

Revised Dec 17, 2018

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

**2018 Master Course Syllabus**

**ACCT 2382- Accounting Systems Applications**

*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 Systems Applications**

**Credits: 3**

**Class Hours: 4**

**Course Description:**

This course presents the process of setting up and maintaining an accounting information system using computerized accounting software. Prerequisite(s): [ACCT 1010](#) with a grade of "C" or higher and knowledge of basic computer fundamentals. 3 credit hours, 2 class hours, 2 lab hours.

**Instructor Information:**

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**Office Phone: 615-353-3427**

**Office Location: C-202e**

**Office Hours: TBD**

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

**Computer Accounting with QuickBooks 2018, by Gayle Williams. (Required)**

**ISBN – 978-1-61853-274-9**

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

Supplies: Simple calculator

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. Analyze and record purchase, sales, banking, and payroll transactions and maintain related data using computerized accounting software.
2. Generate accounting reports using computerized accounting software and explain the data contained in accounting reports as they pertain to fundamental accounting principles.
3. Calculate adjustments, and use computerized accounting software to record adjusting entries and complete the accounting cycle by preparing the closing entries.
4. Create a new company file and customize the chart of accounts using computerized accounting software.

### **Course Competencies:**

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

1. Navigate within the computerized accounting software environment using icons and menus.
2. Create and edit a chart of accounts including assigning account names and identifying appropriate account types.
3. Write checks, make deposits, and reconcile bank statements.
4. Access and edit lists including the customer list, vendor list, employee list and item list.
5. Analyze and record customer transactions using the appropriate software form.
6. Analyze vendor transactions and prepare purchase orders, receive items, receive bills, and record payments to vendors.
7. Generate accounts payable, accounts receivable, inventory, and tax reports and interpret the data contained within these reports.
8. Enter time worked on a timesheet and assign time worked to invoices.
9. Prepare detailed paychecks and make payroll liability payments.
10. Make appropriate corrections for errors in accounting documents.
11. Produce accounting reports including the trial balance, income statement, balance sheet, statement of cash flows, journal, and ledger and interpret the data within accounting reports.
12. Calculate adjusting entries and record the entries using computerized accounting software.
13. Create a new company file using computerized accounting software.
14. Memorize common transactions and recall memorized transactions.
15. Identify permanent and temporary accounts and complete the closing process using computerized software.

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

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

- Chapter 1: Overview of QuickBooks Pro; Navigating the software; Creating backup and portable files
- Chapter 2: Working with the Chart of Accounts; Adding password protection
- Chapter 3: Banking transactions; Reconciling the bank statement
- Chapter 4: Customers and Sales transactions

- Chapter 5: Vendors; Purchases transactions; Inventory
- Chapter 6: Employees and Payroll
- Chapter 7: Creating reports and graphs
- Chapter 8: Creating a new service company in QuickBooks
- Chapter 9: Service company transactions; Adjusting Entries; Closing the Accounting Period
- Chapter 12: Creating budgets; Producing estimates and progress billing; Managing credit card sales; Memorizing reports; Accounting for Bad Debts; Using Audit Trail
- Appendix B: Installing QuickBooks, Backing Up Files, Restoring Files
- Appendix C: Correcting Errors

### Course Assessments:

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

Assessment	Percentage
Exercises (12 Assignments @ 100 points each)	30%
QuickBooks 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 two unit reviews to replace a missed homework assignment.	Homework is hand graded so feedback will take 3-5 days. Grades and comments will be posted in the NS Online Gradebook.
Project	Ten points will be deducted from the project grade for each calendar day the case is submitted late. Projects submitted more than 5 calendar days late will not be accepted or graded.	Projects are hand graded so feedback will not be immediate. Project grades and comments will be posted in NS Online within 5 days of the due date.
Exams	With the exception of documentable emergencies, students are expected to take exams as scheduled. Permission may be granted to take exams late but, with the exception of documentable emergencies, late exams will receive a 5 point	Exam grade to be posted in the NS Online Gradebook no later than 7 days after the exam deadline or receipt of exam, whichever is later. Please note that exams taken at satellite testing centers sometimes take up to a week for the instructor to receive.

Assessment	Late Work Policy	Feedback Policy
	deduction for each <b>calendar day</b> after the exam deadline.	

### 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](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.

## **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](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.