

Nashville State Community College
School of Business & Professional Studies Division
Accounting

Fall 2024 Master Course Syllabus

ACCT 1371 Accounting Spreadsheets I

The purpose of the syllabus is to tell you how the 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 semester, you will be notified.

Course Information:

Course Title: Accounting Spreadsheets I

Credits: 3

Class Hours: 3

Course Description:

Prepares students to solve a wide range of accounting and business application problems using a popular spreadsheet package.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual):

Required Textbook(s) & Other Materials:

Textbook(s): *New Perspectives MS Office 365 and Excel (w/SAM 365)*, Cengage 2019. You are billed for and pay for the digital course materials when you register for the course. Digital course materials included access to homework, exam, online study materials and the textbook.

ISBN: 9780357472972

Access Code:

Reference Materials:

Supplies:

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](http://bkstr.com/nscstore/shop/textbooks-and-course-materials) (bkstr.com/nscstore/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 615-353-3363, or accesscenter@nsc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. 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.nsc.edu/dcm.

Course Outcomes:

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 so

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

1. Copy and paste formulas
2. Utilize math, statistical and financial functions
3. Differentiate between relative and absolute references and use each
4. Use the IF function for evaluation purposes
5. Change the appearance of worksheets including the use of borders, alignment, page breaks, and other enhancing options
6. Format worksheet, clear and replace while using auto format
7. Create and label supporting charts and graphs, then manipulate and modify
8. Attach charts and graphs to individual worksheets

9. Create, search for and replace lists
10. Freeze particular rows and columns in a worksheet
11. Sort groups of lists using the Sort command
12. Filter list using Auto Filters
13. Create and use multiple worksheets
14. Reference cells and ranges within multiple worksheets
15. Create workbooks from templates
16. Create as well as manage multiple workbooks
17. Use lookup tables and functions
18. Use auditing formula functions such as tracing precedent and dependent cells to identify errors
19. Review, audit, and then delete commands within a workbook
20. Accept or reject proposed changes to a workbook
21. Mail and merge workbooks
22. Create and publish a new interactive workbook on a web page
23. Create validation rules for data entry
24. Lock and unlock cells
25. Protect workbooks and disable the protection
26. Name cells and ranges within the workbook
27. Record and run Macros, fix errors and create new data macros
28. Create and chart both one and two variable data tables
29. Use Excel's Scenario Manager to change a cell's value to view a variety of different outcomes
30. Produce and edit a pivot table and report
31. Use Goal Seek to determine result values desired
32. Determine optimal solutions using Solver
33. Create answer, sensitivity and limit reports generated from Solver
34. Plan for and import data files into Excel using Text Import Wizard
35. Connect to data sources, filter and sort data, create pivot tables and charts from external data
36. Develop an Excel application using Visual Basic Editor

The following are general education competencies intended to support the course outcomes:

1. Given a spreadsheet problem, apply basic mathematical concepts to arrive at a solution for the problem.
2. Given a business spreadsheet problem, apply critical thinking skills to determine and support a solution.
3. Given a business or accounting assignment, use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
4. Given a business problem, apply scientific thought processes to a range of situations.

Topics to Be Covered:

- Using Worksheets 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 excels 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

Course Assessments:

Grading Policy:

Grading Policy	
Grading Criteria	Points
SAM Projects	800
SAM Exams	800
Budget Project	200
Final Assessment exam	100
Discussion Posts	100
Total	2,000

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

NO late work accepted

Attendance Policy

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student’s final grade.
- Tardiness may also affect a student’s final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor’s email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is: *(add attendance policy)*. Please log in weekly.

Grading Scale:

Grading Scale	
Grade	Score
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Under 60%

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.

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

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.nsc.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.nsc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your [MyNSCC](#) to access your NSCC info and My Self Service.

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 615-353-3363, or e-mail accesscenter@nsc.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 semester 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.nsc.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: getrave.com/login/nsc. 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](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [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 www.nsc.edu. 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.

In the event of class cancellation due to campus closure for inclement weather, please check the course shell in NS Online/D2L for information about how the class will proceed. Possible alternatives to face-to-face on-ground classes include online Zoom/Teams meetings during regularly scheduled class time or online assignments through D2L or Connect with required assessments. Details on the specific classwork requirements will be posted in your class D2L shell as soon as possible after the campus announces a closure. Assignments for online classes are not affected by campus closures.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline 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.

In the event of class cancellation by the instructor, please check the course shell in NS Online/D2L for information about how the class will proceed. Possible alternatives to face-to-face on-ground classes

include online Zoom/Teams meetings during regularly scheduled class time or online assignments through D2L or Connect with required assessments. Details on the specific classwork requirements will be posted in your class D2L shell no later than the date of the cancelled class.