

CLASS NUMBER AND NAME:	CMN185B—QUICKBOOKS PRO II
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN185A-QuickBooks Pro I
TEXT AND MATERIALS:	<i>Sleeter, D. QuickBooks Complete 2015/2016</i> , The Sleeter Group, Inc. (ISBN 978-1-942417-16-3)
CLASS DESCRIPTION:	Students will learn how to customize QuickBooks and setup a new company file. They will maintain and record multifaceted functions of a business plus perform security tasks.
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.
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:

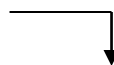
90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
Below	60	F


ANTICIPATED LEARNING OUTCOMES:

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

- 1) Customize QuickBooks
- 2) Work with payroll
- 3) Perform a company file setup
- 4) Set up users and passwords
- 5) Modify preferences
- 6) Enter various monthly transactions

CMN185B 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 CMN185B@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 7 Customizing QuickBooks	<p>Restore Chapter 7, complete Chapter 7, and save the My Invoice Template from page 273, Step 22, as an XPS file to your documents.</p> <p>Restore and complete Problem #2 on page 276 - 278 and save the Invoice from page 278, step 10, as an XPS file to your documents.</p> <p>Submit 2 files: The Chapter's "My Invoice Template" file and Problem #2's "Invoice" file to the grader and record and record the date on the log. </p>		
Week 2	Chapter 8 Inventory	<p>Restore Chapter 8, complete Chapter 8, and save the Inventory Stock Status by Vendor report on page 306, step 2, as an XPS file to your documents.</p> <p>Restore and complete Problem #2 on page 318 - 320 and save the Inventory Valuation Summary report on page 320, step 4-c, as an XPS file to your documents.</p> <p>Submit 2 files: The Chapter's "Inventory Stock Status by Vendor report" file and Problem #2's "Inventory Valuation Summary report" file to the grader and record the date.</p>		
Week 3	Chapter 9 Time and Billing	<p>Restore Chapter 9, complete Chapter 9, and save the Mason Invoice on page 357, step 13, as an XPS file to your documents.</p> <p>Restore and complete Problem #2 on page 362 - 364 and save the Profit and Loss by Job report on page 364, step 10, as an XPS file to your documents.</p> <p>Submit 2 files: The Chapter's "Mason Invoice" file and Problem #2's "Profit and Loss by Job" file to the grader and record the date.</p>		
Week 4	Chapter 10 Payroll Setup	<p>Restore Chapter 10, complete Chapter 10, and save the Employee Contact List on page 405, step 2, as an XPS file to your documents.</p> <p>Restore and complete Problem #2 on page 409 - 411 and save the Payroll Item Listing report on page 411, step 6, as an XPS file to your documents.</p> <p>Submit 2 files: The Chapter's "Employee Contact List" file and Problem #2's "Payroll Item Listing" file to the grader and record the date.</p>		

Week 5	<p>Chapter 11 Payroll Processing</p>	<p>Restore Chapter 11, complete Chapter 11, and save the Federal Payroll Liability report on page 435, (Figure 11-36) as an XPS file to your documents. Restore and complete Problem #2 on page 439 & 440 and save the Payroll Liability Balances report on page 440, step 5, as an XPS file to your documents. Submit 2 files: The Chapter’s “Federal Payroll Liability” file and Problem #2’s “Payroll Liability Balances” file to the grader and record the date.</p>		
	<p>Chapter 12 Company File Setup</p> <p>Final</p>	<p>To start this chapter you will not restore a file, but instead create a new company file. Later, on page 451 you will restore your QuickBooks portable file “Setup-15.QBM” to your documents. Complete Chapter 12 and create a print screen of the “Set up Your Password and Access” window (figure 12-55) from Step 14 on page 482 by clicking on the Print Scrn key on the keyboard. (See Instructor for instructions) Paste the print screen into a Word document then save the Word file as an XPS document to send to the grader. Complete Problem #2 on page 487 - 491 and save the Balance Sheet from step 8 on page 491 as an XPS file to your documents. Submit 2 files: The Chapter’s “Print Screen” file and Problem #2’s “Balance Sheet” file to the grader and record the date.</p> <p>Final Test</p>	Submit Date	Grade