Nashville State Community College
ACCT 2380 – Accounting System Applications
Course Syllabus

Instructor Information

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| Office Location: | |
| Office Hours: | |
| Department Secretary | Ruth Green, C237C, 615-353-3400 |

Course Description

A course designed to set up and maintain an accounting system using popular commercial accounting software. The steps in the accounting cycle from entering transactions through closing are applied in a computerized environment. Topics include setting up a chart of accounts; sales and purchase transactions; inventory; and payroll transactions.

Prerequisite: ACCT 1000 or ACCT 1010 with a grade of "C" or higher and knowledge of basic computer fundamentals. Credit hours: 3.

This course will introduce you to processing accounting transactions using Intuit QuickBooks. QuickBooks is one of the most popular accounting packages used today by smaller businesses. Although the focus of this course is learning to apply QuickBooks, you are expected to apply the principles of accounting learned in ACCT-1010. Throughout this course we will review basic accounting terms, concepts, and principles. Your principles of accounting text may be helpful for these reviews.

Computer Accounting with QuickBooks 2014, Donna Kay. (Required)

*Please avoid used books as working software is generally not available with used textbooks.* If you already have the QuickBooks 2014 software, feel free to purchase a used book.
Software
QuickBooks Pro 2014 is required to complete the material for this course. The text comes bundled with a limited use edition of QuickBooks 2014. This software is the full version of QuickBooks 2014 and can be installed on your personal computer. However, the software is available for use for only 140 days after installation. This trial period covers one full semester, but if you must repeat the course, you will either have to purchase a new textbook to obtain the trial software, purchase the student version of QuickBooks from a retail outlet, or have some other access to the current software. QuickBooks 2014 is also available on several computers in the Nashville State Computer Lab.

In addition to QuickBooks, some of your assignments require Microsoft Word or Excel to complete. Web students will need access to an Internet connected computer with a minimum operating system of Windows XP or higher and must have the following utilities:
- CutePDF or Microsoft Office Document Image Writer
- Adobe Reader

If you do not have the utilities listed above, go to the Course Introduction in NS Online to access links to download these free add-ins.

Mission of the Computer Accounting Program
The mission of the Computer Accounting Program is to provide a quality education in computerized accounting that enables students to succeed in a career now and in the future.

Course Outcomes
Upon successful completion of this course, students will:
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.

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

Grading Criteria

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<th>Grading Scale</th>
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<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>65-79</td>
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<td>F</td>
<td>under 65</td>
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A grade of "C" or better is required to enroll in NSCC courses for which this course is a prerequisite.

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<th>Evaluation</th>
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<td>Exercises</td>
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<tr>
<td>Semester Project</td>
<td></td>
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<tr>
<td>Examinations</td>
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<tr>
<td>Total</td>
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Students who have attended and participated consistently during the semester but have earned a grade average of less than 70 will be assigned a grade of "F" at the end of the semester. Registered students who have never completed any work for this course will be assigned a grade of "FN" (failure, never attended class--unofficial withdrawal). A student who stops participating in this course during the semester and does not withdraw will be assigned a grade of "FA" (failure, attendance related).

Homework

Homework assignments will consist of assigned exercises found in the text and/or provided by your instructor. Exercises will be submitted through NS Online and must be submitted no later than 11 p.m. CST on the due date indicated on your schedule. Failure to complete homework by the due date will result in a grade of zero for that assessment. Late work will not be accepted, however, two assignments will be dropped at the end of the semester providing you with compensation for missing assignment deadlines due to various personal circumstances.

Each lesson may have multiple exercises that make up the homework assignment. The assignment total for each lesson is 100 points. The points awarded for each assignment will be based on the completeness and accuracy of each item in the assignment. A breakdown of exercise points can be found on the Course Schedule/Exercise Checklist.
**Project**
One extensive project is required for this course. For more information on the project, including a breakdown of components and points, see the project instructions linked under the Lessons page in NS Online. The project due date is included in the course schedule. You may begin your project at any time, but most students will not have the skills to begin the project until completing Lesson 8.

**Examinations**
Each instructor will provide additional test information.

**Attendance Policy For Class Sections Fully Online**
Students are expected to attend each class session, to arrive on time, and to remain for the entire class period. If the student is absent, it is the student’s responsibility to find out about missed work and class announcements, etc. during their absence.

**Attendance Policy For Class Sections Fully Online**
A successful outcome to the online course requires students to complete and submit assignments and exams as outlined by the instructor. Online attendance is based on the student logging in to the course, reviewing the current lesson and completing lessons and exams as scheduled.

**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.

**ADA Policy and Student Disability Services**
Nashville State complies with the Americans with Disabilities Act. The Office of Student Disability Services provides assistance to students with documented physical, emotional, or learning disabilities. SDS personnel assist eligible students with academic planning and registration and serve as a liaison between students and faculty. SDS personnel also assist in testing and securing appropriate technology as needed for students. For further information, visit the Student Disability Services office in D-26 or contact the Disabilities Coordinator, at 615-353-3721 in the Student Services Center.

**Communications Policy**
It is the student’s responsibility to check NS Online (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. NS Online (D2L) contains specific
course information and MyNSCC contains information important for other purposes.

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

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.

**Emergency Preparedness**
Nashville State has a series of alarms that consist of a verbal warning system.

In the event of a **lock-down situation**, the following message will be heard: “May I have your attention please! A lock down emergency has been issued for campus. Please remain in your classroom or office areas. If you are not presently in an office or classroom please proceed to the nearest one immediately. You will be notified when areas are clear.”

In the event of a **safe-area situation** (i.e., tornado), the following message will be heard: “May I have your attention please! The National Weather Service has issued a severe weather warning for our area. Please proceed to assigned safe areas.” See the maps posted in the classrooms for designated safe areas and proceed to these areas in the event of a safe-area alarm. For C building the safe areas are the Lower level hallways and restrooms.

In the event of an **evacuation situation**, the following message will be heard: “May I have your attention please! An emergency has been reported in the building. While this is being verified, please leave the building and report to the designated assembly area.” The evacuation route for C Building is out the back or side doors to the rear parking lot. Wait for the all-clear signal before returning to the classroom.

The all-clear signal will be announced as follows: “May I have your attention please! The building emergency has ended. An all clear has been given. Please resume normal activities.”
Academic Dishonesty
Academic dishonesty includes, but is not limited to copying information from a solutions manual, another student or purchasing material to be presented as one’s own work, taking an exam for another student or copying an exam of another student, providing others with information and/or answers regarding exams, quizzes, homework, or other classroom assignments unless explicitly authorized by the instructor, having unauthorized materials during an exam. If a student is caught cheating on an exam, the student will be asked to turn in the exam, leave the room, and a grade of -0- will be recorded for that exam (Student Handbook)

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of any form 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. (Student Handbook) If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures. (Student Handbook)

Student Resources and Study Plan
Several resources are available to assist you in successfully completing this course. Resources include the textbook website, the Mayfield Library, and the Clement Computer Lab. Links to course resources can be found on the course management module for this course.

Successful students:
- Read materials and prepare for the course.
- Ask questions and actively participate in the course.
- Complete all assignments prior to due dates.
- Are self-motivated and take responsibility for their own level of success.
- Recognize the power of determination and hard work.
- Allow the instructor to help them become better students.
- Set goals and stick to them.
- Carefully follow written instructions.
- Never think about cheating.
- Carefully manage their time and priorities.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.