

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

**Master Course Syllabus**

**Spreadsheet Applications ACCT 1371**

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

**Course Information:**

**Course Title: Spreadsheet Applications ACCT 1371**

**Credits: 3**

**Class Hours: 3**

**Course Description:**

ACCT 1371 is an upper division course designed to teach students to solve a wide range of accounting and business application problems using a popular spreadsheet package. This one semester course will expose students to the Excel 2019 spreadsheet package. All of the basic areas including spreadsheet operations, data base operations, graphics, functions, macros, and an introduction to Visual Basic Programming are covered. Students successfully completing this course should be able to analyze and solve a variety of common business data application problems. 3 credit hours.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

## Class Session Zoom Link Information (if virtual):

### Required Textbook(s) & Other Materials:

| Class     | Author | Title                                   | ISBN          |
|-----------|--------|---|---------------|
| ACCT 1371 | Carey  | NP MS Office 365 and Excel (w/ SAM 365) | 9780357472972 |

### Required Textbook

This course is part of the NSCC Digital Course Materials (DCM) program. The required digital textbook for this course, **Parsons, June *NP MS Office 365 and Excel(w/SAM 365)*, Cengage, 2019**, is delivered to you in digital format through NS Online to ensure the lowest possible cost. The required digital textbook will automatically be charged to your student account and you will have access to the digital textbook via NS Online on the first day of class.

You also have the option of purchasing an additional print copy of the book. However, a digital copy of the book is required to complete online assignments.

- **DCM Fee:** Approximately \$107 (Spring 2023)
- **Optional Print Upgrade Available at Bookstore:** Approximately \$46.75 (Spring 2023)

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### Digital Course Materials (DCM):

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear 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 obtaining the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://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:**

Given instructor approved support materials and a computer, students should be able to:

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 Excels Scenario Manager to change a cells 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 Mange 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             | 65-69%    |
| F             | Under 60% |
| FA            | See Below |
| FN            | See Below |

### FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

*(While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.)*

## FN

An FN is awarded to students who never attended class.

## Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to 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.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

## Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Spring 2021 may vary from campus to campus.

Students should check NSCC website for current hours of operation.

## D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. 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@nsc.edu](mailto:accesscenter@nsc.edu). If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

## **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 measures. 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**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

## **Academic Early Alert System**

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

## **RAVE Emergency Alert System**

Emergency events can happen at any time, and Nashville State Community College wants 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://www.getrave.com/login/nsc> 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.

## **Student Wellness**

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:

- Tutoring options and appointments: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- Academic and student resources for school: <https://www.nsc.edu/current-students/student-online-resources>
- Support services: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

### **Equity Statement**

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

### **Inclement Weather & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

### **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.