

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 2017, Mazza, Chavez; McGraw-Hill: New York, New York. (ISBN 978-1-259-18392-8)</i> Jump Drive
CLASS DESCRIPTION:	Transactions dealing with inventory and payroll for merchandising business are entered. Job costing for service companies is also addressed plus a comprehensive problem is included.
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) Prepare financial statements.
- 2) Record purchases of inventory.
- 3) Book the sale of inventory.
- 4) Journalize payroll.
- 5) Create financial statements.
- 6) Understand the accounting cycle of a sole proprietorship.

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 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 1	Assignments		Submit Date	Grade
Week 2	<p>Chapter 7 Preparing the Financial Statements</p>	<p>Complete Chapter 7 and save the Balance Sheet report on page 306, Figure 7-34.</p> <p>Answer the Content Check questions on page 310 in a Word document for submission.</p> <p>Complete Case Problem 7-1A on page 311 and save the General Journal report from step 2.</p> <p>Submit the Balance Sheet report, the Content Check answers, and the General Journal report.</p>		
Week 3	<p>Chapter 8 Purchases of Inventory in a Merchandise Business</p>	<p>Complete Chapter 8 and save the Inventory Valuation report on page 345, Figure 8-22.</p> <p>Answer the Content Check questions on page 347 in a Word document for submission.</p> <p>Complete Case Problem 8-1A on page 348 and save the Vendor Ledgers report from step 6.</p> <p>Submit the Inventory Valuation report, the Content Check answers, and the Vendor Ledgers report.</p>		
	<p>Chapter 9 Sales of Inventory in a Merchandise Business</p>	<p>Complete Chapter 9 and save the Cost of Goods Sold Journal report on page 389, Figure 9-30.</p> <p>Answer the Content Check questions on page 391 in a Word document for submission.</p> <p>Complete Case Problem 9-1A on page 393 and save the Customers Ledgers report from step 6.</p> <p>Submit the Cost of Goods Sold Journal report, the Content Check answers, and the Customers Ledgers report.</p>		

Week 4	Chapter 10 Payroll	<p>Complete Chapter 10 and save the Current Earnings report on page 436, Figure 10-25.</p> <p>Answer the Content Check questions on page 438 in a Word document for submission.</p> <p>Complete Case Problem 10-1A on page 439 and save the Employee List report from step 4.</p> <p>Submit the Current Earnings report, the Content Check answers, and the Employee List report.</p>		
Week 5	Chapter 11 Job Costing	<p>Complete Chapter 11 and save the Estimated Job Expenses report on page 474, Figure 11-25.</p> <p>Answer the Content Check questions on page 476 in a Word document for submission.</p> <p>Complete Case Problem 11-1A on page 477 and save the Job Profitability report from step 9.</p> <p>Submit the Estimated Job Expenses report, the Content Check answers, and the Job Profitability report.</p>		
Week 6	Application Final	<p>Complete Comprehensive Problem One. The instructions are located on the Z drive. Complete the transactions for March and April. Save the Income Statement and the Balance Sheet for April.</p> <p>Submit the Income Statement and the Balance Sheet.</p>		
		Final Test – Study the Content Questions and Answers before taking the final exam which is closed book.		