

 Yukon University	School of Business and Leadership
	ACCT 130 - Practical Accounting Applications
	Term: Winter 2026 (202502) Number of Credits: 3
Course Outline	

Instructor: Dr. Gritt Hoffmann

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Time: Monday and Wednesday, 09:00 – 10:20 am

Format: Face-to-Face

Office Hours: By appointment

Dates: January 7 – April 15, 2026

COURSE DESCRIPTION

This course builds on the foundational accounting knowledge gained in ACCT120 and ACCT125. In this hands-on, application-focused course, students will further develop their accounting skills by engaging with real-world scenarios and practical exercises. The course will provide students with a deeper understanding of how to apply accounting principles in day-to-day office administration tasks and organizational financial management. Through a combination of case studies, practical exercises, and collaborative projects, students will gain the confidence to apply accounting techniques in real office settings, ensuring that they are prepared for a range of accounting responsibilities in the workplace.

COURSE REQUIREMENTS

Prerequisite(s): ACCT120 and ACCT125

LEARNING OUTCOMES

Upon successful completion of the course, students will have the following skills:

- apply accounting concepts and principles to real-world office scenarios.
- use accounting software and Microsoft Excel effectively to process financial data, create reports, and conduct data analysis.
- prepare, analyze, and interpret financial statements for organizational decision-making.
- manage payroll, accounts payable and accounts receivable tasks with accuracy and efficiency using both accounting and spreadsheet software.
- conduct financial reconciliations and resolve discrepancies in financial records.
- practice ethical responsibilities and regulatory requirements in accounting practices.

COURSE FORMAT

Weekly breakdown of instructional hours

Students will attend two 1.5-hour classes per week during the semester.

Delivery format

Face-to-Face.

Professionalism and Engagement

Engagement and professionalism in the classroom are critical to success. Punctuality, regular attendance and full participation are ways that students can demonstrate professionalism and engagement and, therefore, will be graded. Success in this course requires active and professional engagement in class activities and discussions, reflecting thoughtful consideration of course material.

Additionally, the midterm and final exam will be based directly on class lectures, discussions and activities.

If you do miss class(es), please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Students are responsible for reading the text before class as the classes are designed to highlight the content in the text. The instructor will base lectures and activities on the assumption that the students have already reviewed or read the material for that day.

EVALUATION

3 Assignments (15% each)	45%
Mid-Term	25%
Final Exam	30%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for [important dates](#).

TEXTBOOK AND LEARNING MATERIALS

Course resources will be provided to students on the Moodle course site.

Laptops or desktops will be provided in class for student use.

For students using their own computers or laptops, they will require the following:

- Windows-based PC* (desktop or laptop) that is less than five years old
- Webcam (built-in or external), speakers or headphones, and a microphone
- Desktop or laptop computer installed with up-to-date internet browsers and web-conferencing software (Zoom, MS Teams, etc.).
- Current operating system - Windows 11
- Fast, wired broadband internet connection

*Chromebooks are not sufficient, and Mac products are not compatible with the Microsoft-based software used in this program and may put students at a disadvantage to successfully complete the program.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, all students are required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr to complete the core competency requirement.

ACADEMIC INTEGRITY

Students are encouraged to contribute toward a positive and supportive environment and academic dishonesty will not be tolerated.

Please refer to YukonU's [Academic Regulations and Procedures](#) for details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Week Nbr	Dates	Topic	Assignment	Assignment Due Date
1	05. - 11. January 2026	Introduction to the course		
2	12. - 18. January 2026	Excel for Accounting – Financial Functions		
3	19. - 25. January 2026	Excel for Accounting – Pivot Tables and Pivot Charts	A1	25-January-2026
4	26. January - 01. February 2026	Business Travel and Expenses		
5	02. - 08. February 2026	Business Travel and Expenses	A2	08-February-2026
6	09. - 15. February 2026	Internal Controls, Fraud Prevention		
7	16. - 22. February 2026	Petty Cash		
8	23. February - 01. March 2026	Bank Reconciliation		
9	02. - 08. March 2026	Mid-Term	MT	08-March-2026
10	09. - 15. March 2026	Reading Week: No Class		
11	16. - 22. March 2026 March 16 = Reading Week, no class	Payroll		
12	23. - 29. March 2026	Payroll	A3	29-March-2026
13	30. March - 05. April 2026	Final Project		
14	06. - 12. April 2026 April 6 = stat holiday, no class	Final Project	Final	15-April-2026