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Online Learning Center: www.mhhe.com/QBessentials2014

Your Name Accountant (Service Business Practice Set)	OLC
Your Name Sports (Merchandising Business Practice Set)	OLC

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

TIMETABLE FOR COMPLETION		Hours
Chapter 1	Software Installation and Creating a New Company	1.0
Chapter 2	Exploring QuickBooks	2.0
Chapter 3	New Company Setup for a Merchandising Business	2.0
Chapter 4	Working With Inventory, Vendors, and Customers	4.0
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	2.0
Practice Set 1	Service Business (Online Learning Center)	4.0
Practice Set 2	Merchandising Business (OLC)	4.0
TOTAL HOURS:		25.0

*In Project 1, typical source documents are used for transaction analysis, including accounts payable, inventory, accounts receivable, cash, and bank reconciliation. The accounting cycle is completed for one month. An audit trail report is also completed.