

**ACCT 4241-E01 - Accounting Information Systems  
Expanded Course Outline  
Summer 2020**

**Instructor:** Dr. Ron Colley  
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**Office Hrs:** Online access.

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:**

The course involves coverage of the accounting cycle and the use of computerized spreadsheets for accounting.

**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 cycle. LG4

**Text and References:**

Text: None

**Special or Unique Student Materials:**

- Perdisco online practice set (Music and Book Wholesaler). Approximately \$24.95
- Perdisco accounting cycle supplement. Complimentary copy provided this semester.

**Special or Unique University Facilities:**

- A personal computer with Microsoft Excel. (Microsoft Office 365 is available to UWG students at the UWG ITS website.)

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

- A practice set is 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.

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 50 points

Online Exam for Lane 50 points

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%.

## **Other Information:**

### Classes

An online practice set and an online exam are scheduled.

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:

Common Language for Course Syllabi from the VPAA

Website[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 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:

University System of Georgia Guidance Pertaining to HB 280

[http://www.usg.edu/hb280/additional\\_information](http://www.usg.edu/hb280/additional_information)

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

University of West Georgia Website for Help with USG

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

## **Tentative Schedule**

MODULE 1A: Perdisco online practice set (Music Sales) TRIAL VERSION – No points for or against (for practice only) -- May 8 through May 13

**Last day to withdraw with a grade of W** – May 15

MODULE 1B: Perdisco online practice set (Music Sales) ACTUAL – For points. May take up to two times with the results of two attempts averaged. (Thus, it is better to score well on the first attempt.) – May 14 through May 18

MODULE 2: Lane 1 spreadsheet assignments (on Course Den) – May 19 to end of course (online)

Online Exam: May 26; 8:00 p.m. – Exam on Lane 1 spreadsheet assignment.