Nashville State Community College  
Business & Applied Arts Division  
Accounting

Master Course Syllabus

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

Course Title: ACCT1020 - Principles of Accounting II  
Credits: 3  
Class Hours: 3 Class Hours

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:

Textbook and Other Materials:  

The bundle package includes a loose-leaf textbook and Connect Plus homework system. The textbook and Connect Plus 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.

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.
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.


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:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>%</th>
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<tbody>
<tr>
<td>Homework – 10 Assignments @ 100 points each</td>
<td>15%</td>
</tr>
<tr>
<td>Project – 1 Project @ 100 points</td>
<td>5%</td>
</tr>
<tr>
<td>Examinations – 4 Exams @ 100 points each</td>
<td>80%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
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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 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 ten. If all
chapter and review assignments are completed, students could have an average higher than 100 which results in extra credit.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
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<tr>
<td>B</td>
<td>80 – 89</td>
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<tr>
<td>C</td>
<td>70 – 79</td>
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<tr>
<td>D</td>
<td>65 - 69</td>
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<tr>
<td>F</td>
<td>under 65</td>
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<tr>
<td>FA</td>
<td>(see below)</td>
</tr>
<tr>
<td>FN</td>
<td>(see below)</td>
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</tbody>
</table>

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

**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. 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 ten homework assignments and no homework grades will be dropped. All assignments have a specific due date and must be completed by that date. It is the responsibility of the student to budget their time appropriately to make sure that assignments are completed on time. See the semester Assignment Schedule in your online class for a list of homework 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.

**Academic Early Warning System**
Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

**Student Communication Channels**
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

**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 Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

**ADA Compliance Statement**
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

**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 sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which
disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed 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.

**RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able 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://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 Policy**

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.
The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.