

CLASS NUMBER AND NAME:	CMN240A—SAGE 50 I
TOTAL HOURS/UNITS:	24 Hours—1 Unit
PREREQUISITES:	ACN160D-Fundamentals of Accounting ID
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:	Students are introduced to computerized accounting using a name brand accounting program. An overview is presented on the various accounting functions performed by the program including the recording of customers, vendors, and employee transactions.
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 testing. 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 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 service business
- 2) Maintain chart of accounts
- 3) Record cash account transactions
- 4) Perform account reconciliations
- 5) Complete quarterly activities
- 6) Print financial statements.

CMN240A Sage 50 I 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 CMN240A@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.

(Check with instructor to make sure your beginning balances are correct)

Week	Chapter	Description	Submit Date	Grade
Week 1	Chapter 1 Introduction	Complete Chapter 1 and submit the Employee List on page 46. Submit the M/C and T/F quiz on page 49 using the link listed. Complete the exercises and submit the Employee List from Exercise 1-2, page 51, step 3.		
	Chapter 2 Vendors	Complete Chapter 2 and submit the Vendor List on page 87, step 3. Submit the M/C and T/F on page 88. Complete the exercises and submit the Vendor list from Exercise 2-2, page 90, step 7.		
Week 2	Chapter 3 Customers	Complete Chapter 3 and submit the Credit Memo on page 126. Submit the M/C and T/F on page 127. Complete the exercises and submit the Customer Ledgers from Exercise 3-2, page 129, step 3.		
	Chapter 4 Employees	Complete Chapter 4 and submit Carter's check on page 148. Submit the M/C and T/F on page 150. Complete the exercises and submit the Payroll Check Register from Exercise 4-2, page 151, step 4.		
Week 3	Chapter 5 GL, Inventory, Internal Controls	Complete Chapter 5 and submit the Find Transactions Report on page 186. Submit the M/C and T/F on page 187. Complete the exercises and submit the General Ledger Trial Balance from Exercise 5-2, page 188, step 4.		
	Chapter 6 Job Cost	Complete Chapter 6; submit the Job Profitability Report on page 200, step 3. Submit the M/C and T/F on page 200. Complete the exercises and submit the Excel Job Profitability Report from Exercise 6-2, page 202, step 1.		
Week 4	Chapter 7 Financial Statements	Complete Chapter 7 and submit the Statement of Changes in Financial Position on page 222. Submit the M/C and T/F on page 226. Complete the exercises 7-1, pg. 226, and 7-2, pg. 227, in Word and submit the answers.		
	Chapter 9 New Co Setup	Complete Chapter 9 and submit the Balance Sheet on page 288. Submit the M/C and T/F on page 295. Complete the exercises and submit the Balance Sheet from Exercise 9-2, page 301, step 4.		
Week 5	Chapter 10 Maintaining Acct. Records	Complete Chapter 10 and submit the Income Statement on page 328. Submit the M/C and T/F on page 331. Complete the exercises and submit the Balance Sheet from Exercise 10-2, page 335, step 10.		
	Chapter 11 Closing	Complete Chapter 11 and submit the post-closing trial balance on page 375. Submit the M/C and T/F on page 376. Complete the exercises and submit the post-closing trial balance from Exercise 11-2, page 383, step 21.		
Week 6	Project 1 Shelley Martin	Complete Project #1 on page 387. Submit the Income Statement and Balance Sheet from page 393, Step 27.		
	Final	Final Test		