

CLASS NUMBER AND NAME:	<b>CMN185C—QUICKBOOKS PRO III</b>
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN185B – QuickBooks Pro II
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 utilizes software training and practice tests to prepare for the NBA, National Bookkeepers Association, QuickBooks certification test.
CLASS OBJECTIVES:	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. Have practiced QuickBooks concepts utilizing software and training to review the concepts learned in the beginning, and intermediate QuickBooks classes.
2. Utilize the QuickBooks textbook and software to review the concepts required to pass the NBA certification exam.
3. Complete the NBA QuickBooks certification test with 80 percent accuracy.

# CMN185C 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 open book certification test. 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 to

**CMN185C@empirecollege.com.** Record the date you submit the files and your grade on the log.



Week			Submit Date	Grade
Week 1	<b>Chapter 13</b> Estimates	<p><b>Restore</b> your QuickBooks portable file for Chapter 13 to your documents.</p> <p><b>Complete</b> Chapter 13 and save the Job Progress Invoices vs. Estimates from page 506, Step 2, as an XPS file to your documents.</p> <p><b>Restore</b> and complete Problem #2 on page 511 and save the Perez Invoice from page 511, step 4, as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter’s “Job Progress Invoices vs. Estimates” file and Problem #2’s “Perez Invoice” file to the grader and record the date.</p>		
Week 2	<b>Chapter 14</b> Adjustments and Year-End Procedures	<p><b>Restore</b> Chapter 14, complete Chapter 14, and create a print screen of the “Set Closing Date and Password” window on page 539 (Figure 14-33) by clicking on the Print Scrn key on the keyboard. Paste the print screen into a Word document then save the Word file as an XPS document to send to the grader.</p> <p><b>Restore</b> and complete Problem #2 on pages 542 and 543 and save the Journal report from step 5, as an XPS file to your documents.</p> <p><b>Submit</b> 2 files: The Chapter’s “Print Scrn” file and Problem #2’s “Journal” file to the grader and record the date.</p>		
Week 3	<b>Chapter 15</b> Walker Graphic Design Business Scenario	<p><b>Restore</b> Chapter 15 and complete Chapter 15’s instructions on page 546.</p> <p><b>Using</b> Word, type the answers to the Analysis Questions on page 552 and then save the Word document as an XPS file to your documents.</p> <p><b>Submit</b> the Word document to the grader and record the date.</p>		
Week 4	<b>Chapter 16</b> Horizon Financial Planning Business Scenario	<p><b>Restore</b> Chapter 16 and complete Chapter 16’s instructions on page 553 and 554. <b>Omit</b> instructions #5, #6, #7, &amp; #8 on page 554. You will not be recording the November transactions.</p>		
Week 5	<b>Chapter 16</b> Continued	<p><b>Using</b> Word, type the answers to the Analysis Questions #1 – 12 only on page 566 and then save the Word document as an XPS file to your documents.</p> <p><b>Submit</b> the Word document to the grader and record the date.</p>		
Week 6	<b>Final</b>	<p>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. Once you have attained 80% on the 5 practice tests, the grader will e-mail the pretest to you.</p> <p>Final Test – NBA QuickBooks Certification Test</p>		