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<p>Comment: The Timetable for Completion on the next page is meant as a guideline for in-class lecture/discussion/demonstration and hands-on work. Work <i>not</i> completed in class is homework. In most Accounting classes, students can expect to spend approximately 2 hours outside of class for every hour in class.</p>
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TIMETABLE FOR COMPLETION		Hours
Part 1: Exploring Microsoft Office Accounting		
Chapter 1	Northwind Traders-A Product Company	2.0
Chapter 2	Customers & Receivables	2.0
Chapter 3	Vendors & Payments	2.0
Chapter 4	Employees & Payroll	1.0
Chapter 5	Banking	1.0
Chapter 6	Company & Financial	1.0
Chapter 7	Fabrikam, Inc.-A Service Company	1.0
	<i>Subtotal Part 1</i>	<i>10.0</i>
Part 2: Microsoft Office Accounting for Service Businesses		
Chapter 8	Maintaining Accounting Records for Service Businesses	3.0
Chapter 9	Completing Quarterly Activities and Closing the Fiscal Year	3.0
Project 1	Fargo Medical Center	3.5
Project 2	Student-Designed Service Business	2.5
	<i>Subtotal Part 2</i>	<i>12.0</i>
Part 3: Microsoft Office Accounting for Merchandising Businesses		
Chapter 10	Vendors and Inventory	3.0
Chapter 11	Acquisition and Payments	3.0
Chapter 12	Sales and Collections	3.0
Chapter 13	Account Reconciliation and Financial Statements	3.0
Project 3	Neymark's Sporting Goods	4.0
Project 4	Student-Designed Merchandising Business	3.0
	<i>Subtotal Part 3</i>	<i>19.00</i>
Part 4: Advanced Microsoft Office Accounting Applications		
Chapter 14	Microsoft Office Accounting Tools and Fixed Assets	1.0
Chapter 15	Integration with Microsoft Office—Excel and Word	1.0
Project 5	Student-Designed Business Forms	.75
Project 6	Student-Designed Project	1.25
	<i>Subtotal Part 4</i>	<i>4.0</i>
TOTAL HOURS: PARTS 1, 2, 3, 4		45.0