

*Master Syllabus*

*All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site. Faculty must review the course syllabus with students on the first day of class.*



Keiser University

<u>Course Prefix &amp;Number:</u>	ACG4842
<u>Course Title:</u>	Data Analysis for Accounting
<u>Course Format:</u>	<Face to Face, Hybrid, On-line (select one)>
<u>Credit Hours:</u>	3.0 semester credits.
<u>Course Schedule:</u>	<Days of week, times, locations; also include any required dates outside of the normal meeting time>
<u>Prerequisites:</u>	ACG4671
<u>Co-requisites:</u>	None
<u>Grade requirement:</u>	Grade of "C" or higher
<u>Faculty:</u>	<Name and credentials Phone Email>
<u>Office Hours:</u>	<Days and times, location>
<u>Course Description:</u>	Presents concepts and terminology related to data analysis techniques used in accounting. This course will also discuss the risks and controls associated with critical organizational information and provide an opportunity to enhance analytical skills using software.

Course Objectives/Outcomes:

Upon completion of ACG4842, the student will:

1. Discuss the role and need for data analytics in various aspects of accounting including accounting information systems
2. Identify key data trends using analysis software
3. Identify the risks and controls associated with critical information within an organization and the impact of data analysis on decision making
4. Use software to evaluate business problems and generate reports
5. Use professional communication skills in the preparation of documents and presentations that enhance research and problem-solving skills
6. Discuss principles of ethical and professional conduct when dealing with data analysis

**Grading and Evaluation Methods:**

<b>Evaluation</b>	<b>Percent of Total Grade</b>	<b>Due Date</b>
Participation (discussions and other in class activities)	15%	<Enter in Dates>
Writing project and presentation	15%	
Assignments	20%	
Examinations	30%	
Final Exam	15%	
Post Test	5%	
<b>Total Percentage:</b>	<b>100%</b>	

**Grading Scale**

<b>Letter Grade</b>	<b>Numeric Grade</b>
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook:

Richardson, V., Teeter, R. and Terrell, K. (2019). Data Analytics for Accounting w/Microsoft Access trial code and Connect, New York, NY: McGraw Hill ISBN: 9781260573893 or Connect code only ISBN: 9781260375121

Recommended Textbook:

None

Other Required Course Material:

Microsoft Office suite, Internet connection, academic accounting access to FASB Accounting Standards

Codification Professional View and Governmental Accounting Research System (GARS), analytical/database software, flowchart software, disk drive to load software and files, and access to PC with windows based operating system as needed for software

Topical Outline/Course Assignments/Calendar:

<b>ACBSP -Beyond CPC Coverage</b>
Internal controls and risk assessment
Accounting research and analysis
Accounting information systems

<b>WEEK ONE</b>	<b>Applicable Due Dates</b>
<b>Course Objectives:</b> 1, 2, 4, 5, 6	
<b>ACBSP Coverage:</b> Accounting research and analysis and accounting information systems	
<b>Reading:</b> Chapters 1-2	<enter in specific due dates>
<b>Participation:</b> <ul style="list-style-type: none"> <li>• Discuss PowerPoints, sample problems and other lecture material including interactive presentations and videos</li> <li>• Discuss the role and need for data analytics in various areas of accounting</li> <li>• Identify key elements data analytics and the impact on AIS</li> <li>• Discuss ethical conduct when using data analysis</li> <li>• Demonstrate and discuss features of the software</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• Complete assigned problems/class assignments, group projects, “real-world” cases/scenarios, etc as follows that relate to course objectives covered this week::&lt;enter in specific problems and/or class assignments approx 13 cases using software and approx 5 problems/questions&gt;</li> </ul> <b>Examination:</b> <ul style="list-style-type: none"> <li>• Pre-test</li> <li>• Weekly Quiz</li> </ul> <b>Writing Project:</b>	<enter in specific due dates>

