

<b>WEEK</b>	<b>UNIT OF INSTRUCTION</b>	<b>LEARNING OBJECTIVES/GOALS</b>	<b>ASSESSMENT METHODS</b>	<b>ASSIGNMENTS</b>	<b>ASSIGNMENT DUE DATE</b>
<b>Week 1</b>	Introduction to Accounting – Chapter 1	Explain the importance of accounting information and who the users of accounting information are; explain the accounting process; discuss the forms of business organizations	In-Text Questions; Quiz 1	TopHat In-Text Questions – Chapter 1	Tuesday, Jan. 19 by 11:59 pm EST  <b>The University is closed on Monday, January 18.</b>
<b>Week 2</b>	Essential Accounting Elements – Chapter 2	Define and identify the following classifications: asset, liability, owner's equity, revenue and expense accounts; give examples of transactions involving changes in the five classifications of accounts; explain the fundamental accounting equation; record business transactions using a columnar format	Assignment; In-Text Questions; Quiz 2	TopHat In-Text Questions – Chapter 2  Hass Sports Injury Clinic	Monday, Jan. 25 by 11:59 pm EST
<b>Week 3</b>	Using T-Accounts, Debits and Credits, and Preparing the Unadjusted Trial Balance – Chapter 3	Present the fundamental accounting equation using T account form and label debit and credit sides and normal balance sides; record business transactions in T account form; determine the balances of T accounts; prepare an unadjusted trial balance; discuss how to troubleshoot errors in the trial balance	Assignment; In-Text Questions; Quiz 3	TopHat In-Text Questions – Chapter 3  Riser's Business Services	Monday, Feb. 1 by 11:59 pm EST
<b>Week 4</b>	Summarizing Accounting Information-Chapter 4	Prepare financial statements from the unadjusted trial balance.	Assignment; In-Text Questions; Quiz 4	TopHat In-Text Questions – Chapter 4  Reynold's Business Advisory Services	Monday, Feb. 8 by 11:59 pm EST
<b>Week 5</b>	The General Journal, Special Journals, and the General Ledger – Chapter 5	Record business transactions in the general journal and four special journals; post entries from the journals to the general ledger and the subsidiary ledgers; explain how a chart of accounts is organized	Assignment; In-Text Questions; Quiz 5	TopHat In-Text Questions – Chapter 5  Mike's Bike Shop	Monday, Feb. 15 by 11:59 pm EST
<b>Week 6</b>	Adjusting Entries and the Work Sheet – Chapter 6	Prepare a work sheet for a business that includes the following type of adjustments: supplies used, expired insurance, uncollectible accounts, depreciation, merchandise inventory, and accrued wages	Assignment; In-Text Questions; Quiz 6	TopHat In-Text Questions – Chapter 6  Mike's Bike Shop (AJEs and the Work Sheet)	Monday, Feb. 22 by 11:59 pm EST
<b>Week 7</b>	Completing the Accounting Cycle – Chapter 7	Explain the need for closing entries; journalize closing entries; prepare a post-closing trial balance	Assignment; In-Text Questions; Quiz 7	TopHat In-Text Questions – Chapter 7  Browning Company	Monday, March 1 by 11:59 pm EST
<b>Week 8</b>	Financial Statement Analysis - Chapter 12	Prepare horizontal and vertical analyses; calculate liquidity, solvency, and profitability ratios; interpret the information from horizontal, vertical, and ratio analyses	Assignment; In-Text Questions; Quiz 8	In-Text Questions – Chapter 12  Masonry Sales and Supplies	Monday, March 8 by 11:59 pm EST

<b>Weeks 9-10</b>	<b>Mid-Term Exam</b>		<b>Project – Spatacular</b>		<b>Monday, March 22 by 11:59 pm EST</b>
<b>Week 11</b>	<b>QuickBooks: Getting Started with QuickBooks Online</b>	<b>Home Page Orientation; Gear Menu; Navigation Bar; Edit the Chart of Accounts</b>	Assignment	<b>Editing the Chart of Accounts</b>	Monday, March 29 by 11:59 pm EST
<b>Week 12</b>	<b>QuickBooks: Vendors</b>  <b>QuickBooks: Customers</b>	<b>Enter Bills; Pay Bills; and Cash Payments</b>  <b>Create Invoices; Receive Payments; Enter Sales Receipts; and Make Deposits</b>	Assignment	<b>Vendor &amp; Customer Transactions</b>	Monday, April 5 by 11:59 pm EST
<b>Week 13</b>	<b>QuickBooks: Inventory</b>	<b>Receive items; Sell Items; Process Sales Discounts; Adjust Quantity/Value on hand; and Pay Sales Tax</b>	Assignment	<b>Inventory Transactions</b>	Monday, April 12 by 11:59 pm EST
<b>Week 14</b>	<b>QuickBooks: Period-End Procedures</b>  <b>Extra Credit</b>	<b>Make Adjusting Journal Entries to Fine-Tune Certain Accounts</b>	Assignment  <b>Research Paper on Disruptions in the Accounting Industry</b>	<b>Adjusting Entries Transactions</b>	Monday, April 19 by 11:59 pm EST  <b>Monday, April 19 by 11:59 pm EST</b>
<b>Week 15</b>	<b>QuickBooks Final Exam</b>		<b>Exam</b>		<b>The QuickBooks Final Exam will be available on Carmen from Monday, April 26 – Wednesday April 28 end-of-day EST. You have two hours to complete and submit the exam to Carmen once you begin.</b>