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The Timetable for Completion is a guideline for lecture/discussion/demonstration and hands-on work. In most Accounting classes, students can expect to spend approximately two hours outside of class for every hour in class.

A typical 3-credit course is 45 hours (15 weeks X 3 hours per week). Forty-five hours is the approximate time to complete the textbook within the classroom hours. Work not completed within the hours shown is homework.

TIMETABLE FOR COMPLETION		Hours
Chapter 1	QuickBooks Online Test-drive	3.0
Chapter 2	New Company Setup and Chart of Accounts	3.0
Chapter 3	Beginning Balances and October Transaction Register	3.0
Chapter 4	Vendors and Inventory	3.0
Chapter 5	Customers and Sales	3.0
Chapter 6	December Source Documents	3.0
Chapter 7	Analysis and Reports—End of Fourth Quarter and Year	3.0
Chapter 8	January Source Documents	4.0
Chapter 9	February Source Documents	4.0
Chapter 10	March Source Documents and End of First Quarter	4.0
Chapter 11	Certification, QB Labs, and Report Customization	2.0
Chapter 12	Apps, Updates and QB Blog	2.0
Case Problem 1	Payroll and Importing Excel Data	2.0
Case Problem 2	Budgeting	2.0
Case Problem 3	Convert QuickBooks Desktop to QuickBooks Online	4.0
TOTAL HOURS		45.0