<ul style="list-style-type: none"> <li>• Complete required section of 7-8-page, APA format, on-going writing project discussing data analysis techniques learned in this course and using features of software assigned including a flow chart: &lt;enter in specific writing project&gt;</li> <li>• Submit part 1 of writing project</li> </ul>	
<p><b>Evaluations:</b></p> <ul style="list-style-type: none"> <li>• Participation</li> <li>• Assignments</li> <li>• Pre-test</li> <li>• Weekly Quiz</li> <li>• Writing project</li> </ul>	
<b>WEEK TWO</b>	<b>Applicable Due Dates</b>
<p><b>Course Objectives:</b> 2, 4, 5 and 6</p>	
<p><b>ACBSP Coverage:</b> Accounting research and analysis</p>	
<p><b>Reading:</b> Chapters 3-4</p>	<enter in specific due dates>
<p><b>Participation:</b></p> <ul style="list-style-type: none"> <li>• Discuss PowerPoints, sample problems and other lecture material including interactive presentations and videos</li> <li>• Discuss how data analysis can be used in decision making to solve business problems</li> <li>• Discuss the use of business software to present data</li> <li>• Discuss ethical conduct in data analysis reporting</li> <li>• Demonstrate and discuss features of software</li> <li>• Discuss current trends in data analysis for accountants</li> <li>• Present part of the project to the class for discussion: &lt;enter in specific requirements&gt;</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>• Complete assigned problems/class assignments, group projects, “real-world” cases/scenarios, etc as follows that relate to course objectives covered this week: &lt;enter in specific problems and/or class assignments approx 9 cases using software and approx 5 problems/questions&gt;</li> </ul> <p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>• Weekly Quiz or midterm</li> </ul> <p><b>Writing Project:</b></p> <ul style="list-style-type: none"> <li>• Complete required section of 7-8-page, APA format, on-going writing project discussing data analysis techniques learned in this course and using features of software assigned: &lt;enter in specific writing project&gt;</li> <li>• Submit part 2 of writing project</li> </ul>	<enter in specific due dates>

<b>Evaluations:</b> <ul style="list-style-type: none"> <li>• Participation</li> <li>• Assignments</li> <li>• Weekly Quiz or midterm</li> <li>• Writing project and presentation</li> </ul>	
<b>WEEK THREE</b>	<b>Applicable Due Dates</b>
<b>Course Objectives:</b> 2, 3, 4, and 6	
<b>ACBSP Coverage:</b> Internal controls and risk assessment and accounting research and analysis	
<b>Reading:</b> Chapters 5-6	<enter in specific due dates>
<b>Participation:</b> <ul style="list-style-type: none"> <li>• Discuss PowerPoints, sample problems and other lecture material including interactive presentations and videos</li> <li>• Discuss the risks and controls associated with critical information within an organization and the impact of data analysis on decision making</li> <li>• Identify key elements of data analysis for auditing using software</li> <li>• Demonstrate and discuss features of software</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• Complete assigned problems/class assignments, group projects, “real-world” cases/scenarios, etc as follows that relate to course objectives covered this week: &lt;enter in specific problems and/or class assignments approx 9 cases using software and approx 5 problems/questions&gt;</li> </ul> <b>Examination:</b> <ul style="list-style-type: none"> <li>• Weekly Quiz</li> </ul> <b>Writing Project:</b> <ul style="list-style-type: none"> <li>• Complete required section of 7-8-page, APA format, on-going writing project discussing data analysis techniques learned in this course and using features of software assigned: &lt;enter in specific writing project&gt;</li> <li>• Submit part 3 of writing project</li> </ul>	<enter in specific due dates>
<b>Evaluations:</b> <ul style="list-style-type: none"> <li>• Participation</li> <li>• Assignments</li> <li>• Weekly Quiz</li> <li>• Writing project</li> </ul>	
<b>WEEK FOUR</b>	<b>Applicable Due Dates</b>
<b>Course Objectives:</b> 1, 4, 5, and 6	
<b>ACBSP Coverage:</b>	

Internal controls and risk assessment, Accounting research and analysis, and Accounting information systems	
<b>Reading:</b> Chapters 7-8	<enter in specific due dates>
<b>Participation:</b> <ul style="list-style-type: none"> <li>• Discuss PowerPoints, sample problems and other lecture material including interactive presentations and videos</li> <li>• Discuss the use of software to generate reports</li> <li>• Discuss the use of analytics in financial accounting</li> <li>• Discuss ethical conduct in the use of data analysis</li> <li>• Demonstrate and discuss features of software</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• Complete assigned problems/class assignments, group projects, “real-world” cases/scenarios, etc as follows that relate to course objectives covered this week: &lt;enter in specific problems and/or class assignments 10 cases using software and approx 5 problems/questions&gt;</li> </ul> <b>Examination:</b> <ul style="list-style-type: none"> <li>• Post test</li> <li>• Final Exam</li> </ul> <b>Writing Project:</b> <ul style="list-style-type: none"> <li>• Present final project findings to the class for discussion. :&lt;enter in specific requirements&gt;</li> </ul>	<enter in specific due dates>
<b>Evaluations:</b> <ul style="list-style-type: none"> <li>• Participation</li> <li>• Assignments</li> <li>• Post test</li> <li>• Final Exam</li> <li>• Writing project presentation</li> </ul>	

### Course Guidelines and Policies

#### Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

#### Participation

Participation is a basic requirement for an effective learning community. Students’ participation will be assessed and reflected in the participation grade based on the activities completed in class.

#### Late Assignments

Assignments are due on the day noted per the instructor’s instructions. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work

directly with the instructor and in advance of the due date whenever possible. Late assignments will not be accepted if the assignment has already been graded and returned to the class.

#### Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's' opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's opinions, being courteous and respectful, and working together in the spirit of cooperation.

#### University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>.

#### Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.