Nashville State Community College  
Business & Applied Arts Division  
Computer Accounting

Master Course Syllabus

ACCT 2600 Spreadsheet Applications
3 Credits  
2 Class Hours, 2 Lab Hours

An overview of spreadsheet applications with emphasis on accounting and business-making decisions using a popular spreadsheet package. Topics include creating and developing professional looking worksheets, creating charts, working with lists, integrating spreadsheets with other programs and the World Wide Web, using financial functions, creating data tables, using built-in analysis and decision-making tools, and enhancing the worksheet for ease of use.  
Prerequisite(s): ACCT 1020 and INFS 1010 with a grade of “C” or higher.

Instructor Information:
Name:  
Email:  
Office Phone:  
Office Location:  
Office Hours:

Textbook and Other Materials:
Textbook:  \textit{NP Microsoft Excel Introductory}  
Software: Microsoft Office 2013

Course Outcomes:
Upon successful completion of this course, students should be able to:
1. Produce a professional looking worksheet by applying formatting, indenting or wrapping text, adding cell borders, background colors and patterns, merging cells, and displaying or hiding rows.
2. Create formulas using relative and absolute referencing, date functions, financial functions and be able to use the fill options available for copying formulas and data.
3. Create and format charts in a workbook, create and sort lists in a workbook, extract and interpret data commands and functions within the workbook.
4. Create, modify and filter Pivot tables and pivot charts, and filter data using an Excel table.
5. Use and group worksheets within a worksheet group, copying information across worksheets, create a custom workbook template, use lookup functions and work with editing and web tools
6. Validate data entry, protect the workbook, use named cell references, create macros to enter and access data within the workbook, manage and interpret data using data tables, scenario manager and solver.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
• Copy and paste formulas
• Utilize mathematical, statistical, and financial functions
• Differentiate between relative and absolute references and use each
• Use the IF function for evaluation purposes
• Change the appearance of worksheets including the use of borders, alignment, page breaks, and other enhancing options
• Format worksheet, clear and replace while using auto format
• Create and label supporting charts and graphs, then manipulate and modify
• Attach charts and graphs to individual worksheets
• Create, search for and replace lists
• Freeze particular rows and columns in a worksheet
• Sort groups of lists using the Sort command
• Filter list using Auto Filters
• Create and use multiple worksheets
• Reference cells and ranges within multiple worksheets
• Create workbooks from templates
• Create as well as manage multiple workbooks
• Use lookup tables and functions
• Use auditing formula functions such as tracing precedent and dependent cells to identify errors
• Review, audit, and then delete commands within a workbook
• Accept or reject proposed changes to a workbook
• Mail and merge workbooks
• Create and publish a new interactive workbook on a web page
• Create validation rules for data entry
• Lock and unlock cells
• Protect workbooks and disable the protection
• Name cells and ranges within the workbook
• Record and run Macros, fix errors and create new data macros
• Create and chart both one and two variable data tables
• Use Excel's Scenario Manager to change a cell's value to view a variety of different outcomes
• Produce and edit a pivot table and report
• Use Goal Seek to determine result values desired
• Determine optimal solutions using Solver
• Create answer, sensitivity and limit reports generated from Solver
• Plan for and import data files into excel using Text Import Wizard
• Connect to data sources, filter and sort data, create pivot tables and charts from external data
• Develop an excel application using Visual Basic Editor

**Topics to be Covered:**
Using Work sheets to Manage Financial Data
Working with formulas and functions
Developing a professional looking worksheet
Working with charts and graphs
Working with excel lists
Working with multiple worksheets and workbooks
Working with excel’s editing and web tools
Developing an excel application
Data tables and scenario management
Using solver for complex problems
Importing data into excel
Enhancing excel with visual basic for applications

**Grading Policy:**
Grading Criteria may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

**Grading Scale:**

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<thead>
<tr>
<th>Grade</th>
<th>Average</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
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<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>0 - 64</td>
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**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)

**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.

**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 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 Student Disabilities Office at 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.

**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.
**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.