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: ACCT-2381 – Accounting Databases  
Credits: 3  
Class Hours: 4  
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.

Instructor Information:  
Name: Laurie L. Swanson (lead instructor)  
Email: laurie.swanson@nscc.edu  
Office Phone: 615-353-3427  
Office Location: C-202E  
Office Hours: Not on campus during summer

Textbook and Other Materials:  
To be determined by July 2017.

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. Access 2016 is available for download to all NSCC students from MyNSCC.

Some of your assignments require Microsoft Word or Excel to complete. You will need access to this software as well as Access. Microsoft Office software, including Word, Excel and Access, is available on computers in the Clement Computer Lab. Remember, however, that access to these computers is subject to availability and Computer Lab operating hours.

Reference Materials: None required.  
Supplies: Students should have access to an Internet connected computer with a minimum operating system of Windows XP or higher.

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:
• Use critical thinking skills.
• Apply scientific thought processes to a range of situations.

Course Assessments:
Homework
Homework consists of tutorials and end-of-chapter exercises. All assignments are graded on a 100 point scale. Homework will be submitted using Simnet and NS Online. Required work must
be submitted by the deadline indicated on the course schedule. Work not submitted by the deadline will not be accepted for a grade.

Project
One major project will be assigned for this course. The objective of this project is to bring together all the elements of a database. The project will be graded on the basis of completeness, accuracy, creativity, and documentation.

Examinations
Three tests, including the final, are scheduled for this course. These examinations will contain theory questions and applied material based on the course outcomes and competencies listed earlier in the syllabus.

Grading Policy:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook Tutorials</td>
<td>5%</td>
</tr>
<tr>
<td>Exercises</td>
<td>25%</td>
</tr>
<tr>
<td>Project</td>
<td>10%</td>
</tr>
<tr>
<td>Examinations</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 65</td>
</tr>
</tbody>
</table>

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

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:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Late Work Policy</th>
</tr>
</thead>
</table>
Homework | Late homework is not accepted. Complete a review problem to replace a missed exercise assignment
---|---
Project | Ten points will be deducted from the project grade for each calendar day the project is submitted late. Projects submitted more than 5 calendar days late will not be accepted or graded.
Exams | With the exception of documentable emergencies, exams must be taken as scheduled.

**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.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

**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. Lack of classroom participation.

**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 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 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://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.