

Revised Aug 16, 2018

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

2018 Master Course Syllabus

ACCT 2381- Accounting Databases

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: Accounting Databases

Credits: 3

Class Hours: 2; Lab Hours: 2

Course Description:

This course presents the concepts of the accounting information system within a relational database. Prerequisites: BUSN 1360 and ACCT 1020 with a grade of "C" or higher. Not a part of a Tennessee Transfer Pathway. 3 credit hours, 2 class hours, 2 lab hours.

Instructor Information:

Name: Laurie L. Swanson

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Office Location: C-214e

Office Hours: TBD

Required Textbook(s) & Other Materials:

New Perspectives Microsoft Office 365 Access 2016, Intermediate Edition, Shellman and Vodnik.
(REQUIRED) ISBN: 978-1-305-88029-0

You must have access to Microsoft Access 2016 to complete the work for this course. Access is part of the Professional Edition of Microsoft Office. If you own MS Office, Access might not be part of your Office software suite. If you want Access on your home computer, it can be purchased separately. If you need the software outside of class time and you do not want to purchase the program, you can use the computers in the Clement Computer Lab. Remember, however, that access to these computers is subject to availability and Computer Lab operating hours.

Some of your assignments require Microsoft Word or Excel to complete. You will need access to this software as well as Access. If you do not have this software on your personal computer, you may use it in the Clement Computer Lab after class hours.

Reference Materials: No purchase required; supplemental instructional materials provided through NS Online.

Supplies: Microsoft Access featuring Microsoft Access and including Microsoft Excel.

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 the basic steps involved in developing a database and create tables by defining field names and assigning appropriate field properties.
2. Manage data by entering, editing, and deleting records in forms and tables.
3. Create data entry forms applying appropriate user interfaces.
4. Design queries to retrieve and generate information using applicable criteria and operators.
5. Create well-organized reports containing relevant data found in tables or generated from queries.
6. Develop macros to manage database tasks and assign the macros to a Switchboard.

Course Competencies:

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

1. Identify the purpose of and components of a database.
2. Recognize and apply the guidelines for designing a database.
3. Identify the basic terminology and/or concepts associated with database applications.
4. Create tables which enhance user interface and enforce data controls by defining appropriate field names, types and properties.
5. Describe how database design can affect internal control and user interface in a database.
6. Create and save appropriate table relationships.
7. Navigate within a table and/or form in order to enter, find, edit, and delete records.
8. Import and/or export data between Access and other applications.
9. Sort records in tables, queries, or reports.
10. Print requested data from tables, forms, reports, and/or queries.
11. Create forms with appropriate user interfaces.
12. Create forms containing subforms.
13. Enhance forms by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
14. Design queries to retrieve specified records applying appropriate criteria.
15. Define expressions in queries, forms, or reports to generate numerical data.

16. Create well-organized reports containing relevant data found in tables or generated from queries.
17. Enhance reports by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
18. Create reports with data grouped by appropriate categories.

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

Topics to Be Covered:

- Chapter 1: Creating a Database
- Chapter 2: Building a Database and Defining Table Relationships
- Chapter 3: Maintaining and Querying a Database
- Chapter 4: Creating Forms and Reports
- Chapter 6: Using Form Tools and Creating Custom Forms
- Chapter 7: Creating Custom Reports
- Additional Material: Creating Advanced Queries
- Additional Material: Importing and exporting data
- Additional Material: Creating Switchboards

Course Assessments:

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

Assessment	Weight
Textbook Tutorials (7 Tutorials @ 100 points each)	5%
Exercises (11 Assignments @ 100 points each)	25%
Project (1 Project @ 100 points)	10%
Examinations (3 Exams @ 100 points each)	60%
Total	100%

Grading Policy:

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

Assessment	Late Work Policy	Feedback Policy
Homework	Late homework is not accepted. Complete one of the three unit reviews to replace a missed homework assignment.	Homework grades should be posted within 72 hours of the assignment due date.
Project	Ten points will be deducted from the project grade for each calendar day the project is submitted late. Projects submitted more than 4 calendar days late will not be accepted or graded.	Project grade to be posted in NS Online within 5 days of the due date.
Exams	Ten points per calendar day will be deducted from the exam grade for any exam taken after the scheduled date. The deduction will be waived for documentable medical emergencies. Exams taken more than 5 calendar days late will not be accepted or graded.	Exam grade to be posted in NS Online no later than 7 days after the exam deadline or receipt of exam, whichever is later.

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.

Grading Scale:

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

A grade of "C" or better is required to enroll in NSCC courses for which this course is a prerequisite.

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.

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/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.