

**Nashville State Community College
Business, Management and Hospitality
Accounting**

2018 Master Course Syllabus

ACCT1020 - Principles of Accounting II

This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her individual course syllabus.

Course Information:

Course Title: ACCT1020 - Principles of Accounting II

Credits: 3

Class Hours: 3 Class Hours

Course Description:

A continuation of ACCT 1010 - Principles of Accounting I. Introduces the preparation and use of managerial and cost accounting concepts utilized in planning and controlling operations.

Prerequisite(s): ACCT 1010 with a grade of "C" or higher, Level 2 placement in Math and Reading

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook and Other Materials:

Textbook: Fundamental Accounting Principles, 22e, by Wild Shaw, and Chiappetta. Chapters 13-21 (Required). Published by McGraw-Hill Education bundled with Connect Plus

ISBN: Bundle number 9781259542169.

The bundle package includes a loose-leaf textbook and Connect Plus homework system. The textbook and Connect Plus access code are packaged together at the NSCC bookstore and can be purchased at the main campus during normal bookstore hours or through the online store. There is an eBook option available with Connect Plus that may be purchased at your course Connect page. The eBook may be used in lieu of the loose-leaf copy available at the bookstore.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

1. Identify corporate characteristics and account for equity and long-term liability transactions.
2. Prepare and interpret a Statement of Cash Flows.
3. Account for investments in debt and equity securities using generally accepted methods.
4. Assess the financial position of an entity using various financial analysis tools.
5. Demonstrate an understanding of management's needs for accounting information and be able to generate and interpret relevant data.
6. Classify and account for costs involved in the production process using the appropriate cost system.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Identify the characteristics of the corporate form of business and outline the advantages and disadvantages of the corporate form of organization.
2. Prepare in proper format the appropriate journal entries to record corporate transactions including stock issuance, treasury stock, and dividends.
3. Prepare in proper format the appropriate journal entries to record corporate equity transactions including distribution of dividends between common and preferred shareholders.
4. Prepare in proper format a statement of stockholder's equity.
5. Account for the issuance, interest, and redemption relating to long-term liabilities.
6. Classify and account for marketable securities, available-for-sale securities, held-to-maturity securities, and equity interest securities.
7. Calculate and interpret vertical, horizontal, and ratio analyses.
8. Apply job order and process cost accounting methods to both the physical and cost flows of inventory.
9. Prepare and interpret a complete statement of cash flows including operating, investing, and financing sections.
10. Perform cost-volume-profit analysis, assess results, and make recommendations to improve overall profitability.
11. Define and distinguish between direct and indirect costs; product and period costs; fixed, variable, and mixed costs.

The following are general education competencies intended to support the course outcomes:

- Apply mathematical concepts to problems and situations.
- Use critical thinking skills.
- Apply scientific thought processes to a range of situations.

Topics to Be Covered:

1. Chapter 13: Accounting for corporations, characteristics of corporations, corporate organization and management, issuing common and preferred stock, cash dividends, stock dividends, stock splits, accounting for treasury stock, reporting income and equity including the stockholder's equity section of the balance sheet.
2. Chapter 14: Accounting for long-term liabilities; types of bonds; issuing bonds at par, at a discount, and for a premium; bond retirement, accounting for long-term notes payable.
3. Chapter 15: Basics of investments; short-term versus long-term investments; classes of and reporting for investments; accounting for non-influential investments; accounting for investments in equity securities with significant influence and investment in equity securities with controlling influence.
4. Chapter 16: Purpose and importance of the statement of cash flows; measurement and classification of cash flows; format and preparation of the statement of cash flows.
5. Chapter 17: Purpose of financial analysis; building blocks of financial analysis; horizontal, vertical, and ratio analysis.
6. Chapter 18: Purpose of managerial accounting; managerial cost concepts; types and identification of cost classifications; manufacturer's balance sheet; manufacturer's income statement; manufacturing statement.
7. Chapter 19: Job order cost accounting; materials cost flows and documents; labor cost flows and documents; accounting for overhead.
8. Chapter 20: Process cost accounting; accounting for materials, labor, and overhead; equivalent units of production.
9. Chapter 21: Cost-Volume-Profit analysis; break-even analysis; computing sales at target income; computing margin of safety.

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

Assessment	%
Homework – 10 Assignments @ 100 points each, 4 Reviews @ 25 points each	15%
Project – 1 Project @ 100 points	5%
Examinations – 4 Exams @ 100 points each	80%
Total	100%

Grading Policy

Students must earn a minimum grade of "C" or better in this course in order to enroll in NSCC upper level accounting courses for which ACCT-1020 is a prerequisite.

A comprehensive final exam will be administered for this course. Approximately 20 questions covering topics from Chapters 13-21 will be included in the final exam. The required review problem with sample comprehensive questions is available through Connect.

Homework must be completed using Connect. Connect is a web-based homework management system. Work completed in Connect is graded electronically and provides immediate feedback upon submission. Homework grades are stored in a private Connect grade book for each

student. At the end of the semester, the average score for all Connect assignments are posted in NS Online.

Each homework assignment consists of several different problems relating to the objectives of the lesson being assessed. Each assignment totals 100 points (the ACCT1010 review has four assignments which total 100 points) and is graded as a percentage of correct answers out of the total possible answers. To calculate the homework average, the total of all Connect points (the best score for each assignment) should be divided by eleven. If all chapter and review assignments are completed, students could have an average higher than 100 which results in extra credit.

Make-up procedures for missed assignments and work:

Tests must be taken as scheduled. No makeup tests will be given except at the discretion of the instructor. No one is allowed to leave the classroom during the exam and return to the exam. If you must leave, please turn your exam in to your instructor before leaving. You will not be allowed to complete the exam. Anyone leaving during an exam without turning in the test will receive a grade of zero. Calculators may be used during the exam, but cell phone calculators or other electronic devices are not allowed during or after the test. Sharing of calculators during an exam is not permitted. The division has purchased calculators to use in the classroom. Some instructors may require that these calculators be used by the students on the exams.

There are eleven homework assignments and no homework grades will be dropped. All assignments have a specific due date and must be completed by that date. The ACCT1010 reviews must be submitted with a minimum grade of 70% in order to access further assignments. It is the responsibility of the student to budget their time appropriately to make sure that assignments are completed on time. See the semester **Course Schedule** in your online class for a list of homework and testing assignments and due dates for each chapter. Late homework is not accepted. Failure to complete homework by the due dates will result in a grade of zero for that assessment. There are, however, review problems included in Connect that can be used as credit assignments to replace missed or low scoring homework grades.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Grading Scale:

Grading Scale	
A	90 – 100
B	80 – 89
C	70 – 79
D	65 - 69
F	under 65
FA	(see below)
FN	(see below)

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

If the Testing Center advises of any misconduct during test-taking, a zero will be assigned for that particular assessment. The misconduct could include accessing other websites or materials during the test or the use of a cell phone during a test.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic adviser as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.