

CLASS NUMBER AND NAME: CMN240A—SAGE 50 I

TOTAL HOURS/UNITS: 24 Hours—1 Unit

PREREQUISITES: ACN160D-Fundamentals of Accounting ID

TEXTS AND MATERIALS: *Computer Accounting with Sage 50 2017, Mazza, Chavez; McGraw-Hill: New York, New York. (ISBN 978-1-259-18392-8)*

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 setting up a new company.

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 80% 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) Understand the difference between computerized and manual accounting
- 2) Set Up a Company
- 3) Enter Transactions for a Cash Business
- 4) Book Accounts Receivable and Sales for a Business
- 5) Enter Accounts Payable and Purchases transactions for a Service Business
- 6) Book Cash Payments and Cash Receipts transactions

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 to CMN240A@empirecollege.com. Send the assignments as PDF or 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	Assignments		Submit Date	Grade
1	Chapter 1 Getting Started	<p>Complete Chapter 1 and answer the Checkpoint 1-5 questions on page 28 in a Word document and save for submission.</p> <p>Answer the Content Check questions on page 28 in a Word document and save for submission.</p> <p>Complete Case Problem 1-1A on page 29 and save the answers to the #8 question in a Word document.</p> <p>Submit the Chapter Checkpoint 1-5 answers, the Content Check answers, and the Word document #8 answers from the Case.</p>		
2	Chapter 2 Setting Up a Company	<p>Complete Chapter 2 and save the General Ledger report from page 66, Figure 2-31.</p> <p>Answer the Content Check questions on page 68 in a Word document for submission.</p> <p>Complete Case Problem 2-1A on page 69 and save the Chart of Accounts report from step 5.</p> <p>Submit the Chapter General Ledger report, the Content Check answers, and the Chart of Accounts report.</p>		
3	Chapter 3 Entering Transactions for a Cash Business	<p>Complete Chapter 3 and save the Income Statement Report on page 112, Figure 3-46.</p> <p>Answer the Content Check questions on pages 115 & 116 in a Word document for submission.</p> <p>Complete Case Problem 3-1A on page 117 and save the General Journal report from step 2.</p> <p>Submit the Income Statement report, the Content Check answers and the General Journal report.</p>		

Week 4	Chapter 4 Accounts Receivable and Sales for a Business	<p>Complete Chapter 4 and save the Customer Ledgers report on page 167, Figure 4-41.</p> <p>Answer the Content Check questions on page 169 & 170 in a Word document for submission.</p> <p>Complete Case Problem 4-1A on page 171 and save the Sales Journal report from step 3.</p> <p>Submit the Customer Ledgers report the Content Check answers, and the Sales Journal report.</p>		
Week 5	Chapter 5 Accounts Payable and Purchases for a Service Business	<p>Complete Chapter 5 and save the Vendor Ledgers report on page 204, Figure 5-25.</p> <p>Answer the Content Check questions on page 206 in a Word document for submission.</p> <p>Complete Case Problem 5-1A on page 207 and save the Cash Receipts Journal report from step 4.</p> <p>Submit the Vendor Ledgers report, the Content Check answers, and the Cash Receipts Journal report.</p>		
Week 6	Chapter 6 Cash Payments and Cash Receipts	<p>Complete Chapter 6 and save the Account Reconciliation report on page 261, Figure 6-55.</p> <p>Answer the Content Check questions on page 263 in a Word document for submission. .</p> <p>Complete Case Problem 6-1A on page 265 and save the Cash Disbursements Journal report from step 4.</p> <p>Submit the Account Reconciliation report, the Content Check answers, and the Cash Disbursements Journal report.</p>		
		Final Test – Study the Content Questions and Answers before taking the final exam which is closed book.		