

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

Master Course Syllabus

ACCT 2382 – Accounting Systems Applications

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 Systems Applications

Credits: 3

Class Hours: 4

Course Description:

This course presents the process of setting up and maintaining an accounting information system using computerized accounting software. Prerequisite(s) or co-requisite(s): ACCT 1010 with a grade of “C” or higher and knowledge of basic computer fundamentals. 3 credit hours, 2 class hours, 2 lab hours. *Not part of a Tennessee Transfer Pathway.*

This course will introduce you to processing accounting transactions using Intuit QuickBooks. QuickBooks is one of the most popular accounting packages used today by smaller businesses. The steps in the accounting cycle from entering transactions through closing are applied in a computerized environment. Topics include setting up a chart of accounts; sales and purchase transactions; inventory; and payroll transactions. Although the focus of this course is learning to apply QuickBooks, you are additionally expected to apply the principles of accounting learned in ACCT-1010. Throughout this course we will review basic accounting terms, concepts, and principles. Your principles of accounting text may be helpful for these reviews.

Instructor Information:

Name:

Email (outside of NS Online):

Office Phone:

Office Location:

Zoom Office:

Office Hours:

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

Required Textbook(s) & Other Materials:

Textbook: *Computerized Accounting with QuickBooks Online (2022 Update)* by Gayle Williams & Jennifer Johnson. (Required). Includes access to MyBusinessCourse online companion website.

ISBN: 978-1-61853-507-8.

This textbook can be purchased from the Nashville State Bookstore or as an eText from the publisher at <https://mybusinesscourse.com/book/pbo2022#purchase>.

Supplies/Software:

- **Internet connectivity.**
- **Hardware** - A desktop/laptop computer is recommended. While QBO can be accessed from most smartphones and tablets, it is designed to work on a standard computer.
- **QuickBooks Software** - Access to QuickBooks Online is required to complete this course. Instructions on accessing a trial version of this software are found in Lesson 2.
- **Additional Software** - Some of your assignments may require Microsoft Word to complete while others require Microsoft Excel. If you do not have this software on your personal computer, you may download it from the NSCC Help Desk (recommended) or access it in a Nashville State Computer Lab.
- **Utilities** - Most QuickBooks exercise files will be submitted as PDF files. If you do not have the ability to create PDF files, you can download a free PDF writer called CutePDF. Click for more information on downloading CutePDF. (free)
- **My Business Course** - Your QuickBooks text comes with access to myBusinessCourse. This resource provides eLectures on certain topics in Chapters 1-8. Print the instructions for enrolling in myBusinessCourse from NS Online Content>Course Information.

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/nsccestore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nsccestore/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: This course does not use digital course materials. The textbook must be separately purchased through the Nashville State Bookstore or from the publisher as an etext.

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

- Analyze and record purchase, sales, banking, and payroll transactions and maintain related data using computerized accounting software.
- Generate accounting reports using computerized accounting software and explain the data contained in accounting reports as they pertain to fundamental accounting principles.
- Calculate adjustments, and use computerized accounting software to record adjusting entries and complete the accounting cycle by preparing the closing entries.

- Create a new company file and customize the chart of accounts using computerized accounting software.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Navigate within the computerized accounting software environment using icons and menus.
2. Create and edit a chart of accounts including assigning account names and identifying appropriate account types.
3. Write checks, make deposits, and reconcile bank statements.
4. Access and edit lists including the customer list, vendor list, employee list and item list.
5. Analyze and record customer transactions using the appropriate software form.
6. Analyze vendor transactions and prepare purchase orders, receive items, receive bills, and record payments to vendors.
7. Generate accounts payable, accounts receivable, inventory, and tax reports and interpret the data contained within these reports.
8. Enter time worked on a timesheet and assign time worked to invoices.
9. Prepare detailed paychecks and make payroll liability payments.
10. Make appropriate corrections for errors in accounting documents.
11. Produce accounting reports including the trial balance, income statement, balance sheet, statement of cash flows, journal, and ledger and interpret the data within accounting reports.
12. Calculate adjusting entries and record the entries using computerized accounting software.
13. Create a new company file using computerized accounting software.
14. Memorize common transactions and recall memorized transactions.
15. Identify permanent and temporary accounts and complete the closing process using computerized software.

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.
- Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.

Topics to Be Covered:

- Accounting Refresher
- Chapter 1: Introduction to QuickBooks Online
- Chapter 2: Setting Up Company Files
- Chapter 3: Sales Activity (Service Company)
- Chapter 4: Purchasing Activity (Service Company)
- Chapter 5: End of Period Activity (Service Company)
- Chapter 6: Sales Activity (Merchandising Company)
- Chapter 7: Purchasing Activity (Merchandising Company)
- Chapter 8: End of Period and Other Activity (Merchandising Company)
- Chapter 9: Management Tools
- Chapter 11: Additional Tools
- Chapter 12: Payroll Activity

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

(Each instructor will provide assessments)

Grading Policy:

(Each instructor will provide policy)

Grading Scale:

Letter Grade	Percentage Range
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

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nsc.edu.

- *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 615.353.3363 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: <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](#) 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

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/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.