

**ACCT 4241-E01**  
**Accounting Information Systems**  
**Expanded Course Outline**  
**Summer 2017**

<b>Instructor:</b>	Dr. Ron Colley	<b>Office Hours:</b>	<u>online</u> M - R 1:00 -2:00 p.m. Other times by appointment
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The policy of the University of West Georgia is that each student is responsible for checking his/her [my.westga.edu](http://my.westga.edu) e-mail account on a regular basis.

**I. Catalog Description:**

The course involves the use of computerized spreadsheets for accounting, and the use of accounting software.

**II. Required Background or Experience:**

A. Prerequisites: ACCT 2102

B. Prerequisites Justification:

Knowledge of accounting processes is required.

C. General Education (Core) Curriculum:

This course uses the knowledge gained in Core Area F courses in ACCT 2101 and 2102.

**III. Expected Outcomes:**

A. An expanded use of computer spreadsheet skills. LG3: LO 3.2

B. Students will be able to understand the use of accounting software. LG4

**IV. Text and References:**

Text: No text

**V. Special or Unique Student Materials:**

Access to a computer

**VI. Special or Unique University Facilities:**

None

**VII. Expanded Description of the Course and Instructional Method:**

A. Expanded Description of the Course:

The use of computerized spreadsheets is one component of the course. Another is the use of computerized accounting software.

B. Instructional Methods:

1) Online

The course is online.

C. Computer Applications

The computer assignments are designed to enhance computerized spreadsheet skills and to develop data analytic skills. Computerized accounting software is used to develop accounting software skills and knowledge.

**VIII. Methods of Evaluating Outcomes:**

A. Evaluation Tools:

	<u>Points</u>
Exam 1: Lane Company Assignments	30
Exam 2: Accounting Software Part 1	35
Exam 3: Accounting Software Part 2	<u>35</u>
Total Points	100

The grading scale will be applied to the points as follows. An A is 90% or higher, a B is 80% or higher, but less than 90%, a C is 70% or higher, but less than 80%, a D is 60% or higher, but less than 70%. An F is less than 60%.

**IX. Other Information:**

A. Exams

Exams will be online at times specified in the course schedule.

B. There is no extra credit in this course. Work submitted for credit in other courses will not count for credit in this course.

C. Academic Dishonesty

Students at the University of West Georgia assume responsibility for upholding the Honor Code as stated in the Student Handbook. Academic dishonesty will result in dismissal from the class with a grade of "F."

## D. Student Rights and Responsibilities

Please carefully review the information at the following link:

[http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf)

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Credit Hour Policy (3 credit hours): Generally, students can expect to spend about two to three hours per day per credit hour

## X. Tentative Schedule

### **MODULE 1:** May 12 through May 17

Lane Company (Excel) Assignments; Instructions and scheduling provided in Course Den

Exam 1: Lane Company: May 17 – 8:00 p.m. (online)

### **MODULE 2:** May 18 through May 23 (online)

Computerized Accounting with Xero software; Instructions, assignments, scheduling and grading information provided on Course Den.

Exam 2: Accounting Software Part 1: May 23—8:00 p.m. (online)

### **Last day to withdraw with a grade of W – May 19**

### **MODULE 3:** May 24 through May 30 (online)

Computerized Accounting with Xero software; Instructions, assignments, scheduling and grading information provided on Course Den

Exam 3: Accounting Software Part 2: May 30—8:00 p.m. (online)