

(subject to change during the semester - changes will be communicated via the form of email notifications)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	8/21/11	8/22/11	8/23/11	8/24/11	8/25/11 Read Ch01-P36-51 Backup/Restore	8/26/11 last day W (100% tuition)	8/27/11
Week 2	8/28/11	8/29/11 Read QB Ch01 Remaining Begin	8/30/11	8/31/11	9/1/11	9/2/11 Complete QB End Ch01 (p52) due in Laulima 11:00 pm	9/3/11 Complete QB Ch01 HW (p56) due in Laulima 11:00 pm
Week 3	9/4/11 Read & Practice QB Ch02 Begin	9/5/11 Labor Day	9/6/11	9/7/11 last day W (50% tuition)	9/8/11	9/9/11 Complete QB End Ch02 (p134) due in Laulima 11:00 pm	9/10/11 Complete QB Ch02 HW (p139) due in Laulima 11:00 pm
Week 4	9/11/11 Read & Practice QB Ch03 Begin	9/12/11	9/13/11	9/14/11	9/15/11	9/16/11 Complete QB End Ch03 (p208) due in Laulima 11:00 pm	9/17/11 Complete QB Ch03 HW (p212) due in Laulima 11:00 pm
Week 5	9/18/11 Raad & Practice QB Ch04 Begin	9/19/11	9/20/11	9/21/11	9/22/11	9/23/11 Complete QB End Ch04 (p271) due in Laulima 11:00 pm	9/24/11 Complete QB Ch04 HW (p276) due in Laulima 11:00 pm
Week 6	9/25/11 Read AIS Ch01 QB Sec1 PracSet (p280) Begin	9/26/11 Install VISIO	9/27/11	9/28/11	9/29/11	9/30/11	10/1/11 Complete Questions for AIS Ch01 due in Laulima 11:00 pm
Week 7	10/2/11 Read AIS Ch02	10/3/11	10/4/11	10/5/11	10/6/11	10/7/11	10/8/11 Complete Questions for AIS Ch02 Complete VISIO Drawings due in Laulima 11:00 pm
Week 8	10/9/11 Read AIS Ch03	10/10/11	10/11/11	10/12/11	10/13/11	10/14/11	10/15/11 Complete Questions for AIS Ch03 Submit QB Sec1 PracSet (p280) due in Laulima 11:00 pm
Week 9	10/16/11 Read AIS Ch04	10/17/11	10/18/11	10/19/11	10/20/11	10/21/11	10/22/11 Complete Questions for AIS Ch04 due in Laulima 11:00 pm
Week 10	10/23/11	10/24/11	10/25/11	10/26/11 last day to W from full sem	10/27/11	10/28/11	10/29/11 Exam 01 (due) (QB Ch1-4; AIS Ch1-4)

							due in Laulima 11:00 pm
Week 11	10/30/11 Raad & Practice QB Ch05 Begin	10/31/11	11/1/11	11/2/11	11/3/11	11/4/11 Complete QB End Ch05 (p377)	11/5/11 Complete QB Ch05 HW (p382)
						due in Laulima 11:00 pm	due in Laulima 11:00 pm
Week 12	11/6/11 Raad & Practice QB Ch06 Begin	11/7/11	11/8/11	11/9/11	11/10/11	11/11/11 Complete QB End Ch06 (p450)	11/12/11 Complete QB Ch06 HW (p455)
						due in Laulima 11:00 pm	due in Laulima 11:00 pm
						Veteran's Day	due in Laulima 11:00 pm
Week 13	11/13/11 Raad & Practice QB Ch07 Begin	11/14/11	11/15/11	11/16/11	11/17/11	11/18/11 Complete QB End Ch07 (p533)	11/19/11 Complete QB Ch07 HW (p538)
						due in Laulima 11:00 pm	due in Laulima 11:00 pm
Week 14	11/20/11 Raad & Practice QB Ch08 Begin QB Sec2 PracSet (p543) Begin	11/21/11	11/22/11	11/23/11	11/24/11	11/25/11 Complete QB End Ch08 (p590)	11/26/11 Complete QB Ch08 HW (p559 Tutorial) Research/Present due
					Thanksgiving Day	due in Laulima 11:00 pm	due in Laulima 11:00 pm
Week 15	11/27/11 Raad & Practice QB Ch09 Begin	11/28/11	11/29/11	11/30/11	12/1/11	12/2/11 Complete QB End Ch09 (p590)	12/3/11 Complete QB Ch09 HW (p599 Tutorial)
						due in Laulima 11:00 pm	due in Laulima 11:00 pm
Week 16	12/4/11 QB Other Topics (TBA)	12/5/11	12/6/11	12/7/11	12/8/11	12/9/11 Last day of instr.	12/10/11 QB Sec2 PracSet (p543) Due
							due in Laulima 11:00 pm
Final	12/11/11	12/12/11	12/13/11	12/14/11	12/15/11 Exam 2 (QB Ch 5-9)	12/16/11	12/17/11
					due in Laulima 11:00 pm		

QB EndofCh Quest (10 pts ea)	90
QB EndofCh Prac (20 pts ea)	180
QB EndofSec Prac (50 pts ea)	100
Presentation (Research)	50
Exam 1	80
Exam 2	50
AIS EndofCh HW (20 pts ea)	80
AIS VISIO Drawings	50
	<u>680</u>

Grade Computations based on total of: 680 Points

A	>=	90%	612.00
B	>=	80%	544.00
C	>=	70%	476.00
D	>=	60%	408.00
F	<	60%	

If the total points ended up is different from 680, we will the ending total points for grade calculation.

