

CLASS NUMBER AND NAME:	<b>AC185—PROFESSIONAL CERTIFICATION PREPARATION</b>
TOTAL CLOCK HOURS:	25 Hours/1 Unit
PREREQUISITE:	AC160D – Fundamentals of Accounting ID
TEXT AND MATERIALS:	<i>Mastering Inventory</i> , Philip Meyer, AIPB, 2007 <i>Mastering Internal Controls and Fraud Prevention</i> , ACFE, AIPB, 2007
CLASS DESCRIPTION:	This class utilizes practice tests for preparation for the Certified Bookkeeper designation. AIPB, American Institute of Professional Bookkeepers, testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in Accounting Fundamentals in order to pass the CB certification tests.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice tests to prepare for the certification tests.
REQUIREMENTS:	Students are required to maintain a minimum of 80 percent attendance and complete tests on a regular basis. After the practice tests are completed at the 95 percent accuracy level and the student has a thorough understanding of the exam objectives, the student will be qualified to take the four CB exams for certification.
TESTING:	The final for this class will be the CB certification test administered by the Prometric testing site and two workbook exams.
GRADING POLICIES:	Grades will be based on completing all assignments on the class schedule on time.
FINAL GRADE:	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.  No Incomplete grades will be issued for this course.
ANTICIPATED LEARNING OUTCOMES:	Upon completing this class, the student will: <ol style="list-style-type: none"><li>1. Have practiced accounting concepts utilizing textbook tests to review the concepts learned in the accounting fundamentals classes.</li><li>2. Utilize Excel software and AIPB textbooks to complete the practice quizzes with 95 percent accuracy or better before attempting and obtaining certification.</li><li>3. Complete the two Prometric tests and the two AIPB workbook exams with 75 percent accuracy.</li></ol>

## Professional Certification Preparation-AC185

5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1	Mastering Adjusting Entries	Read Chapters 1-8 Quiz 1 & 2 in Each Section	
	Week 2		Mastering Correction of Accounting Errors	Read Chapter 1-5 Quiz 1 & 2 in Each Section	
Week 2	Week 3	Week 2	Mastering Payroll	Read Chapters 1-10 Quiz 1 & 2 in Each Section	
Week 3	Week 4		Mastering Depreciation	Read Chapters 1-8 Quiz 1 & 2 in Each Section	
Week 4	Week 5	Week 3	Mastering Inventory	Read Chapters 1-7 Quiz 1 & 2 in Each Section	
Week 5	Week 6		Mastering Internal Controls and Fraud Prevention	Read Chapters 1-5 Appendix A & B Quiz 1 & 2 in Each Section	

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.