

## Using the Teacher Resources

CCI is pleased to provide teacher resources to complement our Sage 50 Accounting courseware. These resources are additional tools you can use to further explore the topics and assist students in building their knowledge and skills to successfully work with a computerized accounting program.

### What's Included?

The CCI Teacher Resources package includes these items:

- Lesson Notes for each lesson
- Student data files
- Completed data files
- Lesson Plan with suggested timings
- Case Scenario
- Project Exercise
- Practice Test
- Final Exam
- Answers to Review Questions
- Sample Syllabus

### Using the Lesson Notes

The Lesson Notes are developed based on our subject matter experts' experience as teachers and their knowledge of general office requirements and accounting fundamentals. These notes are intended to help teachers prepare for upcoming lessons. They include tips on what to point out to the class, pitfalls to watch out for, and hints on how to approach and present topics.

### Using the Student Data Files

The Student data files folder is included with your Teacher Resources in order to put all course content at your fingertips. Students can download the student data files from our web site or you can "push" them out to students using your local network.

### Working with the Completed Data Files

The data files provided with the Teacher Resources are the completed versions of the exercises presented in the CCI courseware. These files are useful because they show how the file should appear when all steps are completed as directed in the exercise. You can use them to:

- serve as example of what the "finished product" should look like
- compare to files students produce after performing the exercise steps
- function as backup files (in cases where several lesson exercises have been performed but a file became corrupted before all the lesson exercises were completed)

## Using the Lesson Plan

A Lesson Plan has been provided to help you structure your course. The lesson plan displays the following information:

<b>Page #</b>	Page on which the topic is treated
<b>Topic</b>	Title of the topic, or subtopic
<b>Lesson Title</b>	Lesson name
<b>Ex</b>	Number of exercises provided for the topic
<b>Opening File</b>	Name of the file the student is asked to open. Includes the text, "Create new" when a new file is to be created.
<b>Saved File</b>	Name of the file the student is asked to save.
<b>Suggested Timing Content &amp; Exercise</b>	Suggested timings are included for both content review and performance of each exercise. Our timings are based on our teachers' experience in teaching the topics, and on the average typing speed of 40 wpm; however, timings may be expanded or condensed based on the length of your course and students' interests and abilities.

Lesson Plan – Sage 50 Premium Accounting 2017 Level 2 (1666)

Page	Topic	Lesson Title	Ex	Data Files		Suggested Timing	
				Opening File	Saved File	Content	Exercise
		Introduction - Instructor, Students & Expectations					10
<b>About This Courseware</b>							
		Introduction to the Course					15
ii		Working With the Data Files					
iii		Table of Contents					
viii		Course Objectives					
ix		Course Design					
x		Conventions and Graphics					
<b>Lesson 1 - Setting Up Data Files and Customizing Settings</b>							
1		Lesson Objectives					5
		Creating a New Company					90
1		Creating a New Company		Create New	Woodsman - Your Name		
4		Using the Setup Wizard	1	Woodsman - Your Name	Woodsman - Your Name		
10		Setting up the General Ledger	1	Woodsman - Your Name	Woodsman - Your Name		
14		Reviewing the Linked Accounts	1	Woodsman - Your Name	Woodsman - Your Name		
15		Reviewing Tax Codes	1	Woodsman - Your Name	Woodsman - Your Name		
18		Entering Opening Balances	1	Woodsman - Your Name	Woodsman - Your Name		
21		Entering Suppliers and Purchases History	1	Woodsman - Your Name	Woodsman - Your Name		
24		Entering Customers and Sales History	1	Woodsman - Your Name	Woodsman - Your Name		
25		Entering Inventory and Services History	1	Woodsman - Your Name	Woodsman - Your Name		
28		Entering Employees and Payroll History	1	Woodsman - Your Name	Woodsman - Your Name		
30		Finish Entering Historical Data	1	Woodsman - Your Name	Woodsman - Your Name		
31		Customizing Sage 50 Accounting	3	Woodsman - Your Name	Woodsman - Your Name		
		Summary & Review					15
36		Lesson Summary					
36		Review Questions					

## Working with the Case Scenario

The Case Scenario is a skills reinforcement exercise that includes step-by-step instructions for accomplishing specific tasks. Skills are grouped by lesson, and can be assigned at the completion of each lesson or at the completion of the course. Completed files for the case scenario are included for reference.

## Working with the Project Exercise

The Project Exercise is an additional project 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 as applicable in order to produce the required results. This exercise does not include step-by-step instructions, and the skills are not grouped by lesson. For this reason, the Project Exercise should be assigned only on completion of the course.

Where applicable, a student file is made available for use. A completed teacher data file is also available for reference.

## Using the Practice Test and Final Exam

CCI has developed a knowledge-based pen and paper practice test that can be printed and distributed to students.

