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Comment:

The Timetable for Completion below is meant as a guideline for hands-on work. Work can be completed in class or as a stand-alone outside of class project.

TIMETABLE FOR COMPLETION		Hours
Chapter 1	Software Installation and Overview	2.0
Chapter 2	Security and Internal Controls	1.0
Chapter 3	New Company Setup for a Merchandising Business	2.0
Chapter 4	Working With Inventory, Vendors, and Customers	2.0
Chapter 5	Accounting Cycle and Year End	2.0
Chapter 6	First Month of the New Year	1.0
Project 1	Your Name Hardware Store	3.0
Project 2	Student-Designed Merchandising Business	3.0
Chapter 7	Microsoft Office Accounting Tools and Fixed Assets	2.0
Chapter 8	Integration with Microsoft Office—Excel and Word	1.0
Project 3	Student-Designed Business Forms	1.0
TOTAL HOURS:		20.0