple datasets using user-friendly software methods and through SQL code

This course’s 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 and Academic Integrity**
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

**OAKS**
OAKS, including Gradebook, will be used for this course throughout the semester to provide the syllabus and class materials and grades for each assignment, which will be regularly posted.

**Continuity of Learning**
Due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. Before the drop/add deadline, students should decide whether the course plan on the syllabus matches their own circumstances. Our class will meet virtually according to the College’s academic calendar and in-person according to the College’s academic calendar.

**Recording of Classes** (via ZOOM)
Class sessions will be recorded via both voice and video recording. By attending and remaining in this class, the student consents to being recorded. Recorded class sessions are for instructional use only and may not be shared with anyone who is not enrolled in the class.

**Online Courses with Exam Proctoring**
This course will require the use of an exam proctoring service for the course exams. Students are responsible for registering, scheduling, and the cost of the service prior to each exam. Instructions and additional information on proctoring can be found at https://academicaffairs.cofc.edu/distance-education/online-proctoring/index.php. However, this link may not reflect the most current College policies on proctoring services. As of August 26, 2020, this site says our course will use Examity, but the plan is to instead use Respondus through Oaks.

**Inclement Weather, Pandemic or Substantial Interruption of Instruction**
If in-person classes are suspended, faculty will announce to their students a detailed plan for a change in modality to ensure the continuity of learning. All students must have access to a computer equipped with a web camera, microphone, and Internet access. Resources are available to provide students with these essential tools.

**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:
- Connect Homework – 100 points
- Quizzes – 50 points
- Exam 1 – 100 points
Excel PivotTable project – 20 points
Excel VBA project – 20 points
Power BI project – 100 points
Tableau project Presentation – 100 points
=Total of 490 points

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%

**Examinations:** Exams will either be in-class or virtual, depending on the College’s rule about whether students are allowed on campus.

**Missed Exams:**
- **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.

**Homework**
Connect homework due dates are assigned on McGraw-Hill Connect. Other types of homework can be submitted through Oaks > Dropbox.

**Quizzes**
Quizzes are given at the end of some classes to assess student learning (if meeting in person). Other quizzes are assigned through Oaks (if meeting virtually). Only excused absences will allow a student to propose a make-up quiz with the professor.

**Attendance Policy**
Attendance (whether virtual or in-person) is required. As of August 2020, our class size is small. Please email the professor if you plan to miss a Zoom class.

**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.
Communication
Practice communication skills that you would use with a future employer when emailing the professor and when posting on the discussion board. Emails that are excessively casual (i.e., poor grammar and capitalization, written in textspeak) may be ignored. When corresponding with me, please:

- include Acct 360 in the subject line
- include a respectful greeting (e.g., “Hi Professor”)
- fully sign your name
- use complete sentences
- proofread your email

1. Be sure to send me emails through your CofC account, not your personal email account.
2. The professor plans to respond to student emails within 24 hours except for weekends and holidays.
3. If an email will not suffice, I would be happy to chat face-to-face. For those who are local, you are more than welcome to meet with me in my office. If, however, you are not able to meet in person, we can chat via Zoom. Just because our schedule this semester is odd does not mean I am unavailable to help you. Please do not hesitate to contact me.
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<thead>
<tr>
<th>Class Meeting #</th>
<th>Date</th>
<th>Chapter/Topic</th>
<th>Exercises from Textbook</th>
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<tbody>
<tr>
<td>1</td>
<td>August 21</td>
<td>Class Introduction and Chapter 1</td>
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<tr>
<td>2</td>
<td>August 26</td>
<td>Chapter 1</td>
<td>E1-1, E1-2, E1-5, E1-6, E1-7, E1-8, E1-9, E1-10, E1-12, and E1-14.</td>
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<td>August 27th is the last day of add/drop</td>
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<td>August 28</td>
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<td>BE2-1, BE2-10, E2-1, E2-4</td>
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<td>4</td>
<td>September 4</td>
<td>Chapter 2</td>
<td>E2-5, E2-6, E2-7, E2-8, E2-9, E2-12, E2-13, E2-17 P2-1, P2-3, P2-5, P2-8</td>
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<td>5</td>
<td>September 9</td>
<td>Exam 1 Review</td>
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<td>September 11</td>
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<td>13</td>
<td>October 7</td>
<td>Chapter 4</td>
<td>E4-3, E4-4, E4-5, E4-6</td>
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<td>October 21</td>
<td>Exam 3</td>
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<td>17</td>
<td>October 23</td>
<td>Simulation Activity</td>
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<td>October 25th is the last day to withdraw with a &quot;W&quot; grade</td>
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<td>18</td>
<td>October 28</td>
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<td>November 4</td>
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<td>27</td>
<td>December 2</td>
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**Final Exam** is Friday, December 6th from Noon until 3:00pm