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The **Timetable for Completion** on the next two pages is a guideline for lecture/discussion/demonstration and hands-on work. Work not completed in class is homework. In most Accounting classes, students can expect to spend approximately two hours outside of class for every hour in class.

Two optional projects are on the textbook's Online Learning Center at www.mhhe.com/yacht2019. Select the Student Edition and then link to Practice Set or Bellwether Garden Supply Project. The Practice Set includes source documents for setting up and completing the accounting cycle for a merchandising business.

TIMETABLE FOR COMPLETION		Hours
Part 1: Exploring Sage 50 2019		
Chapter 1	Introduction to Bellwether Garden Supply	2.0
Chapter 2	Vendors	1.0
Chapter 3	Customers	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
OLC	Bellwether Garden Supply Project, www.mhhe.com/yacht2019	varies
Chapter 8	Stone Arbor Landscaping: Time & Billing	1.0
	<i>Subtotal Part 1</i>	10.0
Part 2: Sage 50 2019 for Service Businesses		
Chapter 9	New Company Setup and Beginning Balances	2.0
Chapter 10	Maintaining Accounting Records for Service Businesses	2.0
Chapter 11	Completing Quarterly Activities and Closing the Fiscal Year	1.5
Project 1	Marcia Westcott, Accounting	1.5
Project 1A	Student-Designed Service Business	2.0
	<i>Subtotal Part 2</i>	9.0
Part 3: Sage 50 2019 for Merchandising Businesses		
Chapter 12	Vendors & Purchases	3.0
Chapter 13	Customers & Sales	2.5
Chapter 14	Inventory & Services	2.0
Chapter 15	Employees, Payroll, and Account Reconciliation	2.0
Project 2	Valley Bikes	3.5
Project 2A	Student-Designed Merchandising Business	3.0

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OLC	Source Document Practice Set, www.mhhe.com/yacht2019	varies
	<i>Subtotal Part 3</i>	<i>16.0</i>
Part 4: Advanced Sage 50 2019 Applications		
Chapter 16	Customizing Forms	1.0
Chapter 17	Import/Export	1.0
Chapter 18	Microsoft Word and Templates	1.0
Project 3	Evanston Computer Club	1.0
Project 4	CL Manufacturing, Inc.	4.0
Project 4A	Student-Designed Project	2.0
	<i>Subtotal Part 4</i>	<i>10.0</i>
TOTAL HOURS: PARTS 1, 2, 3, 4		45.0