

**DIVISION of Applied Science and Management**

**ACCT 300**

**Computer Applications in Accounting**

**3 Credit Course**

**Winter, 2021**

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## **COURSE OUTLINE**

**ACCT 300**

**Computer Applications in Accounting**

**3 CREDITS**

PREPARED BY: Jennifer Moorlag, Instructor

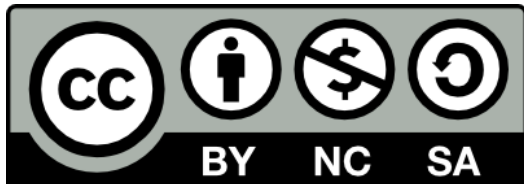
DATE: October 30, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: November 11, 2020

APPROVED BY SENATE: April 17, 2019

RENEWED BY SENATE: Click or tap to enter a date



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## **COMPUTER APPLICATIONS IN ACCOUNTING**

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<b>INSTRUCTOR:</b> Jennifer Moorlag	<b>OFFICE HOURS:</b> Monday, noon - 1:30pm Tuesday, 11:30 - 1:00pm
<b>OFFICE LOCATION:</b> Ayamdigut	<b>CLASSROOM:</b> N/A (online via Zoom)
<b>E-MAIL:</b> jmoorlag@yukonu.ca	<b>TIME: M/W/F</b> 9am-10am (Mon Mandatory)
<b>TELEPHONE:</b> 867.668.8756	<b>DATES:</b> January 4 - April 13 (Exam due Apr 16)

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### **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, or permission from the School of Business and Leadership

### **RELATED COURSE REQUIREMENTS**

Course is offered wholly online. PC computer with SAGE 50 (student version) software is required. Instructions for installing SAGE 50 will be provided.

### **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**

This is a hands-on, practical course. The instructor will introduce students to pertinent course material and software features at the beginning of the week, with the majority of rest of the week reserved for completion of chapter assignments.

Wednesday and Friday classes will be non-teaching, class check-ins.

### **ASSESSMENTS:**

#### Assignments

Students will be required to hand in weekly chapter assignments that assess their working knowledge of the different components of 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 as indicated in the topic outline. Quizzes will be completed online 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:**

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

### **REQUIRED TEXTBOOKS AND MATERIAL**

*Using Sage 50 Accounting 2020 Version Plus companion website, 5/E* M. Purbhoo, Pearson Education Canada. ISBN-13: 978-0-136746522.

Software: Windows 7 or newer. Current web browser required. **Sage 50 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 University.

## **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, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should

contact the Learning Assistance Centre (LAC): [lac@yukonu.ca](mailto:lac@yukonu.ca).

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**TOPIC OUTLINE (subject to change)**

Week	Topic	Chapter	Hand-in	Date
1	Introduction to computerized accounting systems Review of key accounting concepts (SAGE 50 loaded onto your home computer)	1	All hand-in assignments are the text chapters.	Friday, January 8
2	General Journal entries	3		Friday, January 15
3	General Ledger setup	4		Friday, January 22
4	Accounts Payable	5		Friday, January 29
5	Accounts Receivable	6		Friday, February 5
6	Receivable and Payable Setup	7		Friday, February, 12
7	Payroll Journal	8		Friday, February 19
	<b>READING WEEK (February 22 - 26, 2021)</b>		<b>NO CLASSES</b>	
8	Payroll Ledger Setup	9		Friday, March 5
	<b>Withdrawal Date (last day to withdraw)</b>			<b>Friday, March 5</b>
9	Inventory	10		Friday, March 12
10	Orders, Quotes and Deposits	11		Friday, March 29
11	Reconciliation & Deposits	15		Friday, March 26
12	Comprehensive Practice - Major Project	17		Working week to April 2
	Good Friday (University Services Closed)			April 2
	Easter Monday (University Services Closed)			April 5
	Comprehensive Practice continued - Major Project	17	DUE APRIL 9	Working week to April 9
14	Take-home Exam			Working week to April 16
	Take-home Final Exam DUE		DUE APRIL 16	DUE APRIL 16