

CLASS NUMBER AND NAME:	CMN185B—QUICKBOOKS PRO II
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN185A-QuickBooks Pro I
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:	Students will be introduced to two ways to setup a new company in QuickBooks. They will also perform payroll and banking activities.
COURSE OBJECTIVES:	To learn the new company setup levels and the customized setup of payroll. To record payroll and banking transactions.
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 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) Perform a company file setup using detail start
- 2) Perform a company file setup with express start
- 3) Customize payroll setup
- 4) Pay employees and liabilities
- 5) Process payroll forms
- 6) Transfer funds and reconcile bank accounts
- 7) Enter credit card charges

CMN185B 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 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 6 New Company Setup – Detailed Start	<p>Chapter 6: Read and complete the computer steps. Save the Balance Sheet on page 245, Figure 6-ZZ, as an XPS OR PDF file to your documents.</p> <p>Case 6-1: Read and complete the computer steps. Save the Trial Balance from page 258, Step 14.b, as an XPS OR PDF file to your documents.</p> <p>Submit 2 files: The Chapter's Balance Sheet report XPS OR PDF file and Case 6-1s Trial Balance report XPS OR PDF file to the grader and record the date on the log.</p>	Submit Date	Grade
Week 2	Chapter 7 New Company Setup – Express Start	<p>Chapter 7: Read and complete the computer steps. Save the Journal report on page 305, Figure 7-JJ, as an XPS OR PDF file to your documents.</p> <p>Case 7-1: Read and complete the computer steps. Save the Profit & Loss Standard report from page 320, Step 14.c, as an XPS OR PDF file to your documents.</p> <p>Submit 2 files: The Chapter's Journal report XPS OR PDF file and Case7-1's Profit & Loss Standard report XPS OR PDF file to the grader and record the date on the log.</p>		
Week 3	Chapter 8 Payroll Setup	<p>Chapter 8: Read and complete the computer steps. Save the Payroll Item Listing report on page 350, Figure 8-V, as an XPS OR PDF file to your documents.</p> <p>Case 8-1: Read and complete the computer steps. Save the Payroll Item Listing report from page 356, Step 12, as an XPS OR PDF file to your documents.</p> <p>Submit 2 files: The Chapter's Payroll Item Listing report XPS OR PDF file and Case 8-1's Payroll Item Listing report XPS OR PDF file to the grader and record the date on the log.</p>		

