

CLASS NUMBER AND NAME:	<b>CMN250B GREAT PLAINS II</b>
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN250A Great Plains I
TEXTS AND MATERIALS:	<i>Computerized Accounting in the Cloud using Microsoft Dynamics GP 2013, 7<sup>th</sup> edition.</i> (ISBN #978-0-912503-50-9). (This is a two book set: Book 1 – Instructions & Assignments and Book 2 – Reference. Jump Drive – Minimum 2 GB
CLASS DESCRIPTION:	Transactions dealing with the expenditures cycle and revenue cycle activities are entered. Adjustments and year-end closing procedures are addressed plus internal controls are analyzed.
COURSE OBJECTIVES:	To reinforce the operation and maintenance of the Microsoft Dynamics GP accounting program by completing accounting activities in the software using sample companies.
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) Record a variety of transactions
- 2) Adjust inventory information
- 3) Prepare a bank reconciliation
- 4) Perform closing entries

## CMN250B 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 2013 Instructions & Assignments book. Submit XPS files of the scheduled assignments to the grader at [CMN250B@empirecollege.com](mailto:CMN250B@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 6	Read Problem 6-1 on page 6-13 and then complete Chapter 6 in the instructions book. Complete, print, and submit Problem 6-1, 2, & 3 as XPS documents to the grader.	Submit Date	Grade
Week 2	Chapter 7	Read Problem 7-1 on page 7-15 and then complete Chapter 7 in the instructions book. Complete, print, and submit: Prob. 7-1, 2, 3, 4		
Week 3	Chapter 8	Complete Chapter 8 in the Instructions book starting on page 8-63.  COMPLETE OPTION C ONLY		
Week 4	Chapter 8	Submit only the end of the period Balance Sheet, Statement of Income and Retained Earnings from page 8-82 in the instructions book.  Complete, print, and submit: Ques. 8-1, 2, & 3 from page 8-89 of the instructions book.		
Week 5	Chapter 9	Read Chapter 9  Complete, print, and submit: Ques. 9-1, 2, 3, 4, 5, & 6 from the instructions book.		
Week 6	Final	Final Test		