

CLASS NUMBER AND NAME:	<b>CMN185A—QUICKBOOKS PRO I</b>
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	ACN160A – Fundamentals of Accounting IA
TEXT AND MATERIALS:	<i>Sleeter, D. QuickBooks Complete 2015/2016</i> , The Sleeter Group, Inc. (ISBN 978-1-942417-16-3)
CLASS DESCRIPTION:	This class provides a "hands-on" experience with QuickBooks Pro 2015/2016 accounting software. The student will record and report simple transactions of a business utilizing a name-brand accounting package.
COURSE OBJECTIVES:	To learn the operation and maintenance of the QuickBooks accounting program by completing accounting activities in the QuickBooks program.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing chapter work and performing everyday accounting and maintenance functions using QuickBooks software. An instructor will be available for direction and questions.
METHODS OF INSTRUCTION:	As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction. It will be expected that all students will be present every day to work on assignments.
REQUIREMENTS:	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.
CLASS ATTENDANCE:	As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assignments.

TESTING: There will be a final exam at the end of the class.

LATE WORK OR TESTING: There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

CHEATING: “Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

CHALLENGE TEST: To challenge out of a class, a student must pass a test with a score of 90% or greater. The student can take the challenge test on Tuesday in the first week of a new module. The exam will be scheduled in the afternoon after school hours.

GRADING POLICIES: The final grade will be based on the following percentages:

Assignments	75%
Final	25%


The final grade will be determined by the following:


90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
Below	60	F

ANTICIPATED LEARNING OUTCOMES: Upon completing this course, the student will be able to:

1. Maintain customers and vendors.
2. Record sales transactions both for cash and on account.
3. Record purchases transactions both for cash and on account.
4. Display and print several different accounting reports and graphs.
5. Reconcile the bank account.

# CMN185A QuickBooks Schedule

There may be a 10% penalty for all late work and testing. For each Chapter: restore a portable file, read the chapter information, and perform the computer steps. Complete the end of the chapter problem #2. Answer the Review Questions at the end of each chapter and check your answers with those listed in the Appendix in the back of your book to prepare for the closed book final exam. Whenever the instructions on this syllabus tell you to save a document, you must save the assignment as an XPS file to your documents. Submit the XPS files of the scheduled assignments as an attachment in an e-mail to [CMN185A@empirecollege.com](mailto:CMN185A@empirecollege.com). **Your subject line must include your name and the assignment number. In the body of the email, include your instructor's name, the room, and the class period.** Record the date you submit the files and your grade on the log. 

Week 1	Chapter 1 Introducing QuickBooks	<p><b>Restore</b> your QuickBooks portable file for Chapter 1 to your documents. <b>(See Instructor for instructions)</b> Complete Chapter 1 and save the Account Quick Report from page 25 after Step 6 as an XPS file to your documents <b>(See Instructor for instructions)</b></p> <p><b>Restore</b> your QuickBooks portable file for Problem 2 on page 30 &amp; 31. Using Word, type the answers to the questions from Problem #2; and then save the Word document as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter's "Quick Report" file and Word document with the answers to Prob. #2 to the grader and record the date on the log. </p>	Submit Date	Grade
Week 2	Chapter 2 The Sale Process	<p><b>Restore</b> Chapter 2, complete Chapter 2, and save the Customer Payment from page 74 after Step 5 as an XPS file to your documents.</p> <p><b>Restore</b> and complete Problem #2 on page 78 - 80 and save the Deposit Summary report from page 80, step 6-b, as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter's "Customer Payment" file and Problem #2's "Deposit Summary" file to the grader and record the date.</p>		
Week 3	Chapter 3 Additional Customer Transactions	<p><b>Restore</b> Chapter 3, complete Chapter 3, and save the Sales by Item Summary on page 104, Step 4 from page 103, as an XPS file to your documents.</p> <p><b>Restore</b> and complete Problem #2 on page 107 and save the Bob Mason's Customer Statements from step 13 on page 108 as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter's "Sales by Item Summary" file and Problem #2's "Mason's Statement" file to the grader and record the date.</p>		
Week 4	Chapter 4 Managing Expenses	<p><b>Restore</b> Chapter 4, complete Chapter 4, and save the Sales Tax Liability report from page 154, after step 2, as an XPS file to your documents. <b>Restore</b> and Complete Problem #2 on page 166 &amp; 167 and save the Vendor Balance Detail report from step 16, Page 168, as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter's "Sales Tax Liability report" file and Problem #2's "Vendor Balance Detail" file to the grader and record the date.</p>		
Week 5	Chapter 5 Bank Reconciliation and Bank Transactions	<p><b>Restore</b> Chapter 5, complete Chapter 5, and save the National Bank Bill from page 187, before step 9, as an XPS file to your documents.</p> <p><b>Restore</b> and complete Problem #2 on page 197 &amp; 198 and save the Reconciliation Detail report from step 5, Page 198, as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter's "National Bank Bill" file and Problem #2's "Reconciliation Detail" file to the grader and record the date.</p>		

Week 6	<b>Chapter 6</b> <b>“Reports</b>  <b>Final</b>	<b>Restore</b> Chapter 6, complete Chapter 6, and save the Excel Report from page 239, after step 5 as an XPS file to your documents. <b>Restore</b> and complete Problem #2 on page 243 & 244 and save the Income and Expenses graph from step 4, Page 244, as an XPS file to your documents. <b>Submit</b> 2 files: The Chapter’s “Excel Report” file and Problem #2’s “Income and Expense graph” file to the grader and record the date.	Submit Date	Grade
		<b>Final Test</b>		