**DIVISION OF APPLIED SCIENCE AND MANAGEMENT**

**ACCT300**

**3 Credit Course**

**Winter, 2020**



**COURSE OUTLINE**

**ACCT300**

**COMPUTER APPLICATIONS IN ACCOUNTING**

3 **CREDITS**

PREPARED BY: Jennifer Moorlag, Instructor

DATE: December 17, 2019

APPROVED BY: Stephen Mooney, Interim Dean

DATE: Click or tap to enter a date

APPROVED BY ACADEMIC COUNCIL: April 17, 2019

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date





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Version 1.2 revised and approved by Academic Council: April 17, 2019

Academic Council, Governance Office

Academic Council MyYC: Policies, Procedures and Forms

**APPLIED SCIENCE AND MANAGEMENT DIVISION**

**ACCT300 3 Credit Course**

**Winter, 2020**

**COMPUTER APPLICATIONS IN ACCOUNTING**

**INSTRUCTOR: Jennifer Moorlag OFFICE HOURS:** Tues: 1-2:30pm

W/F noon-1pm

**OFFICE LOCATION: A2412 CLASSROOM:** A2408

**E-MAIL: jmoorlag@yukoncollege.yk.ca TIME: 8:30am – 10:00am**

**TELEPHONE: 867-668-8756 DATES:** Monday/Wednesday

Friday - lab

**COURSE DESCRIPTION**

Building on the foundational concepts introduced in ACCT101 and ACCT102, this course will introduce students to the practical application of accounting theory using Sage 50, an industry standard, integrated computerized accounting system. Students will become proficient in establishing company records, maintaining daily transactions using the general ledger, accounts payable, accounts receivable, inventory, and payroll features, as well as creating financial statements.

**PREREQUISITES**

Completion of ACCT 101 and ACCT 102.

**RELATED COURSE REQUIREMENTS**

None

**EQUIVALENCY OR TRANSFERABILITY**

This course is new, and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of Business and Leadership.

**LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to accomplish the following in Sage 50:

1. Set up and operate an integrated accounting program for a business
2. Record daily business transactions
3. Prepare financial statements
4. Reconcile accounts
5. Set up employees and record payroll transactions
6. Set up and record inventory-related transactions
7. Work collaboratively to solve accounting problems with computerized accounting software

**COURSE FORMAT:**

Course content will be engaged in an applied manner in the computer lab. The instructor will introduce students to pertinent course material and software features at the beginning of class, with the majority of class time afterwards reserved for completion of chapter assignments.

Friday classes will be non-teaching lab classes.

**ASSESSMENTS**

**Assignments**

Students will be required to hand in weekly chapter assignments that assess their working knowledge of the different applications within Sage 50. There will also be a major project, that will require students to take on a leadership role bridging accounting theory within the different accounting modules explored in the course.

**Tests**

Students will be required to complete weekly quizzes on previous weeks’ content. Quizzes will be completed at the beginning of class, and can be completed collaboratively.

There is a final exam in the course, which will be a take home assignment and is to be completed individually.

**EVALUATION**

|  |  |
| --- | --- |
| Weekly Assignments | 50% |
| Major Project | 20% |
| Quizzes | 10% |
| Final (Take-Home) Exam | 20% |
| Total | 100% |

**REQUIRED TEXTBOOKS AND MATERIALS**

*Using Sage 50, 2017 Version Plus Student DVD.* M. Purbhoo, Pearson Education Canada 20178. ISBN-978-0-13-468632-5.

Software: Windows7 or newer. Current web browser required. Sage will not download to a MAC.

**ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

**PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

**YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

**ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student’s responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

**TOPIC OUTLINE (subject to change)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Topic | Chapter | Hand-in | Date |
| 1 & 2 | Introduction to computerized accounting systems  Review of key accounting concepts | 1 + 2 |  | Friday, January 17 |
| 3 | General Journal entries | 3 |  | Friday, January 24 |
| 4 | General Ledger setup | 4 |  | Friday, January 31 |
| 5 | Accounts Payable | 5 |  | Friday, February 7 |
| 6 | Accounts Receivable | 6 |  | Friday, February 14 |
| 7 | Receivable and Payable Setup | 7 |  | THURSDAY, February 20 |
| 8 | Payroll Journal | 8 |  | Friday, February 28 |
| 9 | Payroll Ledger Setup | 9 |  | Friday, March 6 |
|  | **Withdrawal Date (last day to withdraw)** |  |  | **Friday, March 6** |
| 10 | Inventory | 10 |  | Friday, March 13 |
|  | **READING WEEK (March 16 – 20, 2020)** |  | NO CLASSES |  |
| 11 | Orders, Quotes and Deposits | 11 |  | Friday, March 27 |
| 12 | Currencies, Remittances and Accountant’s Copy | 12 |  | Friday, April 3 |
| 13 | Comprehensive Practice – Major Project | 17 |  | Working week to April 9 |
| 14 | Comprehensive Practice continued – Major Project | 17 | DUE APRIL 16 | Working week to April 16 |
| 15 | Take-home Exam – working lab class |  |  | APRIL 22 (9am-noon) |
|  | Take-home Final Exam DUE |  | DUE APRIL 27 | DUE APRIL 27 |