

CLASS NUMBER AND NAME:	CMN185A—QUICKBOOKS PRO I
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	ACN160A – Fundamentals of Accounting IA
TEXT AND MATERIALS:	<i>Computerized Accounting with QuickBooks 2018</i> , by Kathleen Villani and James B Rosa; Paradigm, (ISBN 978-0-76388-267-9)
CLASS DESCRIPTION:	This class provides a "hands-on" experience with QuickBooks 2018 accounting software. The student will record and report simple transactions of a business.
COURSE OBJECTIVES:	To learn how to use QuickBooks within a normal business flow and understand the software operations.
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 80% 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. Receive and sell inventory
6. Process sales discounts and paying sales tax

# CMN185A QuickBooks Schedule

There may be a 10% penalty for all late work. Whenever the instructions on this syllabus tell you to save a document, you must save the assignment as an XPS OR PDF file to your documents. Submit the XPS OR PDF 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 QuickBooks 2018	<p><b>Chapter 1:</b> Read and complete the computer steps. Save a print screen shot of the Production Information window from page 23, Figure 1-U, as an XPS OR PDF file to your documents (<b>See Instructor for instructions</b>)</p> <p><b>Case 1-1:</b> Read and complete the computer steps. Save a print screen of the Company Information window from page 27 after step 5.</p> <p><b>Submit 2 files:</b> The Chapter's Production Information print screen XPS OR PDF file and Case 1-1's Company Information print screen XPS OR PDF file to the grader and record the date on the log. →</p>	Submit Date	Grade
Week 2	Chapter 2 Vendors	<p><b>Chapter 2:</b> Read and complete the computer steps. Save the Journal Report on page 61, Figure 2-CC, as an XPS OR PDF file to your documents.</p> <p><b>Case 2-1:</b> Read and complete the computer steps. Save the Vendor Balance Detail report from page 68, Step 8.b, as an XPS OR PDF file to your documents.</p> <p><b>Submit 2 files:</b> The Chapter's Journal report XPS OR PDF file and Case 2-1's Vendor Balance Detail report XPS OR PDF file to the grader and record the date on the log.</p>		
Week 3	Chapter 3 Customers	<p><b>Chapter 3:</b> Read and complete the computer steps. Save the Journal report on page 100, Figure 3-DD, as an XPS OR PDF file to your documents.</p> <p><b>Case 3-1:</b> Read and complete the computer steps. Save the Customer Balance Detail report from page 106, Step 8.b, as an XPS OR PDF file to your documents.</p> <p><b>Submit 2 files:</b> The Chapter's Journal report XPS OR PDF file and Case 3-1's Customer Balance Detail report XPS OR PDF file to the grader and record the date on the log.</p>		

Week 4	<b>Chapter 4</b> Period-End Procedures	<p><b>Chapter 4:</b> Read and complete the computer steps. Save the Account Quick report on page 137, Figure 4-CC, as an XPS OR PDF file to your documents.</p> <p><b>Case 4-1:</b> Read and complete the computer steps. Save the Adjusted Trial Balance report from page 142, Step 9.c, as an XPS OR PDF file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter’s Account Quick report XPS OR PDF file and Case 4-1’s Adjusted Trial Balance report XPS OR PDF file to the grader and record the date on the log.</p>		
Week 5	<b>Chapter 5</b> Inventory	<p><b>Chapter 5:</b> Read and complete the computer steps. Save the Sales by Item Detail report on page 174, Figure 5-BB, as an XPS OR PDF file to your documents.</p> <p><b>Case 5-1:</b> Read and complete the computer steps. Save the Purchases by Item Detail from page 185, Step 8.c, as an XPS OR PDF file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter’s Sales by Item Detail report XPS OR PDF file and Case 5-1’s Purchases by Item Detail report XPS OR PDF file to the grader and record the date on the log</p>		
Week 6	<b>Practice</b>	Review the <b>Key Concepts</b> in the back of each chapter to prepare for the final test.		
	<b>Final</b>	<b>Final Test</b>		