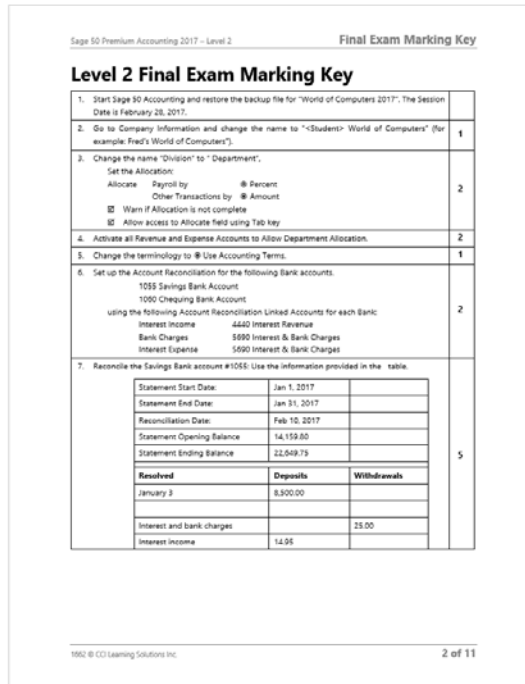
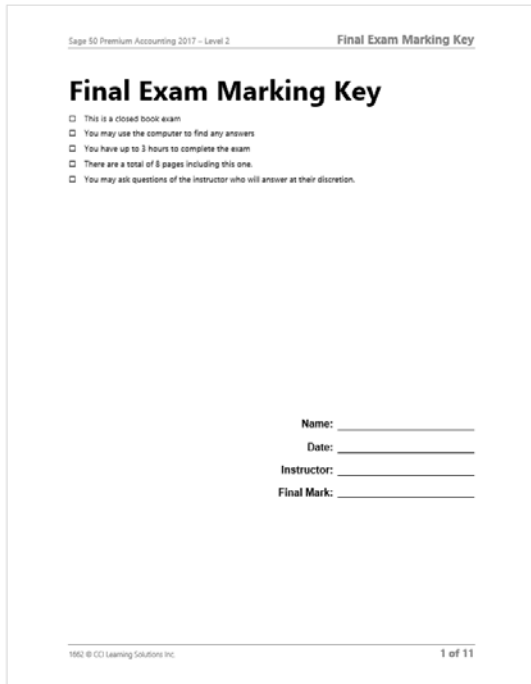
The questions are in a random order and do not follow the content flow of the CCI courseware. However, the questions are set up with automatic numbering so that you can customize the test as desired, move questions around, add additional questions, insert Headings, etc.

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 select the **Print hidden text** option in the **Display** tab of the Word Options dialog box.

<p>Sage 50 Premium Accounting 2017 - Level 2 <span style="float: right;">Practice Test</span></p> <h3>Practice Test</h3> <p>The following pages contain questions to help review the knowledge and skills acquired at the completion of the Sage 50 Premium Accounting 2017 Level 2 course.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each question is worth one mark.</li> <li><input type="checkbox"/> The length of the exam is 1.5 hours.</li> </ul> <table border="1" style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 50%; text-align: right;">Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: right;">Date:</td> <td></td> </tr> <tr> <td style="text-align: right;">Teacher:</td> <td></td> </tr> <tr> <td style="text-align: right;">Final Mark:</td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 20px;">1666 © CCI Learning Solutions Inc. <span style="float: right;">1 of 9</span></p>	Name:		Date:		Teacher:		Final Mark:		<p>Sage 50 Premium Accounting 2017 - Level 2 <span style="float: right;">Practice Test</span></p> <h3>Test Questions</h3> <ol style="list-style-type: none"> <li>1. When you start a new company, you have a choice between starting from scratch and using a template. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>2. The linking in the General module determines which account will be used for posting the end of year profit or loss during the year end procedure. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>3. What is the term used for the only owner of a company.</li> <li>4. If the Bank is overdrawn would it show as a Debit or a Credit balance?</li> <li>5. A liability account is needed in the Chart of Accounts to record purchases made on a credit card. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>6. What should be the first action done when the bank statement is received.</li> <li>7. What is the opposite to Deposits?</li> <li>8. Budgets can be set for every account in the Chart of Accounts. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>9. When a user has not been granted full rights in the system, the Home window is changed to reflect these reduced rights. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>10. What feature is used to isolate the costs, and revenues for a defined area of the business?</li> <li>11. A cheque for the release of vacation pay can be processed in a payroll cheque run. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>12. When introducing new types of income or deductions in payroll, it is important to consider any tax implications and set them up correctly in the system. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>13. Should taxes be deducted when someone request a short term payroll loan?</li> <li>14. Which form is used to remit all employees taxes to the Government?</li> <li>15. Selling prices in foreign currency should have an allowance for exchange rate fluctuations built into them. <input type="checkbox"/> True <input type="checkbox"/> False</li> <li>16. If you do business outside of the country, you may need to account for... on merchandise that you import.</li> </ol> <p style="font-size: small; margin-top: 20px;">1666 © CCI Learning Solutions Inc. <span style="float: right;">2 of 9</span></p>
Name:									
Date:									
Teacher:									
Final Mark:									

CCI has also developed a practical exam that can be used to assess a student's ability to take a direction from paper and complete the required entries or follow instructions without detailed direction. This "final exam" is intended to replicate an office situation where various bookkeeping and accounting items flow across the desk and must be entered into the company's Sage 50 Accounting data file.

The exam consists of a set of written instructions providing 50 items for the students to enter into the data file provided. Additionally, the Final Exam Marking Key assigns points for each question based on complexity.



Supplying both types of tests gives you the choice of which best suits your purposes.