

CLASS NUMBER AND NAME:	<b>CMN250A GREAT PLAINS I</b>
TOTAL HOURS/UNITS:	24 HOURS—1 UNITS
PREREQUISITES:	ACN170A – Fundamentals of Accounting IIA CMN240B – Sage 50 II
TEXTS AND MATERIALS:	<i>Computerized Accounting in the Cloud using Microsoft Dynamics GP 2016, 8<sup>th</sup> edition.</i> (ISBN #978-0-912503-58-5). (This is a two book set: Book 1 – Instructions & Assignments and Book 2 – Reference. Jump Drive – Minimum 2 GB
CLASS DESCRIPTION:	Students are introduced to the Great Plains accounting software. An overview of maintenance and transaction processing is presented. Also addressed is obtaining information including reports.
COURSE OBJECTIVES:	The student will integrate his/her knowledge of accounting procedures with the Microsoft Dynamics accounting software. Each student will keep accounting records accurately and efficiently and provide relevant financial information.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent recording the daily transactions of a business and the reporting of the end of the period results utilizing an accounting software program
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. Role 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 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) Correcting and deleting transactions.
- 2) Inquire about recorded information.
- 3) Review and print financial reports.
- 4) Perform maintenance of accounts.

## CMN250A Great Plains Schedule

There may be a 10% penalty for all late work and testing. For Each Chapter: read the chapter information and perform the computer steps in the Computerized Accounting in the Cloud using Microsoft Dynamics GP 2016 Instructions & Assignments book. Submit XPS files of the scheduled assignments to the grader at [CMN250A@empirecollege.com](mailto:CMN250A@empirecollege.com). **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	Chapter 1	Read Chapter 1 and register with Dynamics Cloud	Submit Date	Grade
Week 2	Chapter 1  Chapter 2	Read chapter 1 to for instructions on how to contact the GP support team; and to register for the class.  Complete Chapter 2 in the Instructions book. Read the questions in Part I at the end of the chapter and submit the answers in a word document as an XPS file to the grader. (See the instructor for help)		
Week 3	Chapter 3	Complete Chapter 3 in the Instructions book. Read the questions in Part I at the end of the chapter and submit the answers in a word document as an XPS file to the grader.		
Week 4	Chapter 4	Complete Chapter 4 in the Instructions book Read the questions in Part I at the end of the chapter and submit the answers in a word document as an XPS file to the grader.  <b>NOTE: Read the instructions for Chapter 5 below before you begin working in the chapter.</b>		
Week 5	Chapter 5	Complete Chapter 5 in the Instructions book. Page 5-22 under Employee ID - #1: The two letters for the school are <b>EC</b> . Submit the following print screens copied to a word document showing your filled-in information to the grader. <b>(See instructor for help)</b> Page 5-6: The Customer Maintenance – Main Window Page 5-9: The Vendor Maintenance – Main Window Page 5-15: The Site Maintenance window Page 5-18: Item Maintenance – Main Window Page 5-24: Employee Maintenance window		
Week 6	Final	Final Test		