

**Accounting & Finance Department**  
**SYLLABUS**  
**Fall 2014**

<b>COURSE:</b>	ACCT 460, Accounting Technologies, 3 credits
<b>INSTRUCTOR:</b> Office: Office hours: E-mail: Phone:	Dr. Dawna M. Drum SSS 469 Tuesday, Wednesday, and Thursday 9-11 drumdm@uwec.edu 715.836.3207
<b>COURSE PREREQUISITES:</b>	Admission to College of Business Minimum senior standing ACCT 302, BSAD 305, FIN 320, MGMT 340, MGMT 341, MKTG 330
<b>REQUIRED LAPTOP PC:</b>	This course requires that students have access to a laptop computer on which they can do course work. ( <a href="#">Click here</a> for College of Business recommended laptop specification.)
<b>REQUIRED SOFTWARE:</b>	Windows XP or 8 operating system Web browser compatible with Desire2Learn Microsoft Office 2013 Word, Excel, and Access
<b>REQUIRED TEXTS:</b>	<b>RENTAL:</b> <i>Go! With Microsoft Excel 2013 Comprehensive</i> By Gaskin, Vargas, and Geoghan Published by Pearson HigherEd, 2014

**Academic Honesty** (rev. 8/24/2012)

You are subject to the Department of Accounting and Finance's policy on Academic Honesty which follows:

Plagiarism, unauthorized collaboration on academic projects, and cheating are prohibited. Plagiarism is the act of stating or implying that another person's work is your own; this includes memorizing the work of others and representing this memorization as your own work. Also prohibited is sharing your work with others for them to copy or use as a reference. We do not tolerate academic dishonesty, including plagiarism. Please be sure you understand what plagiarism is and how to

avoid it. The Student Academic Misconduct Disciplinary Procedures code, which dictates the disciplinary action against students who engage in academic misconduct, is available for review at

<http://www.uwec.edu/DOS/policies/upload/BlugoldCode2012.pdf>

The penalty for academic dishonesty in this course will include, at a minimum, a zero on the assignment/paper/quiz/project/exam, followed by reduction in your course grade of one full letter grade after the score of zero is factored into your course grade.

Other sanctions may also be given in accordance with the Student Academic Misconduct Disciplinary Procedures Code, including failure of the course. All acts of misconduct will be reported to the Chair of the Accounting and Finance Department, the Associate Dean of the College of Business and the Department of Academic Affairs. You are also expected to follow the Student Code of Conduct of the College of Business (I.N.T.E.G.R.I.T.Y.) as found at this

link: [http://www.uwec.edu/cob/info/code\\_of\\_conduct\\_undergraduate.htm](http://www.uwec.edu/cob/info/code_of_conduct_undergraduate.htm)

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**Assistance:** If you have a physical, psychiatric/emotional, medical, or learning disability that might impact your ability to carry out assigned course work, you are encouraged to contact the Services for Students with Disabilities (SSD) office. The office is located in the Old Library building, Room 2136; 836-4542, [www.uwec.edu/ssd](http://www.uwec.edu/ssd). SSD will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you.

Please let me know as soon as possible if you cannot take one or more of the exams at the scheduled time. A legitimate, documentable reason is required, and any accommodation is at my discretion.

**COURSE DESCRIPTION:** This course will introduce you to using technology to solve accounting problems. We'll primarily focus on Excel and Access, but we will also use diagramming and documentation techniques as well, and we'll discuss several emerging technologies you need to be aware of.

**Goals of the Baccalaureate:** Accounting 460 contributes to the [UW-Eau Claire goals of the baccalaureate](#) as follows:

<b>Course Objective</b>	<b>Baccalaureate Goal</b>
Respect for Diversity Among People	5
Knowledge of Human Culture and the Natural World	1, 2, 3, 4, 5
Creative and Critical Thinking	1, 2, 3, 4, 5
Effective Communication	1, 2, 3, 4, 5
Individual and Social Responsibility	4, 5

**OBJECTIVES:** By the end of this course, you should be able to perform advanced Excel functions such as Pivot tables, charting data, and advanced functions. You should also be able to perform advanced Access functions such as queries, forms and reports.

**STUDENT EVALUATION:** Your grades in the course consist of the components listed below. Weekly Assignments are a very small portion of the grade, as are in-class activities. The Major Assignments and Exams are your chance to really show me what you can do, so those are where the majority of points are allocated.

Class Activities and Participation
Weekly Assignments (Individual work)
Major Assignments (Individual or partner work as per each assignment's directions)
Exams

**Attendance, Class Participation and Activities:** During class time, we'll regularly do activities individually and in your teams that will be turned in. If you are not in class that day, you will not be able to get those points.

**LATE Assignments are NOT accepted.**

**Late exam policy:** If you miss an exam without prior approval, for ANY reason, you will take a make-up exam which is significantly different from the original exam but covering the same material. ALL MAKEUP EXAMS WILL BE GIVEN DURING FINALS WEEK ONLY, REGARDLESS OF REASON.

<b>Wk</b>	<b>Date</b>	<b>ACCT460 Items Covered</b>	<b>Assignments Due (All Assignments are due at midnight unless otherwise noted)</b>
1	Sept 2	Ch 1 – Excel Basics	Ch 1-G
	Sept 4	Ch 2 – Functions and Large worksheets	Ch 2-G
2	Sept 9	Ch 3 – Charts and What-if	Ch 3-G
	Sept 11	Ch 4 – Financial Functions and Lookups	Jigsaw individual article summaries AND Ch 4-G
3	Sept 16	Start Jigsaw activity Ch 5 – Large workbooks and Sort/Filter	Quiz on “Controlling Spreadsheets” Ch 5-G
	Sept 18	Ch 6 – Charts, Templates, Protection Ch 7 – Pivot Tables	Ch 6-G AND Ch 7-G
4	Sept 23	Jigsaw Team Workday	Reinhart Assignment
	Sept 25	PwC Data Analytics speaker	Jigsaw Teaching Material
5	Sept 30	Jigsaw Presentation Day	
	Oct 2	Work Day/Exam Review	Excel Dashboard Assignment
6	Oct 7	<b>Exam 1</b>	REVISED Jigsaw Teaching Material
	Oct 9	Ch 10 – External Data, Database Funct.	
7	Oct 14	Database Overview	Ch 10-G
	Oct 16	Access #1	Access #1
8	Oct 21	CPA Journal Fraud Practice (In class ONLY)	Access #2
	Oct 23	Tampa Electronics Case	
9	Oct 28	Tampa Electronics Case/Exam Review	
	Oct 30	<b>Exam 2</b>	Tampa Electronics Case
10	Nov 4	Beta Auto Dealers Case	
	Nov 6	Beta Auto Dealers Case	
11	Nov 11	Start Data Analytics project	Beta Auto Dealers Case
	Nov 13	Data Analytics	
12	Nov 18	Data Analytics	
	Nov 20	Data Analytics	
13	Nov 25	Data Analytics	
		<b>Thanksgiving!</b>	
14	Dec 2	Data Analytics	Data Analytics
	Dec 4	SAP Extraction and Reporting	
15	Dec 9	SAP Extraction and Reporting	
	Dec 11	Workday/Final review	SAP Extraction and Reporting 1 and 2
	Finals Week	<b>Dec 15-19</b>	