

CLASS NUMBER AND NAME:	CMN185C—QUICKBOOKS CERTIFICATION
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN185B – QuickBooks Pro II
TEXT AND MATERIALS:	<i>Computerized Accounting with QuickBooks 2018, by Kathleen Villani and James B Rosa; Paradigm, (ISBN 978-0-76388-267-9)</i>
CLASS DESCRIPTION:	This class utilizes software training and practice tests to prepare for the NBA, National Bookkeepers Association, QuickBooks certification test.
CLASS OBJECTIVES:	To learn job and time tracking and customize a QuickBooks company file. The student will review the concepts and techniques learned in QuickBooks to obtain NBA, National Bookkeepers Association, QuickBooks certification.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using QuickBooks software and testing to prepare for certification.
REQUIREMENTS:	<p>Students are required to maintain a minimum of 80 percent attendance plus complete assignments and 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 QuickBooks 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.

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this class, the student will:

1. Record job income and expenses
2. Track time for employees and jobs
3. Customize the invoices and letters
4. Memorize transactions
5. Practiced QuickBooks concepts utilizing software and training to review the concepts learned in the beginning, and intermediate QuickBooks classes.
6. Utilize the QuickBooks textbook and software to review the concepts required to pass the NBA certification exam.
7. Complete the NBA QuickBooks certification test with 80 percent accuracy.

# CMN185C 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:

[CMN185C@empirecollege.com](mailto:CMN185C@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	<b>Chapter 11</b> <b>Jobs and Time Tracking</b>	<p><b>Chapter 11:</b> Read and complete the computer steps. Save the Time by Job Summary report on page 460, Figure 11-DD, as an XPS OR PDF file to your documents.</p> <p><b>Case 11-1:</b> Read and complete the computer steps. Save the Profit &amp; Loss by Job from page 472, Step 15.a, as an XPS OR PDF file to your documents.</p> <p><b>Submit 2 files:</b> The Chapter's Time by Job Summary report XPS OR PDF file and Case 11-1's Profit &amp; Loss by Job XPS OR PDF file to the grader and record the date on the log. →</p>	Submit Date	Grade
Week 2	<b>Chapter 12</b> <b>Customization of Your Company File</b>	<p><b>Chapter 12:</b> Read and complete the computer steps. Save a print screen of the QuickBooks Desktop Information window on page 519, Figure 12-22, after step 9, as an XPS OR PDF file to your documents.</p> <p><b>Case 12-1:</b> Read and complete the computer steps. Save the Invoice No. 2022, from page 529, from step 10, as an XPS OR PDF file to your documents.</p> <p><b>Submit 2 files:</b> The Chapter's print screen XPS OR PDF file and Case 12-1's Invoice No. 2022 XPS OR PDF file to the grader and record the date on the log.</p>		
Week 3	<b>Appendix D, E,G</b>	<p><b>D:</b> Read and complete the computer steps. Save the Bill on page 538, Figure d-4, as an XPS OR PDF file to your documents.</p> <p><b>E:</b> Read and complete the computer steps. Save the Profit &amp; Loss report from page 545, Figure E-11, as an XPS OR PDF file to your documents.</p> <p><b>G:</b> Read and complete the computer steps. Save the Payroll Item Listing report from page 562, Figure G-17, as an XPS OR PDF file to your documents.</p> <p><b>Submit 3 files:</b> The D's Bill, and E's Profit &amp; Loss Report, and the G's Payroll Item Listing report XPS OR PDF files to the grader and record the date on the log.</p>		

Week 4	<b>Appendix H, J, K</b>	<p><b>H:</b> Read and complete the computer steps. Save the Paid Time Off List on page 567, Figure H-5, as an XPS OR PDF file to your documents.</p> <p><b>J:</b> Read and complete the computer steps. Save a print screen of the Set up user password and access widow from page 572, Figure J-2, as an XPS OR PDF file to your documents.</p> <p><b>K:</b> Read and complete the computer steps. Save the Balance Sheet report from page 575, Figure K-3, as an XPS OR PDF file to your documents.</p> <p><b>Submit</b> 3 files: The H's Paid Time Off List, and J's print screen, and the K's Balance Sheet report files to the grader and record the date on the log.</p>		
Week 5	<b>Practice Tests</b>	To prepare for the certification test: from the Z Drive in the CMN185C folder: 1) Take each of the 5 practice tests and put your answers in a Word document and send each answer sheet separately to the grader.		
Week 6	<b>Final</b>	Final Test – NBA QuickBooks Certification Test		