

Using the QuickBooks 2018 – Level 2 Teacher Resources

CCI is pleased to provide teacher resources to complement our QuickBooks Accounting courseware. These resources are additional tools you can use to further explore topics and assist students in building their knowledge and skills to successfully work with a computerized accounting program.

What's Included?

In addition to this document, the CCI Teacher Resources package includes the following items:

- Lesson Notes
- Lesson Slide Shows
- Student Data Files
- Completed Files
- Capstone Project Solution File
- End of Course Practice Test
- End of Course Final Exam
- Answers Keys

Using the Lesson Notes

The Lesson Notes are developed based on our subject matter experts' experiences as teachers and on their knowledge of general office requirements and accounting fundamentals. The Lesson Notes are intended to help you prepare for each lesson. They include tips about what to point out to the students, pitfalls to avoid, and hints about how to discuss the topics presented.

Using the Lesson Slide Shows

The Lesson Slide Shows follow the general layout of each lesson and highlight key points. They also present alternative graphics for presenting accounting concepts.

Using the Student Data Files

The 1768-Student-Files folder is included with your Teacher Resources to put all course content at your fingertips. This folder provides the data files necessary for performing the hands-on exercises.

Within the 1768-Student-Files folder, you will find a folder for each lesson, and within each of these, a *StarterFiles*, *PTS*, and *MyProjects* folder. The *StarterFiles* folder contains the data files students are directed to open for the lesson and course project exercises. The *PTS* folder contains the data file students are directed to open for the Practice the Skill exercise. The *MyProjects* folder will be empty.

Students can download the student data files from our web site or you can make them available to students using your local network.

Note that the file in the *PTS* folder is a copy of the solution file for the lesson exercises. (This fact is not advertised to students.) This ensures that students can begin the Practice the Skill exercise with a "clean slate" regardless of how well they performed the lesson exercises.

Using the Completed Files

The completed (solution) files provided with the Teacher Resources show how each lesson exercise data file should appear after the exercise steps have been performed correctly. These files are organized by lesson.

- Completed files for the lesson exercises and for the Course Project exercises are denoted by a "B" at the end of the file name.
- Completed files for the lesson exercises AND the Practice the Skill exercise are denoted by a "C" at the end of the file name.

You can compare these properly-completed files to those that students have completed to determine how successful they were in performing the exercise steps.

Working with the Capstone Project (Appendix A)

The Capstone Project is an additional project (appearing in Appendix A in the course book) that students can use to practice and apply their skills. The exercise requires students to evaluate what is being asked and to apply their skills to produce the required results. The Capstone Project does not include step-by-step instructions and the skills are not grouped by lesson. For this reason, the Capstone Project should be assigned only upon completion of the course.

A starter file for the Capstone Project is included with the student data files. A Capstone Project solution file is included in the Completed Files folder for your reference.

Using the End of Course Practice Test

CCI has developed a knowledge-based, pen-and-paper Practice Test that can be printed and distributed to students.

The questions appear in random order and do not follow the content flow of the CCI courseware. The Practice Test is provided in a Word document so that you can customize the test as desired, move questions around, add additional questions, insert headings, etc. An Answer Key is also included.

Using the End of Course Final Exam

CCI has also developed a Final Exam for the course. The Final Exam is a "hands-on" test that can be used to assess a student's ability to follow directions and complete the required entries or complete tasks without the benefit of step-by-step instructions. Each exam item is assigned a point value based on the complexity of the item.

A starter file for the Final Exam is included with the student data files; however, the exam itself is included only in the Teacher Resources. A Final Exam solution file is included in the Completed Files folder. You should review the students' completed data files and verify that each item was completed. A grading key is included to assist in this process.

The availability of the Practice Test and Final Exam gives you the flexibility to provide the most appropriate assessment tool for your students.

Using the Answer Keys

Answer keys are provided for each lesson's Quiz Questions and Activities.