

**Nashville State Community College**  
**Business, Management and Hospitality Division**  
**Accounting Program**

**Master Course Syllabus**  
**ACCT 2381 – Accounting Databases**

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 Databases

Credits: 3

Class Hours: 4 (2 class hours, 2 lab hours)

**Course Description:**

This course presents the concepts of the accounting information system within a relational database. Prerequisites: BUSN 1360 and ACCT 1020 with a grade of "C" or higher. Not a part of a Tennessee Transfer Pathway.

A popular database program is used to create tables, forms, queries, and reports. Critical thinking and creative design skills are also emphasized.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Zoom Office:**

**Office Hours:**

**Department Secretary:** Ruth Green, C237c, 615-353-3400

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

**Textbook(s):** *New Perspectives Microsoft Office 365 Access 2019, Comprehensive Edition*, Shellman and Vodnik. (REQUIRED). You are billed for and pay for the digital course materials when you register for the course. Digital course materials include access to the textbook.

**Reference Materials:** Additional course resources can be found under each lesson module in your NS Online Course Content.

**Supplies:** Computer with working web camera; Microsoft Access.

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/nscstore/shop/textbooks-and-course-materials) ( <https://www.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 615-353-3721 or [accesscenter@nsc.edu](mailto: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](http://www.nsc.edu/dcm).

This course requires Microsoft Access 2019. Microsoft Access is part of the Professional Edition of Microsoft Office and is probably not part of your office software if you own it. Office 365, including Access 2019, can be downloaded by students at no cost from the NSCC Help Desk. For information on the free download, see NS Online Content>Course Introduction and Information>Downloading Microsoft Access. You may also use Access on the computers in the computer labs on NSCC campuses (subject to computer availability and the Computer Lab hours of operation).

Some of your assignments may additionally require Microsoft Word, Excel, or PowerPoint to complete or submit. This software is part of the Office 365 download and can also be found on computers in the Clement Computer Lab.

**ISBN:** 978-0-357-02575-8

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Identify the basic steps involved in developing a database and create tables by defining field names and assigning appropriate field properties.
- Manage data by entering, editing, and deleting records in forms and tables.
- Create data entry forms applying appropriate user interfaces.
- Design queries to retrieve and generate information using applicable criteria and operators.
- Create well-organized reports containing relevant data found in tables or generated from queries.
- Develop macros to manage database tasks and assign the macros to a Switchboard.

**Course Competencies:**

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

- Identify the purpose of and components of a database.
- Recognize and apply the guidelines for designing a database.
- Identify the basic terminology and/or concepts associated with database applications.
- Create tables which enhance user interface and enforce data controls by defining appropriate field names, types and properties.

- Describe how database design can affect internal control and user interface in a database.
- Create and save appropriate table relationships.
- Navigate within a table and/or form in order to enter, find, edit, and delete records.
- Import and/or export data between Access and other applications.
- Sort records in tables, queries, or reports.
- Print requested data from tables, forms, reports, and/or queries.
- Create forms with appropriate user interfaces.
- Create forms containing subforms.
- Enhance forms by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
- Design queries to retrieve specified records applying appropriate criteria.
- Define expressions in queries, forms, or reports to generate numerical data.
- Create well-organized reports containing relevant data found in tables or generated from queries.
- Enhance reports by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
- Create reports with data grouped by appropriate categories.

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

- Apply basic mathematical concepts to arrive at a solution to the problem.
- Apply critical thinking skills to determine and support a solution to accounting problems.
- Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
- Apply scientific thought processes to a range of situation

**Topics to Be Covered:**

- Chapter 1: Creating a Database
- Chapter 2: Building a Database and Defining Table Relationships
- Chapter 3: Maintaining and Querying a Database
- Chapter 4: Creating Forms and Reports
- Chapter 5: Creating Advanced Queries and Enhancing Table Design
- Chapter 6: Using Form Tools and Creating Custom Forms
- Chapter 7: Creating Custom Reports
- Additional Material: Importing and exporting data
- Additional Material: Creating Switchboards

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

*(Each instructor will provide assessments)*

**Grading Scale:**

Letter Grade	Numerical Score
A	90 – 100
B	80 – 89
C	70 – 79
D	65-69
F	0 – 65

A grade of "C" or better is required to enroll in NSCC courses for which this course is a prerequisite.

## **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:**

*(Each instructor will provide policy)*

### **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 provide 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.

### **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@nsc.edu](mailto: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 dishonesty may be defined as, but is not limited to, 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, 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.

### **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: <https://www.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 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**

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

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

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://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.

### **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.