Click on Sheet tabs below to access different worksheets.

QB EndofCh Quest (10 pts ea)	90
QB EndofCh Prac (20 pts ea)	180
QB EndofSec Prac (50 pts ea)	100
Presentation (Research)	50
Exam 1	80
Exam 2	50
AIS EndofCh HW (20 pts ea)	80
AIS VISIO Drawings	50
	<u>680</u>

QB End of Chapter Questions can be found in Lulima, TT&S area. 10 Points per chapter. Possible totals: 90 points.

Taken from end of each chapter in the QuickBooks textbook, the true or false and the multiple choice questions.

There are nine chapters and a potential of 90 points can be earned.

QB End of Chapter Practice Set at the end of each chapter and turn in using Lulima, Assignments area. 20 Points per chapter.

Possible totals: 180 points.

Taken at the end of each chapter in the QuickBooks textbook, these practice sets are very good hands on learning tools.

The data files can be downloaded from Pearson's website. Throughout the semester, the instructor will give you the updated data file(s) after each chapter.

QB End of Section Practice for Service Business and a Merchandise Business. 50 points each. Possible pts: 100 pts.

After each section, a complete practice section covering items covered in the previous 3 or 4 chapters. Hands-on work in place of heavy hands-on exams.

Presentation (based on Research topic assigned). 50 points each. Possible points: 50 points.

Each students will be assigned a topics or multiple students will be assigned one topic. Student will perform some research and then summarize the information using a PowerPoint presentation. The presentation must have at least 12 slides not including the introduction/title/ending pages.

Midterm exams. 80 Points and 50 points. Possible totals: 130 points.

Each exam will have multiple choice and true or false type questions along with some hands-on work. These works are found in Lulima, TT&S area.

Presentations/Research. 50 points each. Total possible points: 50 points.

Project details will be given in week 2. It will require the use of PowerPoint.

AIS VISIO Drawings. 50 Points each. Possible totals: 50 points.

Afer learning how to use VISIO, students will use VISIO to draw practice flow charts as HW.

Click on Sheet tabs below to access different worksheets.

QB EndofCh Quest (10 pts ea)	90
QB EndofCh Prac (20 pts ea)	180
QB EndofSec Prac (50 pts ea)	100
Presentation (Research)	50
Exam 1	80
Exam 2	50
AIS EndofCh HW (20 pts ea)	80
AIS VISIO Drawings	50
	<u>680</u>

Track your scores:

		Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Chapter 8	Chapter 9	Totals	Pts Avail so far
<i>QuickBooks</i>												
End of Ch Questions	Avail Pts	10	10	10	10	10	10	10	10	10	90	0
	Your Pts										0	
<i>QuickBooks</i>		Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Chapter 8	Chapter 9		
End of Ch Practice	Avail Pts	20	20	20	20	20	20	20	20	20	180	0
	Your Pts										0	
<i>QuickBooks</i>		Section 1	Section 2									
End of Sect Practice	Avail Pts	50	50								100	0
	Your Pts										0	
Presentation		Presentation										
	Avail Pts	50									50	0
	Your Pts										0	
Exams		Exam 1	Exam 2									
	Avail Pts	80	50								130	0
	Your Pts										0	
AIS		Chapter 1	Chapter 2	Chapter 3	Chapter 4							
End of Ch HW	Avail Pts	20	20	20	20						80	0
	Your Pts										0	
AIS		Section 1										
VISIO Drawings	Avail Pts	50									50	0
	Your Pts										0	

Total Pts Avail	680	Est. Percentage	Est. Grade
Total Pts Avail So Far	0	0.00%	F
Total Pts Earned So Far	0	0.00%	F

Click on Sheet tabs below to access different worksheets.

QuickBooks 2011 - A Complete Course

Janet Horne

Prentice Hall (Pearson)

<u>Chapters</u>	<u>Titles</u>
1	Introduction to QuickBooks 2011 and Company Files
2	Sales and Receivables: Service Business
3	Payables and Purchases: Service Business
4	General Accounting and End-of-Period Procedures: Service Business
5	Sales and Receivables: Merchandising Business
6	Payables and Purchases: Merchandising Business
7	General Accounting and End-of-Period Procedures: Merchandising Business
8	Payroll
9	Creating a Company in QuickBooks

Accounting Information Systems: A Practitioner Emphasis

Heagy, Lehmann

Cengage Learning

<u>Chapters</u>	<u>Titles</u>
1	Significance of Accounting Information Systems and the Accountant's Role
2	Accounting Systems Documentation
3	Essential Elements and Basic Activities of Accounting Systems
4	Data Flows, Activities, and Structure of Accounting Systems
5	Reporting Process, Coding Methods, and Audit Trails
6	Internal Control and Risk Assessment
7	Control Activities and Monitoring
8	The Financial Process
9	The Revenue Process
10	The Purchasing Process
11	The Inventory Process
12	Database Structure of Accounting Systems
13	Developing a Relational Database for an Accounting Information System
14	Electronic Business
15	AIS Selection and Implementation