Nashville State Community College

School of Business and Professional Studies
Accounting

Master Course Syllabus

ACCT 1020 - Principles of Accounting II

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course Information:

Course Title: ACCT 1020 – Principles of Accounting II
Credits: 3 Class
Hours: 3

Course Description

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.

Prerequisite: ACCT-1010 with a grade of "C" or higher. Students must earn a minimum grade of C in this course in order to enroll in further accounting courses at Nashville State.

Knowledge from Principles of Accounting I that you should be familiar with include: the accounting cycle, including journalizing, posting, adjusting, closing, and financial statements; inventory and banking procedures, depreciation calculations and journal entries, accounts receivable and bad debt calculations and journal entries, interest calculations, classified balance sheets and multi-step income statements, merchandising journal entries, and basic payroll calculations and journal entries.

Instructor Information:

Name:
Email:
Office Phone:
Office Location & Hours:
Instructor Zoom Room link:

Course Delivery Method

Required Textbook(s) & Other Materials:

Textbook: Fundamental Accounting Principles, 25th Edition, Wild, Shaw, and Chiappetta. Required. Chapters 13 - 21 of this text will be covered in this course.
DCM ISBN number: 978-1265806682 / 1265806683
Access Code: Included with your digital course materials and included in your registration fees.

The textbook used for this course is the same as that used for the ACCT1010 first course.

Supplies: Additional materials may be helpful in completing this course include a pocket calculator. Pencils and good erasers are also recommended.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721 or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and
have easy access through D2L throughout the term. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in
participating in the Honors Program, please see your instructor within the first four weeks of class.

Connect Address and Contacts
If you are having technical problems, the Tech support number for Connect is 1-800-331-5094. Important!!! The stated deadlines in the Connect program are based on Central time zone (CDT/CST). If you are outside of this time zone, make sure you adjust your time schedule so you don't miss the stated deadlines for the homework assignments and tests.

Mission of the Accounting Program

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

Course Outcomes:

1. Upon successful completion of this course, students should be able to:
2. Identify corporate characteristics and account for equity and long-term liability transactions.
3. Prepare and interpret a Statement of Cash Flows.
4. Account for investments in debt and equity securities using generally accepted methods.
5. Assess the financial position of an entity using various financial analysis tools.
6. Demonstrate an understanding of management's needs for accounting information and be able to generate and interpret relevant data.
7. 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. (Chapter 13)
2. Prepare in proper format the appropriate journal entries to record corporate transactions including stock issuance, treasury stock, and dividends. (Chapter 13)
3. Prepare in proper format the appropriate journal entries to record corporate equity transactions including distribution of dividends between common and preferred shareholders. (Chapter 13)
4. Prepare in proper format a statement of stockholder's equity. (Chapter 13)
5. Account for the issuance, interest, and redemption relating to long-term liabilities. (Chapter 14)
6. Classify and account for marketable securities, available-for-sale securities, held-to-maturity securities, and equity interest securities. (Chapter 15)
7. Calculate and interpret vertical, horizontal, and ratio analyses. (Chapter 17)
8. Apply job order and process cost accounting methods to both the physical and cost flows of inventory. (Chapters 19 & 20)
9. Prepare and interpret a complete statement of cash flows including operating, investing, and financing sections. (Chapter 16)
10. Perform cost-volume-profit analysis, assess results, and make recommendations to improve overall profitability. (Chapter 21)

11. Define and distinguish between direct and indirect costs; product and period costs; fixed, variable, and mixed costs. (Chapter 18)

The following are general education competencies intended to support the course outcomes:
1. Locate, evaluate, and use multiple sources of information to determine and substantiate your decision.
2. Apply basic mathematical concepts to arrive at a solution to the problem.
3. Apply critical thinking skills to determine and support solution to accounting problem

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.
8. Chapter 20: Process cost accounting; accounting for materials, labor, and overhead; equivalent units of production.
9. Chapter 21: Cost-Volume-Profit analysis; break-even analysis; computing sales at target income; computing margin of safety.

Course Assessments*

Typical course assessments may be used to demonstrate your understanding, knowledge, and skills:

- Homework
- Video assignments
- Project
- Discussions
- Examinations

*Each instructor will detail the exact course assessments for their section.

See the D2L Checklist or Course Schedule for specific semester due dates.

Proctorio is a Learning Integrity Platform

This course will use Proctorio, a remote proctoring solution designed to protect the integrity of this course's assessments. There are secure exam settings required by this course and only your instructor will make a judgment as to any potential academic integrity violation. There is **no** additional fee when using Proctorio.

Equity and Fairness

The reason Proctorio was chosen for this course is to make education more equal, by giving each student an opportunity to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted platform for remote proctoring because of its commitment to student privacy. Proctorio uses single sign-on through our LMS and only your instructor or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).

Security

Proctorio only runs as an extension in your browser. This means that Proctorio works within a sandbox and has limited access to your computer system unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio only runs while you are taking your exam. After your exam ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, you'll need to reinstall the extension again before starting your next exam.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Even Proctorio cannot see your exam data.

Getting Started

Before getting started on your first exam, make sure to follow the instructions in the Getting Started links of the McGraw-Hill Connect Proctorio Information submodule for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the exam.

If after reading the links you have any trouble while using Proctorio, you can reach out to Proctorio support for troubleshooting. Proctorio support is available 24/7 and can assist in troubleshooting any extension related issues before, during and after your exam. You can contact Proctorio support via email at support@proctorio.com or by starting a live chat by clicking the Proctorio extension's shield icon.

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 with ACCT-1020 as a prerequisite.

Grading Scale:
- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 65 to 69
- F = under 65

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

(Instructor will enter their policy and procedures for late work here.)

Attendance Policy

General Policy

- Absences in a course may affect your final grade.
- Tardiness may also affect your final grade.
- You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.
- If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.
  - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.
- If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.
  - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.

Instructor's Policy

(Each instructor will document their attendance policy here.)

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.

- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.
You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the

[Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app](#) (https://www.getrave.com/login/nscc). The instructions for this are listed below.

- 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.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and the Nashville State website.
Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NS Online course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Successful students:
- Read materials and prepare for assignments 1-2 hours every day.
- Ask questions and actively participate in online class.
- Are able to analyze problems and think critically.
- Complete all assignments prior to deadlines.
- Are self-motivated and take responsibility for their level of success.
- Offer no excuses to themselves or others for their own failures.
- Recognize the power of determination and hard work.
- Carefully follow written instructions.
- Never think about cheating.
- Carefully manage their time and priorities.