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-2382 – Accounting Systems Applications
Credits: 3  
Class Hours: 4
This course presents the process of setting up and maintaining an accounting information system using computerized accounting software. Prerequisites: ACCT 1010 Principles of Accounting I with a grade of “C” or higher and knowledge of basic computer fundamentals.

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:
Textbook: Computer Accounting with QuickBooks 2015, Donna Kay. (Required)  
ISBN - 0078025702

*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.

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. 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.
5. Detect and correct errors using accounting software.

Course Competencies:
1. The following are detailed course competencies intended to support the course outcomes:
2. Navigate within the computerized accounting software environment using icons and menus.
3. Create and edit a chart of accounts including assigning account names and identifying appropriate account types.
4. Write checks, make deposits, and reconcile bank statements.
5. Access and edit lists including the customer list, vendor list, employee list and item list.
6. Analyze and record customer transactions using the appropriate software form.
7. Analyze vendor transactions and prepare purchase orders, receive items, receive bills, and record payments to vendors.
8. Generate accounts payable, accounts receivable, inventory, and tax reports and interpret the data contained within these reports.
9. Enter time worked on a timesheet and assign time worked to invoices.
10. Prepare detailed paychecks and make payroll liability payments.
11. Make appropriate corrections for errors in accounting documents.
12. 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.
13. Calculate adjusting entries and record the entries using computerized accounting software.
15. Memorize common transactions and recall memorized transactions.
16. 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:
- Apply mathematical concepts to problems and situations.
- Use critical thinking skills.

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:

Homework
Homework assignments 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 the assignment schedule provided by your instructor. Late work will not be accepted, however, there are two review problems that may be used to replace missed assignments. If all homework is submitted on time, the review problems can be used for extra credit.

Project
One extensive project is required for this course and is worth 10% of your overall course grade. The objective of this project is to reinforce the skills you have learned in this course including setting up a new company in QuickBooks and using QuickBooks to enter purchase, sales, inventory, and banking transactions. This project is also intended to enhance your critical thinking skills.

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

Grading Policy:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Exercises (13 Assignments @ 100 points each)</td>
<td>30%</td>
</tr>
<tr>
<td>Computer Project (1 Project @ 100 points)</td>
<td>10%</td>
</tr>
<tr>
<td>Examinations (3 Exams @ 100 points each)</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>
<tbody>
<tr>
<td>Homework</td>
<td>Late homework is not accepted. Complete a review problem to replace a missed homework assignment</td>
</tr>
<tr>
<td>Project</td>
<td>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.</td>
</tr>
<tr>
<td>Exams</td>
<td>With the exception of documentable emergencies, exams must be taken as scheduled.</td>
</tr>
</tbody>
</table>

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. 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 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](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.