

Advanced Accounting/Finance Pacing Guide

Week 1

- Review
- Chapter 1 – Advanced Text
 - Recording Departmental Purchases and Cash Payments

Week 2

- Chapter 2 – Advanced Text
 - Recording Departmental Sales and Cash Receipts

Week 3

- Chapter 3 – Advanced Text
 - Calculating and Recording Departmental Payroll Data

Week 4

- Chapter 4 – Advanced Text
 - Financial Reporting for a Departmentalized Business

Week 5

- Lesson 1 – Quick Books
 - Getting Started
- Lesson 2 – QB
 - Setting up QuickBooks

Week 6

- Lesson 3 – Quick Books
 - Working With Lists
- Lesson 4 – QB
 - Working With Bank Accounts

Week 7

- Lesson 5 – Quick Books
 - Using Other Accounts in QuickBooks
- Lesson 6 – QB
 - Entering Sales Information

Week 8

- Lesson 7 – Quick Books
 - Receiving Payments and Making Deposits
- Lesson 8 – QB
 - Entering and Paying Bills

Week 9

- Lesson 9 – Quick Books
 - Analyzing Financial Data
- Lesson 10 – QB
 - Setting up Inventory

Week 10

- Lesson 11 – Quick Books
 - Tracking and Paying Sales Tax
- Lesson 12 – QB
 - Doing Payroll With QuickBooks

Week 11

- Lesson 13 – Quick Books
 - Estimating and Progress Invoicing
- Lesson 14 – QB
 - Tracking Time

Week 12

- Lesson 15 – Quick Books
 - Customizing Forms and Writing QuickBooks
 - Review for Final
 - Final Exam