

Nashville State Community College
School of Business and Professional Studies
Accounting

Fall 2024 Master Course Syllabus

ACCT 2399 – Accounting Capstone

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course Information:

Course Title: Accounting Capstone

Credits: 3

Class Hours: 3

Course Description:

A capstone course required for all accounting majors. This course reviews topics covered in courses included in the accounting curriculum.

Prerequisite(s) or co-requisite(s): ACCT 2321; ACCT 2301; ACCT 2382; ACCT 2351; and ACCT 1371, ACCT 2322, ACCT 2331, and ACCT 2381 with a grade of “C” or higher.

Not part of a Tennessee Transfer Pathway.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Zoom Office:

Office Hours:

Department Secretary: Ruth Green, C237c, 615-353-3400

Required Textbook(s) & Other Materials:

Textbook: There is no required textbook for this course. All learning resources will be included in NS Online Content.

Supplies/Software: Microsoft Office 2019 or higher.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nsccestore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nsccestore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or accesscenter@nscce.edu.

Digital Course Materials: This course does not use digital course materials.

Course Outcomes:

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

- Produce professional-looking financial statements in accordance with generally accepted accounting principles and demonstrate an appreciation for the ethics underlying financial statement preparation.
- Complete all general accounting functions related to accounting cycle for a business.
- Use business and accounting software to solve a wide range of business problems.
- Prepare and file income and payroll tax forms for a business as required by local, state, and federal governments.
- Analyze financial information using common-size balance sheets and income statements, ratios, and other comparative techniques..

Course Competencies:

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

1. Analyze, journalize, and post business transactions.
2. Analyze existing account balances; prepare end-of-period adjusting and closing entries, and a post-closing trial balance.
3. Prepare a classified balance sheet.
4. Prepare a multi-step income statement.
5. Assess the financial position of an entity using various financial analysis tools.
6. Calculate payrolls and journalize payroll transactions.
7. Determine the income tax liability of taxpayers by applying state and federal laws that affect income using the correct IRS forms.
8. Integrate office software applications to distribute information to a wide range of business associates and clients.
9. Produce professional-looking worksheets by applying appropriate formatting.
10. Create spreadsheet formulas using relative and absolute referencing, date functions, and financial functions.
11. Manage a database by creating tables with appropriate fields and field properties and create well organized reports containing relevant data.
12. Given a business or current accounting issue, participate with team members to solve the assignment.
13. Given a business accounting problem, apply critical thinking skills to determine and support a solution.

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

- Locate, evaluate, and use multiple sources of information to determine and substantiate your decision.
- Apply basic mathematical concepts to arrive at a solution to the problem.
- Apply critical thinking skills to determine and support a solution.
- Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
- Apply scientific thought processes to a range of situations

Topics to Be Covered:

- Financial, Payroll, & Tax Reporting
- Ethics & Professional Conduct
- Accounting & Business software

Course Assessments:

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

(Each instructor will provide assessments)

Grading Policy:

(Each instructor will provide policy)

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. 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)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

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

(Each instructor will provide policy)

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

(Each instructor will provide policy)

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.

- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your [MyNSCC](#) to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363 or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. 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

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- 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.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

In the event of class cancellation due to campus closure for inclement weather, please check the course shell in NS Online/D2L for information about how the class will proceed. Possible alternatives to face-to-face on-ground classes include online Zoom/Teams meetings during regularly scheduled class time or online assignments through D2L or Connect with required assessments. Details on the specific classwork requirements will be posted in your class D2L shell as soon as possible after the campus announces a closure. Assignments for online classes are not affected by campus closures.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

In the event of class cancellation by the instructor, please check the course shell in NS Online/D2L for information about how the class will proceed. Possible alternatives to face-to-face on-ground classes include online Zoom/Teams meetings during regularly scheduled class time or online assignments through D2L or Connect with required assessments. Details on the specific classwork requirements will be posted in your class D2L shell no later than the date of the cancelled class.