

## Course Schedule: CIS 35B (QuickBooks Online)

### Week 1 – April 19 to April 25

#### Lecture

- a) Introduction to the Class / Review syllabus - Browse over the Canvas website.
- b) Chapter 1: Introduction to QuickBooks Online
- c) See Appendixes A, B, and C

#### Graded Assignments

- 1. **Board Assignment: Class Introduction** (Part 1&2 is due by Friday, April 23 by 11:59 pm. Part 3 is due by Sunday, April 25 by 11:59 pm)
- 2. **Project Assignment (CH1):** due by Monday, April 26 by 11:59 pm
- 3. **Practice Theory Test (CH1):** (Open on Wednesday) due by Monday, April 26 by 11:59 pm

#### Notes

**Last day to withdraw and receive refund – Sunday, April 25**

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### Week 2 – April 26 to May 2

#### Lecture

- a) Chapter 2: Setting Up Company Files (Service Company)
- b) Chapter 3: Sales Activities (Service Company)

#### Graded Assignments

- 1. **Project Assignment (CH2&3):** due by Monday, May 3 by 11:59 pm
- 2. **Practice Theory Test (CH2&3):** (Open on Wednesday) due by Monday, May 3 by 11:59 pm

#### Notes

**Last day to withdraw and avoid a “W” in your records – Thursday, April 29**

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### Week 3 – May 3 to May 9

#### Lecture

- a) Chapter 4: Purchasing Activity (Service Company)
- b) Chapter 5: End-of-Period Activity (Service Company)

### **Graded Assignments**

1. **Project Assignment (CH4&5):** due by Monday, May 10 by 11:59 pm
2. **Practice Theory Test (CH4&5):** (Open on Wednesday) due by Monday, May 10 by 11:59 pm

### **Notes**

**Last day to apply for Pass/No pass – Thursday, May 6**

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## **Week 4 – May 10 to May 16**

### **Lecture**

- a) Chapter 6: Sales Activity (Merchandising Company)
- b) Chapter 7: Purchasing Activity (Merchandising Company)

### **Graded Assignments**

1. **Board Assignment: (WK4):** Part 1&2 is due by Friday, May 14 by 11:59 pm. Part 3 is due by Sunday, May 16 by 11:59 pm
2. **Project Assignment (CH6&7):** due by Monday, May 17 by 11:59 pm
3. **Practice Theory Test (CH6&7):** (Open on Wednesday) due by Monday, May 17 by 11:59 pm

### **Notes**

**All Practice Theory Tests (CH1-5 only) will close on Wednesday, May 19 by 11:59 pm**

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## **Week 5 – May 17 to May 23**

### **Lecture**

- a) Chapter 8: End-of-Period and Other Activity (Merchandising Company)

### **Exams**

**Midterm Theory Exam** (Open on Thursday at 10:00 am and closes on Saturday by 11:59 pm)  
Study Chapters: 1-5 only.

### **Graded Assignments**

1. **Project Assignment (CH8):** due by Monday, May 24 by 11:59 pm
  2. **Practice Theory Test (CH8):** (Open on Wednesday) due by Monday, May 24 by 11:59 pm
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## **Week 6 – May 24 to May 30**

### **Lecture**

- a) Chapter 9: Management Tools
- b) Chapter 10: Project Tracking and Billing for Time and Expenses

### **Graded Assignments**

1. **Board Assignment: (WK6):** Part 1&2 is due by Friday, May 28 by 11:59 pm. Part 3 is due by Sunday, May 30 by 11:59 pm
2. **Project Assignment (CH9&10):** due by Monday, May 31 by 11:59 pm
3. **Practice Theory Test (CH9&10):** (Open on Wednesday) due by Monday, May 31 by 11:59 pm

### **Notes**

**Students that are planning to take the QuickBooks Online Certification needs to sign up to take the exam within the next two weeks. Students will be given a practice test code so that you can get ready to pass this certification.**

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## **Week 7 – May 31 to June 6**

### **Holiday**

**Monday, May 31 – Memorial Day Holiday – No Class**

### **Lecture**

- a) Chapter 11: Additional Tools
- b) Chapter 12: Payroll Activity

### **Graded Assignments**

1. **Project Assignment (CH11&12):** due by Monday, June 7 by 11:59 pm
2. **Practice Theory Test (CH11&12):** (Open on Wednesday) due by Monday, June 7 by 11:59 pm

### **Notes**

**All Practice Theory Tests (CH6-12) will close on Wednesday, June 9 by 11:59 pm.**

**Last day to withdraw to GUARANTEE a “W” in your records – Monday, May 31**

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## **Week 8 – June 7 to June 13**

**Lecture**

- a) Chapter 13: Big Data and Data Analysis Cognitive Technologies, and QBO

**Exams**

1. **Take QuickBooks Certification Exam** (Students need to request for a day to be proctored)

OR

2. **Final Theory Exam** (Open on Thursday at 10:00 am and closes on Saturday by 11:59 pm).  
Study Chapters: 6-12

**Graded Assignments**

1. **Final Class Project (Chapters 1-8):** due by Saturday, June 12 by 11:59 pm

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This class officially ends on Sunday, June 13