

Nashville State Community College

Business & Applied Arts Division

Spreadsheet Applications ACCT 1371

Master Course Syllabus

INSTRUCTOR INFORMATION:

Name: Instructor Name

E-mail: Instructor e-mail

Phone: Instructor phone

Office Location: Instructor office location

Office Hours: Instructor office hours

Class Time: 100% online

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 2016 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.

TEXTBOOK AND OTHER MATERIALS

1.

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

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 2020)
- **Optional Print Upgrade Available at Bookstore:** Approximately \$46.75 (Spring 2020)

Institution Key: T2098938 Needed to register for SAM

MISSION OF THE BUSINESS AND APPLIED ARTS

To help our students become ethical and competent professionals in their chosen fields by providing a learner-centered environment.

The Business and Applied Arts Division provides programs of study consistent with students' goals which are intended to develop appropriate skills that our faculty and advisory committees have identified as critical to success. To accomplish this we focus on academic excellence, best practices in teaching and learning, technological competence, and the practical application of discipline-specific principles.

Mission of the Computer Accounting Program

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

COURSE OUTCOMES ACCT 1371

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 solver.'

ACCT 1371 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

GENERAL EDUCATION 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.

ACADEMIC MISCONDUCT

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and aiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at http://www.nsc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf.

In addition to other possible disciplinary sanctions that may be imposed 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.

TECHNOLOGY STATEMENT

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

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

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

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

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

LATE WORK POLICY & MAKE-UP PROCEDURES FOR MISSED ASSIGNMENTS AND WORK:

Each Instructor will provide policy.

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 sanctions. The Nashville State Student Code of Conduct policy is available at http://www.nsc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf.

Please be aware that children are not allowed in class or unattended on campus.

ATTENDANCE POLICY

A student is expected to attend all scheduled classes and laboratories. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy. Absences and tardiness may affect a student's final grade. Prior to any absence, the student should, if possible, inform the instructor. The student is responsible for all material covered and assigned in the course regardless of absences. *Online attendance should include logging in each week.*

ADA COMPLIANCE STATEMENT

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

MISSION OF THE BUSINESS TECHNOLOGY DEPARTMENT

The mission of the Business Technology Department is to prepare students to

1. Achieve the skills that will enable them to understand a changing business environment and find employment.
2. Work with changing technology.
3. Develop ethical business practices and a sense of personal responsibility.
4. Work independently and as part of a team.
5. Communicate effectively, both in writing and orally.

MISSION OF THE COMPUTER ACCOUNTING PROGRAM

The mission of the Computer Accounting program is to provide comprehensive learning opportunities in accounting and microcomputing to prepare students for entry into the accounting profession as well as for career growth.

D2L BRIGHTSPACE/NSONLINE AND MY NSCC EMAIL

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

ACADEMIC INTEGRITY

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" or a "zero" for the exercise or examination or to assign an "F" in the course.

RAVE EMERGENCY ALERT SYSTEM

Emergency events can happen at any time and Nashville State Community College wants to be able 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://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.

ACADEMIC EARLY WARNING SYSTEM

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. *Please note that Early Warning Alerts do not affect a student's academic standing.

INCLEMENT WEATHER POLICY

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 for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

CLASS CANCELLATION POLICY

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

COURSE OUTLINE

Excel Tutorial 1 – Getting started with Excel

Upon completion, you should be able to:

- Identify major components of the Excel window
- Enter text, dates, numbers and formulas in cells
- Select and move a range
- Insert and delete worksheet rows and columns
- Resize worksheet rows and columns
- Insert, rename, delete, and move worksheets
- Print a worksheet.

Excel Tutorial 2 – Formatting a Workbook

Upon completion, you should be able to:

- Change font type, size, style and color
- Merge cell ranges
- Add a cell border and a fill color
- Format text, numbers and dates
- Change cell alignment
- Apply cell styles and themes
- Add conditional formats to tables with highlight rules
- Create a header and a footer for a printed worksheet

Excel Tutorial 3 – Working with Formulas and Functions

Upon completion, you should be able to:

- Work with Insert Function button
- Use Excel's financial functions
- Copy and paste formulas and functions
- Work with absolute and relative functions
- Use Excel's Auto Fill features
- Create logical functions

Excel Tutorial 4 – Working With Charts and Graphics

Upon completion, you should be able:

- Create and format column and pie charts using the Chart Wizard
- Resize and move an embedded chart

- Create and format a Combined Chart and work with tick marks and scale values
- Insert and format graphic shapes into your workbook
- Create and print a chart sheet

Excel Tutorial 5 – Working with Excel Tables, PivotTables andPivotCharts

Upon completion, you should be able:

- Plan and create an Excel Table
- Freeze rows and columns
- Add, edit, and delete records in an Excel Table
- Filter data and add a Total row
- Insert Subtotals into a range of data
- Create and modify a PivotTable and PivotChart
- Filter and sort a PivotTable

Excel Tutorial 6 Managing Multiple Worksheets and Workbooks

Upon completion, you should be able to:

- Create and print a worksheet group
- Edit multiple worksheets at the same time
- Create 3-D cell references workbook references
- Consolidate information from multiple worksheets and workbooks
- Create a workbook template
- Learn how to store and access templates
- Create a lookup table and use Excel's lookup functions
- Create and use an Excel workspace

Excel Tutorial 7 – Developing an Excel Application

Upon completion, you should be able to:

- Create validation rules for data entry
- Learn to protect the contents of worksheets and workbooks
- Create and use range names
- Add, edit and delete comments
- Create macros using the macro recorder
- Assign a macro to a keyboard shortcut and a button
- Run a Macro

Excel Tutorial 8 – Using Advanced Functions, Conditional Formatting and Filtering

Upon completion, you should be able to:

- Use Named Tables and Calculated Columns
 - Use Nested IF functions
 - Use the AND function
 - Use the VLOOKUP function
 - Summarize Data using the COUNTIF function
 - Summarize Data using the SUMIF function
 - Summarize Data using the AVERAGEIF function
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