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The Timetable for Completion shown on the next page is a guideline for in-class lecture/discussion/demonstration and hands-on work. Work *not* 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.

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TIMETABLE FOR COMPLETION		Hours
<b>Part 1: Exploring Peachtree Complete Accounting 2007</b>		
Chapter 1	Introduction to Bellwether Garden Supply	2.0
Chapter 2	Vendor Transactions	1.0
Chapter 3	Customer Transactions	1.0
Chapter 4	Employees	1.0
Chapter 5	General Ledger, Inventory, and Internal Control	1.0
Chapter 6	Job Cost	2.0
Chapter 7	Financial Statements	1.0
Chapter 8	Stone Arbor Landscaping: Time & Billing	1.0
	<i>Subtotal Part 1</i>	10.0
<b>Part 2: Peachtree Complete Accounting 2007 for Service Businesses</b>		
Chapter 9	Maintaining Accounting Records for Service Businesses	2.5
Chapter 10	Completing Quarterly Activities and Closing the Fiscal Year	2.0
Project 1	Sharon Vincent, Accountant	2.5
Project 1A	Student-Designed Service Business	2.0
	<i>Subtotal Part 2</i>	9.0
<b>Part 3: Peachtree Complete Accounting 2007 for Merchandising Businesses</b>		
Chapter 11	Vendors & Purchases	3.0
Chapter 12	Customers & Sales	2.5
Chapter 13	Inventory & Services	2.0
Chapter 14	Employees, Payroll, and Account Reconciliation	2.0
Project 2	Gallardo's Sports	3.5
Project 2A	Student-Designed Merchandising Business	3.0
	<i>Subtotal Part 3</i>	16.0
<b>Part 4: Advanced Peachtree Complete Accounting 2007 Applications</b>		
Chapter 15	Customizing Forms	1.0
Chapter 16	Import/Export	1.0
Chapter 17	Using Peachtree Complete Accounting 2007 with Excel and Word	1.0
Chapter 18	Write Letters, Use Templates, and Peachtree Online	1.0
Project 3	Valley Computer Club	1.0
Project 4	RBY Manufacturing, Inc.	3.0
Project 4A	Student-Designed Project	2.0
	<i>Subtotal Part 4</i>	10.0
<b>TOTAL HOURS: PARTS 1, 2, 3, 4</b>		<b>45.0</b>