

**ACCT 4241-01D - Accounting Information Systems
Expanded Course Outline
Spring 2018**

Instructor: Dr. Ron Colley

Office Hours: T/R 1:30 - 2:30 p.m.
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:

No Textbook

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 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	40
XERO Accounting Software	40
Data Analytics Case	<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 February 20th 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.

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: January 09 through February 20

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

Meeting Day: February 20 – 7:00 p.m., Miller Hall 2214, Spreadsheet Assignments Exam

Last day to withdraw with a grade of W – February 28

MODULE 2: February 21 through April 10 (online)

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

April 10 - XERO Exam (online)

MODULE 3: April 11 through April 30 (online)

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

Data Analytic Case Due: April 30 (online)