

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

**2018 Master Course Syllabus**

**ACCT 1371 Accounting Spreadsheets 1**

**Course Information:**

**Course Title:** Accounting Spreadsheets 1

**Credits:** 3

**Class Hours:**3

**Course Description:**

ACCT 1371 is an upper division course designed to teach students to solve a wide range of accounting and business application problems using a popular spreadsheet package. This one semester course will expose students to the Excel 2016 spreadsheet package. All of the basic areas including spreadsheet operations, data base operations, graphics, functions, macros, and an introduction to Visual Basic Programming are covered. Students successfully completing this course should be able to analyze and solve a variety of common business data application problems. 3 credit hours.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Required Textbook(s) & Other Materials:**

1. Hard copy of book: Parsons/Oja,/Carey/DesJardins-New Perspectives Microsoft Office 365 & Excel 2016 Intermediate. ISBN # **9781305880412**

2. SAM 2016 Individual purchase: SAM 365 & 2016 Assessments, Training and Projects Printed Access Card with Access to 1 Mind Reader for 6 months ISBN# **9781337113922**

3. \*\*\*Bookstore Bundle\*\*\* Loose leaf book, ebook and SAM code Carey/Desjardins-Bundle: New Perspectives Microsoft Office 3365 & Excel 2016: Intermediate, Loose leaf Version + SAM 365 & 2016 Assessments, Training and projects with Mind Tap Reader ISBN# **9781337216531**

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](mailto:accesscenter@nsc.edu).

### **Course Outcomes:**

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

1. Produce a professional looking worksheet by applying formatting, indenting or wrapping text, adding cell borders, background colors and patterns, merging cells, and displaying or hiding rows.
2. Create formulas using relative and absolute referencing, date functions, financial functions and be able to use the fill options available for copying formulas and data.
3. Create and format charts in a workbook, create and sort lists in a workbook, extract and interpret data commands and functions within the workbook.
4. Create, modify and filter Pivot tables and pivot charts, and filter data using an Excel table.
5. Use and group worksheets within a worksheet group, copying information across worksheets, create a custom workbook template, use lookup functions and work with editing and web tools
6. Validate data entry, protect the workbook, use named cell references, create macros to enter and access data within the workbook, manage and interpret data using data tables, scenario manager and solver.'

### **Course Competencies:**

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

Given instructor approved support materials and a computer, students should be able to:

1. Copy and paste formulas
2. Utilize math, statistical and financial functions
3. Differentiate between relative and absolute references and use each
4. Use the IF function for evaluation purposes
5. Change the appearance of worksheets including the use of borders, alignment, page breaks, and other enhancing options
6. Format worksheet, clear and replace while using auto format
7. Create and label supporting charts and graphs, then manipulate and modify
8. Attach charts and graphs to individual worksheets
9. Create, search for and replace lists
10. Freeze particular rows and columns in a worksheet
11. Sort groups of lists using the Sort command
12. Filter list using Auto Filters
13. Create and use multiple worksheets
14. Reference cells and ranges within multiple worksheets
15. Create workbooks from templates
16. Create as well as manage multiple workbooks

17. Use lookup tables and functions
18. Use auditing formula functions such as tracing precedent and dependent cells to identify errors
19. Review, audit, and then delete commands within a workbook
20. Accept or reject proposed changes to a workbook
21. Mail and merge workbooks
22. Create and publish a new interactive workbook on a web page
23. Create validation rules for data entry
24. Lock and unlock cells
25. Protect workbooks and disable the protection
26. Name cells and ranges within the workbook
27. Record and run Macros, fix errors and create new data macros
28. Create and chart both one and two variable data tables
29. Use Excels Scenario Manager to change a cells value to view a variety of different outcomes
30. Produce and edit a pivot table and report
31. Use Goal Seek to determine result values desired
32. Determine optimal solutions using Solver
33. Create answer, sensitivity and limit reports generated from Solver
34. Plan for and import data files into excel using Text Import Wizard
35. Connect to data sources, filter and sort data, create pivot tables and charts from external data
36. Develop an excel application using Visual Basic Editor

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

1. Given a spreadsheet problem, apply basic mathematical concepts to arrive at a solution for the problem.
2. Given a business spreadsheet problem, apply critical thinking skills to determine and support a solution.
3. Given a business or accounting assignment, use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
4. Given a business problem, apply scientific thought processes to a range of situations.

### **Topics to Be Covered:**

- Using Worksheets to Mange Financial Data
- Working with formulas and functions
- Developing a professional looking worksheet
- Working with charts and graphs
- Working with excel lists
- Working with multiple worksheets and workbooks

- Working with excels editing and web tools
- Developing an excel application
- Data tables and scenario management
- Using solver for complex problems
- Importing data into excel
- Enhancing excel with visual basic for applications

### Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills: *(include type and point/percentage breakdown here)*

### Grading Policy:

Grading Policy	
Grading Criteria	Points
SAM Projects	800
SAM Exams	800
Budget Project	200
Final Assessment exam	100
Discussion Posts	100
Total	2,000

### Late Work Policy & Make-up Procedures for Missed Assignments and Work:

*(Each instructor will provide policy)*

### Attendance Policy

Students are expected to attend all scheduled classes and laboratories. 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.

(Each instructor will provide policy, especially how attendance influences student assessment and grading.)

### Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	0-64%

#### FA

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (*use date appropriate to your section*), the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

#### 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](mailto: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.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

## **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 advisor 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/nscc> 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](http://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.