

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 except for one examination.

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	30
Quickbooks	50
Data Analytics Case 1	<u>20</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

The only meeting will be January 24th for the Excel Spreadsheet Assignments Exam. Everything else is online.

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.

X. Tentative Schedule

MODULE 1: January 09 through January 24

Excel Assignments; Instructions and scheduling will be provided in Course Den

Meeting Day: January 24 – 7:00 p.m., Adamson 117, Spreadsheet Assignments Exam

MODULE 2: January 25 through April 17 (online)

Computerized Accounting with Quickbooks; Instructions, assignments, scheduling and grading information will be provided on Course Den.

Last day to withdraw with a grade of W – March 2

MODULE 3: April 18 through May 1 (online)

Tableau software tutorials and assignments; and Data Analytic Case – information will be provided on Course Den

Data Analytic Case Due: May 1