

ACCT 4241-E01 - Accounting Information Systems
Expanded Course Outline
Summer 2018

Instructor: Dr. Ron Colley

Office Hours: online access
and by appointment. (see IX, item F)

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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** e-mail account on a regular basis.

I. Catalog Description:

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

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

C. Students will be able to illustrate knowledge of data analytics through analysis of a data set LG4; LO 4.9

IV. Text and References:

Text: None

V. Special or Unique Student Materials:

None

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. The use of computer software for data analytics is also covered.

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. The use of computer software for data analytics is also covered.

VIII. Methods of Evaluating Outcomes:

A. Evaluation Tools:

	<u>Points</u>
Excel Assignments Exam	40
XERO Accounting Software	30
Data Analytics Assignment	<u>30</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. Classes

Two online exams will be scheduled.

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

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 650 minutes on class work each week. This class work may include, but is not limited to, readings, assignments, projects, research, and test preparation. The amount of out of class time required for a given outcome will vary by student.

E. **HB 280 (Campus Carry)**

UWG follows University System of Georgia (USG) guidance:

http://www.usg.edu/hb280/additional_information

You may also visit our website for help with USG Guidance:

<https://www.westga.edu/police/campus-carry.php>

F. Office Hours by Appointment

Appointments to meet should be initiated via e-mail to rcolley@westga.edu. The instructor will generally respond within 24 hours Monday – Friday to determine a mutually agreeable meeting time.

X. Tentative Schedule

MODULE 1: May 11 through May 17 (online)

Excel Assignments; Instructions and scheduling provided on Course Den

Online Exam: May 17; 8:00 p.m.

Last day to withdraw with a grade of W – May 18

MODULE 2: May 18 through May 22 (online)

Computerized Accounting with XERO software; Instructions and assignments provided on Course Den.

XERO Exam (online May 22; 8:00 p.m.)

MODULE 3: May 23 through May 29 (online)

Tableau software tutorials and assignments; and Data Analytic Assignment – information provided on Course Den

Data Analytic Assignment Due: Submission Deadline May 29th (via email)