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The Timetable for Completion 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 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/yacht2016](http://www.mhhe.com/yacht2016). Select the Student Edition and then link to Practice Set or Bellwether Garden Supply Project.

The Bellwether Garden Supply project is in question/answer format. The Practice Set includes source documents for setting up and completing the accounting cycle for a merchandising business.

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TIMETABLE FOR COMPLETION		Hours
<b>Part 1: Exploring Sage 50 2016</b>		
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, <a href="http://www.mhhe.com/yacht2016">www.mhhe.com/yacht2016</a>	varies
Chapter 8	Stone Arbor Landscaping: Time & Billing	1.0
	<i>Subtotal Part 1</i>	10.0
<b>Part 2: Sage 50 2016 for Service Businesses</b>		
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	Shelly Martin, Accounting	1.5
Project 1A	Student-Designed Service Business	2.0
	<i>Subtotal Part 2</i>	9.0
<b>Part 3: Sage 50 2016 for Merchandising Businesses</b>		
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	Highland Sports	3.5
Project 2A	Student-Designed Merchandising Business	3.0
OLC	Source Document Practice Set, <a href="http://www.mhhe.com/yacht2016">www.mhhe.com/yacht2016</a>	varies
	<i>Subtotal Part 3</i>	16.0
<b>Part 4: Advanced Sage 50 2016 Applications</b>		
Chapter 16	Customizing Forms	1.0
Chapter 17	Import/Export	1.0
Chapter 18	Microsoft Word and Templates	1.0
Project 3	Springfield Computer Club	1.0
Project 4	CW Manufacturing, Inc.	4.0
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>