

QuickBooks

Premier 2016

Level 1

Using the CCI Accounting Instructor Resources

CCI is pleased to provide instructor resources for the Accounting series. These resources are designed to provide additional tools you can use to deliver the topics and assist students in building and applying their knowledge and skill level to successfully work with a computerized accounting program.

Looking at the Content

The CCI Accounting Instructor Resources kit provides an instructor with tools to aid in teaching the noted accounting software program using the CCI courseware. Included are tips and general information that can be used in your discussions with the class, as well as other tools to assist the student obtain and reinforce the skills gained in this course. The Instructor Resource kit includes these items:

- Instructor Notes
- Answers to Review Questions
- Set of instructor or completed data files
- Lesson plan with suggestions on topics to include and timing
- Additional Exercises
- Project Exercise
- Paper-based Practice Exam with Answer Key
- Sample Syllabus, Course and Course/Instructor Evaluation Forms

To obtain the Instructor Resources for a specific product, or for further information on this product, please contact CCI Learning Solutions Inc. at 1-800-668-1669.

Using the Instructor Notes

The Instructor Notes included with the CCI Instructor Resources have been developed based on our writer's experience as an instructor and general office requirements. These Notes include tips on how to teach using our books as well as notes for discussion with your students. Any updates to hardware or software will also be included or referenced in the Notes if these updates occurred after release of our books and at the time of development of these Notes.

Working with the Instructor Data Files

The set of data files provided with the Instructor Resources are the completed versions of the exercises required in the CCI courseware. These files are examples of what and how the file should appear if all steps are completed as directed in the exercise. These files are provided to you for reference purposes only:

- Occasionally a student may ask how to complete an exercise and you may want to use the files provided in the Instructor Resources for further explanation.
- You may want to check that the files submitted by students (as appropriate) are similar to the ones provided with this Guide.
- The exercises here were completed by an instructor who chose to complete the task as per the instructions in the exercise. These are meant as demonstration of one method to complete the task; marks can be allocated per your teaching curriculum.

A full set of student and instructor data files are provided for each book in the CCI series. There also are backup files for each lesson that you can use if you need to replace a data file that was corrupted or lost between lessons (these can be restored to the student's workstation).

Using the Lesson Plan

A Lesson Plan has been provided for you to use as reference in structuring your course. The lesson plan displays the following information:

Page #	The page the topic is located.
Lesson Title	The lesson name for the topic.
Lesson Subtitle	Title of the subtopic.
Ex	Number of exercises provided for this topic.
Opening File	Name of the file the student is asked to open, as applicable. This includes the text, "Create new", when a new file is to be created as well as the name of the saved document from a previous exercise, as applicable.
Saved File	Name of the file to be used when the steps in the exercise require the student to save the file. The Lesson Plan shows the generic name of <File name> - Your Name; adjust this based on which option you use for your students.
Suggested Timing: Content & Exercise	As noted, suggested timing based on our instructor's experience in teaching the accounting and/or software topics. This is a guide only and can be expanded or condensed based on the length of your course and students' interests. Timing has been provided for the content as well as the exercises. These are based on the average typing speed of 40 wpm; you can adjust these based on the class.

Where applicable, a student file is made available for use. A completed instructor data file is also available for reference. Depending on the courseware, there may also be an Answer Key that consists of screens for reference.

Using the Practice Exam

CCI has developed a practice exam that can be used to assess a student's knowledge acquired through the class, as well as working through any of the exercises assigned. This is a paper-based test that can be printed and distributed to students.

The questions have been written in the same content flow as the CCI courseware. However, the questions are set up with automatic numbering so that you can customize the test as required, e.g., remove headings for lessons, move questions around, etc.

The Answer Key is incorporated into the paper test and will be displayed when you use the Show/Hide feature in Microsoft Word. To print a copy of this Answer Key, be sure to set the Hidden Text option in the View tab of the Tools, Options menu.

The image shows two pages of a practice exam. Page 1 is the title page, and page 2 contains 13 test questions. Both pages are titled "QuickBooks Premier 2016 - Level 1" and "Practice Exam".

Page 1: Practice Exam

The following pages contain questions to help review the knowledge and skills acquired at the completion of the above-noted course.
The length of the exam is 2 hours.

Name: _____
Date: _____
Instructor: _____
Final Mark: _____

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Page 2: Test Questions

- QuickBooks is an integrated accounting program that can be used by small to medium-sized businesses.
 True False
- If a business has separate departments, you may want to set up separate Assets, Revenue and Expense accounts for each department.
 True False
- Any time you purchase items now with payment coming later, this type of invoice is considered a payable in accounting terms.
 True False
- Sales receipts and sales orders are the same transaction type.
 True False
- QuickBooks automatically opens
 - A new company
 - A backup file
 - The last company file used.
 - The sample company
- Customer records are not required for sales transactions on invoices.
 True False
- Even if you do not use pay cheques, you should print paystubs to provide employees with information they would find on a pay cheque voucher.
 True False
- To access help for a feature in QuickBooks, you need to call Intuit to get the name of a QuickBooks Professional Advisor.
 True False
- Before running the Verify Data function, you should do a backup of the data to a different location than originally used.
 True False
- List the four sections that are found on icon bar:

- You can turn off the requirement for account numbers to uniquely identify each account or the account type.
 True False
- In general, a shortcut menu can appear when you :
 - Left click in a window
 - Select Ctrl + A on the keyboard
 - Right-click on a field.
 - Left click on an icon
- Assets and Liabilities are part of which report:

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