

ACCT 133 - Spreadsheet Accounting - Online Section
 Spring, 2012: Schmidt
 Schedule of Activities: Class Number 22496
 (Tentative Schedule -- Subject to Change)

Complete ALL STEPS of On-line Orientation, submit electronic information form, and e-mail me when all orientation steps are complete.

Wk #	Week Of	Description of Activities	Page References
1 Week of	Jan 9	Online Orientation / Purchase books - Email me BY WEDNESDAY, January 11 Class Exercise: Quick: Lesson 1 - Basic User Skills: Quick: Lesson 2 - Math: Formulas, Formats, and Functions	(QB = Quickbook; All Others Applications Book) Handouts (H/0) QB Pgs. 63-80 QB Pgs. 81-93
2 Week of	Jan 16	Monday Holiday - Dr. MLK Day Lesson 3 - Expanding and Enhancing your Model and Lesson 4 - Top Ten	QB Pgs. 94 - 106 QB Pgs. 107-119
3 Week of	Jan 23	Class Demo on Charts: Lesson 5: Charts: (Start Section 1 if you finish early) Section 1 Pre-programmed Prob., Section 2 Worksheet Ticker, Section 3 Chart Tickler	QB Pgs. 120-130 Pg. 4-11 :Pg. 12-14: Pg. 14-17
4 Week of	Jan 30	Finish Section Problems 1,2,3 : Start Problem P1 (PTRANS) All Parts Start Problem P3 E-mail Appointment time for next week quiz NO LATER THAN Feb. 1	Pgs. 26-29 Pgs. 35 - 39
5 Week of	Feb 6	Quiz 1: Work on P3 Finish Problem P3: - (P2WORK) - All Parts	All Work Due Pgs. 35-39
6 Week of	Feb 13	Prob. P4: (FMERCH) - All Parts Start Problem P5 (BANKREC): All Parts	Pgs. 40-44 Pgs. 45-49
7 Week of	Feb 20	Holiday - President's Day Finish Prob. P5: Problem P6 (AGING): All Parts	Pgs. 50 -53
8 Week of	Feb 27	Problem P10 (PR) : All Parts E-mail appointment time for next week's midterm NO LATER THAN March 1	Pgs. 66-70
9 Week of	Mar 5	Mid Term Part I - Mid Term Part II:	All Work Due
10 Week of	Mar 12	Model Building Handout READ : Model Building Checklist: Prob, M1-Trial Balance Start Prob. M2 (All requirements)	Handout/Pg. 154-155 Pg. 156
11 Week of	Mar 19	Finish Problem M2 - Financial Statements M3 - Cash Receipts Journal - All Requirements	Pg. 156 Pg. 157
12 Week of	Mar 26	Problem M4 - Short Term Investments - All Requirements Problem M15 - Vertical Analysis - All requirements: Email appointment time for quiz #2 NO LATER THAN MARCH 28.	Pg. 158 Pg. 169
13 Week of	April 2	Spring Break - Rest, relax, recharge	
14 Week of	April 9	Finish up any open M problems. Quiz #2:	All Work Due
15 Week of	April 16	Instructor Problem 1 - Sorting Databases Start Instructor Problem 2 (Loan Payments)	Handout Handout
16 Week of	April 23	Finish Instructor Problem 2 - Loan Payments: Problem 3 - Loan Amortization	Handout Handout
17 Week of	April 30	Instructor Problem 4 - Internet Research/Retirement Portfolio Finis Instructor Problem 4	Handout
18 Week of	May 7	Instructor Problem 5 - Other Excel Functions Catch Up Time - Review for Final - Prepare Final folder for submission Email appointment time for final NO LATER THAN May 9	Handout
19 Week of	May 14	Final Exam Week	