

ACCT 4241-01D - Accounting Information Systems
Expanded Course Outline
Spring 2020

Instructor: Dr. Ron Colley
Office: Adamson Hall 202A
Phone: 678-839-4811
E-mail: rcolley@westga.edu
Office Hours: Tuesday and Thursday: 1:30-2:30 p.m. and by appointment. (see below)

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.

Catalog Description:

A course which emphasizes understanding of the accounting information system, including the accounting cycle and Excel spreadsheet analysis.

Required Background or Experience:

- Prerequisites: ACCT 2102
- Prerequisites Justification:
Knowledge of accounting processes is required.
- General Education (Core) Curriculum:
This course uses the knowledge gained in Core Area F courses in ACCT 2101 and 2102.

Expected Outcomes:

- An expanded use of computer spreadsheet skills. LG3: LO 3.2
- Students will understand the accounting recording cycle. LG4

Text and References:

- No text.

Special or Unique Student Materials:

- Perdisco online practice set (Music and Book Wholesaler) with accounting cycle supplement.
- Perdisco hard copy practice set (Coffee and Café Supplier).

Special or Unique University Facilities:

- A personal computer with Microsoft Excel is helpful. (Microsoft Office 365 is available to UWG students at the UWG ITS website.) Alternatively, the RCOB computer lab is available for homework computer assignments.

Expanded Description of the Course and Instructional Method:

Expanded Description of the Course:

- Practice sets are used to achieve an understanding of the accounting cycle of recording and reporting. Computerized spreadsheets are also covered.

Instructional Methods:

- Online
- The course is online except for two examinations.
- In-class Exams

Computer Applications

- The computer assignments are designed to enhance computerized spreadsheet skills and increase knowledge of the accounting cycle.

Methods of Evaluating Outcomes:

Evaluation Tools:

Perdisco Online Practice Set	30 points
In-class Exam: Manual Perdisco Practice Set	30 points
Data Analytics Assignment	10 points
In-class Exam: Excel Assignments	30 points
Total Points	100 points

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%.

Other Information:

Classes

There are two required meeting dates: March 10 for an In-class Exam for the Manual Practice Set; and May 5th for an In-class Exam on Spreadsheet Assignments. There may also be optional class meetings for assistance. Everything else is online.

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

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.”

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.

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>

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.

Tentative Schedule

January 6 through 13th – Obtain Perdisco Practice Set when instructions are provided on Course Den and via UWG e-mail.

January 14 (Tuesday) – **Optional meeting** in Adamson Hall 117 at 7:00 p.m. for discussion of the Perdisco Practice Set

January 15 – Begin trial version of the Perdisco Practice Set.

January 28 – Deadline for completion of trial version of Perdisco Practice Set

January 29 – Begin Perdisco Practice Set (online)

February 18 – Deadline for completion of online Perdisco Practice Set.

February 19 – Begin manual (hard copy) version of Perdisco Practice Set.

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

March 10 (Tuesday) – **IN CLASS EXAM** for manual version of Perdisco Practice Set.

March 11 – Begin Data Analytics Assignment

April 6 – Due date for Data Analytics Assignment

April 7 – Begin Excel Spreadsheet Assignments

April 14 (Tuesday) – **Optional meeting** at 7:00 p.m. in Adamson 117 for discussion of Excel Spreadsheet Assignments.

May 5 (Tuesday) – **IN CLASS EXAM** for Excel Spreadsheet Assignments