

CLASS NUMBER AND NAME:	CMN240B—SAGE 50 II
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT PER SECTION
PREREQUISITES:	CMN240A—Sage 50 I
TEXTS AND MATERIALS:	<i>Computer Accounting with Sage 50 2016, 19th Edition, Carol Yacht; McGraw-Hill: New York, New York. (ISBN 978-1-259-18392-8)</i> Jump Drive
CLASS DESCRIPTION:	Transactions dealing with accounts payable and accounts receivable for a merchandising business are entered. Payroll entries, account reconciliations, and customizing forms are also addressed.
COURSE OBJECTIVES:	To learn the operation and maintenance of the Sage 50 accounting program by completing accounting activities in the Sage 50 program using sample companies.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing chapter work and performing everyday accounting and maintenance functions using Sage 50 software. An instructor will be available for direction and questions.
METHODS OF INSTRUCTION:	As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assignments.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
CLASS ATTENDANCE:	It is expected that each student will be in class when class begins. Roll will be taken at the beginning of class.
TESTING:	There will be a final exam at the end of the class.

LATE WORK OR TESTING:

There will be a 10 % penalty for all late work and tests. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

CHEATING:

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

CHALLENGE TEST:

To challenge out of a class, a student must pass a test with a score of 90% or greater. The student can take the challenge test on Tuesday in the first week of a new module. The exam will be scheduled in the afternoon after school hours.

GRADING POLICIES:

The final grade will be based on the following percentages:

Assignments	75%
Final	25%

The final grade will be determined by the following:

90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
Below	60	F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

- 1) Create a new company and maintain ledgers
- 2) Record transactions in various journals.
- 3) Maintain vendor and customer information.
- 4) Review time and billing process
- 5) Journalize Payroll
- 6) Customize forms

CMN240B Sage 50 II Schedule

Any late assignments and testing turned in after Thursday of the 6th week of the module may be reduced by 10%. For each chapter: read the chapter information and perform the computer steps. Complete and submit the assignments and multiple choice plus true and false quizzes listed below to CMN240B@empirecollege.com. Send the assignments as XPS files as an attachment in an email. **Your subject line must include your name and the assignment number. In the body of the email, include your instructor's name, the room, and the class period.** Record the date you submit the files and your grade on the log.

Week	Chapter	Assignment	Submit Date	Grade
Week 1	Chapter 8 Time and Billing	Complete Chapter 8 and submit the Time Ticket Register on page 246. Submit the M/C and T/F on page 247.		
	Chapter 16 Customizing Forms	Complete Chapter 16 and submit the Balance Sheet from page 638, Step 14 Submit the M/C and T/F on page 639		
Week 2	Chapter 12 Vendors & Purchases	Complete Chapter 12 and submit the General Ledger Trial Balance on page 455. Submit the M/C and T/F on page 457. Complete the exercises and submit the General Ledger Trial Balance from Exercise 12-2, page 467, step 6.		
Week 3	Chapter 13 Customers & Sales	Complete Chapter 13 and submit the General Ledger Trial Balance on page 510. Submit the M/C and T/F on page 512. Complete the exercises and submit the General Ledger Trial Balance from Exercise 13-2, page 515, step 4.		
Week 4	Chapter 14 Inventory & Services	Complete Chapter 14 and submit the General Ledger Trial Balance on page 538. Submit the M/C and T/F on page 540. Complete the exercises and submit the General Ledger Trial Balance from Exercise 14-2, page 546, step 6.		
Week 5	Chapter 15 Employees, Payroll, Account Reconciliation	Complete Chapter 15 and submit the Statement of Cash Flow on page 585. Submit the M/C and T/F on page 586. Complete the exercises and submit the Statement of Cash Flow from Exercise 15-2, page 593, step 12.		
Week 6	Application Final	PROJECT 2 – Highland Sports Pg. 597. Submit the Income Statement and Balance Sheet from page 612, Step 4.		
		Final Exam		