

CLASS NUMBER AND NAME:	ACN185—PROFESSIONAL CERTIFICATION PREPARATION
TOTAL CLOCK HOURS:	24 Hours/1 Unit
PREREQUISITE:	ACN160D – Fundamentals of Accounting ID
TEXT AND MATERIALS:	<i>College Accounting, 14th Edition, by John E. Price, M. David Haddock, and Michael Farina; McGraw-Hill Publishing Company (ISBN 978-0-07-786239-8)</i>
CLASS DESCRIPTION:	This class utilizes practice tests for preparation for the Certified Bookkeeper designation. NBA, National Bookkeepers Association, testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in Accounting Fundamentals in order to pass the NBA bookkeeping certification test.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice tests to prepare for the certification test.
REQUIREMENTS:	<p>Students are required to maintain a minimum of 80 percent attendance and complete tests on a regular basis. After the practice tests are completed at the 80 percent accuracy level and the student has a thorough understanding of the exam objectives, the student will be qualified to take the exam for certification.</p> <p>Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.</p>
TESTING:	The final for this class will be the NBA bookkeeping certification test administered in a proctored classroom setting.

GRADING POLICIES:

Grades will be based on completing all assignments on the class schedule on time.

FINAL GRADE:

This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.

No Incomplete grades will be issued for this course.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this class, the student will:

1. Have practiced accounting concepts utilizing textbook tests to review the concepts learned in the accounting fundamentals classes.
2. Utilize Connect software and the College Accounting textbook to complete the practice tests with 80 percent accuracy or better before attempting and obtaining certification.
3. Complete the NBA bookkeeper certification test with 80 percent accuracy.

To take the tests go to: <http://connect.mcgraw-hill.com/class/c-reinke-acn185>.
 You will need your access code that you used for College Accounting Connect in order to register for the class

Professional Certification Preparation-ACN185

6 Week	Topics	Assignments	Submit Dates	Grade
Week 1	Accounting: The Language of Business	Chapter 1 Practice Test		
Week 2	Analyzing Business Transactions Analyzing Business Transactions Using T Accounts	Chapter 2 Practice Test Chapter 3 Practice Test		
Week 3	General Journal & General Ledger Adjustments and the Worksheet Closing Entries & Postclosing Trail Balance	Chapter 4 Practice Test Chapter 5 Practice Test Chapter 6 Practice Test		
Week 4	Sales, Accounts Receivable, & Cash Receipts Purchases, Accounts Payable, & Cash Payments Cash	Chapter 7 Practice Test Chapter 8 Practice Test Chapter 9 Practice Test		
Week 5	Payroll Computations, Records, and Payment Payroll Taxes, Deposits, and Reports Accruals, Deferrals, and the Worksheet	Chapter 10 Practice Test Chapter 11 Practice Test Chapter 12 Practice Test		
Week 6	Financial Statements and Closing Procedures NBA Bookkeeper Certification Test	Chapter 13 Practice Test Final Exam		

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.