

<b>Course Name</b>	QuickBooks Complete – ACCT 1410
<b>CRN</b>	91033
<b>Description</b>	Covers QuickBooks software for small business. Includes transaction recording for service and merchandising businesses, bank reconciliation, payroll and end-of-period procedures, financial reporting and conversion of manual business records into QuickBooks.
<b>Prerequisites</b>	Recommended prerequisite: ACCT 1111A is strongly recommended for all students taking this course.
<b>Start and End Dates</b>	5/19/2008 through 8/10/2008
<b>Instructor Name</b>	Cheryl Bartlett
<b>Phone</b>	Desk: 224-5616 Voice Mail: 224-3900 Ext. 0413 BIT Division
<b>Email</b>	<a href="mailto:cbartlett@cnm.edu">cbartlett@cnm.edu</a>
<b>Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.</b>	Final Exam – date(s) to be determined
<b>Required Texts</b>	QuickBooks Pro 2006 with Update 2007 A Complete Course By Janet Horne Publisher: Pearson/Prentice Hall Copyright: 2008 ISBN13: 9780132424073
<b>Software Requirements: software student must purchase for this course.</b>	The QuickBooks software <b>DOES NOT</b> come with the book. (1) You MUST purchase <b>QuickBooks Pro 2007 or higher</b> for this course (approximately \$150-\$220). Lower versions of the software are not acceptable and cannot be used for this course. (2) The Basic version <b>cannot be used for this course.</b> (3) You may purchase the Educational Version, but for about \$80 more, you can have the full-blown version (4) You must also have <b>Excel 2002</b> or higher because all assignments must be submitted as Excel files.

<b>Course Name</b>	QuickBooks Complete – ACCT 1410
<b>Recommended connection speed (Dial up, DSL, or High speed)</b>	Dial up should be fine for most of the course, but DSL would be faster.
<b>Additional requirements for this course</b>	You must have: (1) A working email address, computer, etc.
<b>Online Information and time commitment</b>	Students may begin adding the class in BlackBoard at 8:00 a.m. on May 19, 2008.  Weekly postings to the discussion board are required.  Expect to spend approximately 10-12 hours per week on this class.
<b>Additional instructions for registered students</b>	Go to the instructor’s WebPage for additional instructions and information:  <a href="http://planet.cnm.edu/cbartlett/">http://planet.cnm.edu/cbartlett/</a>  Click on the Distance Learning Link. Then the course you are interested in.
<b>DL Tutorials</b>	<a href="http://www.cnm.edu/depts/dl/StudentTutorials.php">http://www.cnm.edu/depts/dl/StudentTutorials.php</a>