



COURSE OUTLINE

BUS 203

COMPUTER APPLICATIONS IN ACCOUNTING

**45 HOURS
3 CREDITS**

PREPARED BY: Philip Mullin

DATE: December 21, 2016

APPROVED BY: Margaret Dumkee

DATE:

APPROVED BY ACADEMIC COUNCIL



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COMPUTER APPLICATIONS IN ACCOUNTING

| | | | |
|-------------------------|----------------------------|----------------------|---------------------------------|
| INSTRUCTOR: | Philip Mullin | OFFICE HOURS: | T/W/Th 12-1pm |
| OFFICE LOCATION: | A2431 | CLASSROOM: | A2702 |
| E-MAIL: | pmullin@yukoncollege.yk.ca | TIME: | M 1:00-2:30 T/TH 10:30-12:00 |
| TELEPHONE: | (867) 668-8758 | DATES: | Mon, Tues, Thurs |

COURSE DESCRIPTION

Through hands-on experience with Sage 50 and Sage 300 ERP, students will develop a working knowledge of computerized accounting, using the most common modules from both pieces of software.

PREREQUISITES

ACCT 101 and ACCT 102

RELATED COURSE REQUIREMENTS

The nature of the software used does not allow for installation onto a PC. All coursework needs to be completed in a Yukon College computer lab.

EQUIVALENCY OR TRANSFERABILITY

TRU ACCT 2280 (3)
TRU OL ACCT 2281 (3)

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. Discuss accounting software using common terminologies
2. Prepare a simple set of books using computerized accounting software
3. Use the software to provide business information

COURSE FORMAT:

Course content will be introduced in a practical way, with the instructor leading students through the chapters. Students will then demonstrate their ability to use the software through chapter assignments.

During class, course content will be presented through lectures, sample problems, class discussions, following sample companies and other appropriate methods. The student is expected to come to class having read the chapters assigned and with a flash drive. Lesson contents will be revised and assignments will be prepared in class as time permits. Students will participate in class discussions.

ASSESSMENTS

Attendance & Participation

Regular student attendance and participation are essential. Because the material covered in class is cumulative, missing classes will put students at a disadvantage. Classes will be conducted on the assumption that the assigned material *has been read and studied*. Major concepts will be discussed, and time will be spent on hands-on application.

If you must miss class(es), please let the instructor know (in advance, if possible), by sending an email directly to the instructor. Upon returning to class after any absence, you are responsible for checking with the instructor for work or handouts missed during your absence(s).

Assignments

All required readings, chapter exercises, and problems are listed in the Bus 203 Syllabus. Completion of the self-study material is *extremely* important for mastering the subject matter of the course. Students will be responsible for correcting their own work and ensuring that the problems are understood.

All assignments must be in ***on the date listed in the syllabus*** - if due dates changes, the instructor will notify you in class.

Assignments must be submitted in a file folder. Please make sure your name is on the folder. Every effort will be made to return the assignments before the next assignment is due.

Tests

There will be one test in this course. The test will be approximately 1h 30 minutes in length and draw on Simply Accounting material covered.

If you miss a test, there will be a 10% per day penalty applied, beginning immediately after class. No one is allowed to write a test once they have been handed back to the class, and as I tend to turn them around quickly, you will have only a short time to come and see me to arrange a make-up time.

EVALUATION

| | | |
|---------------------|-----|------|
| Sage 50 | | |
| Chapter assignments | 70% | |
| Final project | 30% | |
| | | 50% |
| Sage 300 ERP | | |
| Chapter completion | 70% | |
| Review Questions | 30% | |
| | | 50% |
| Total | | 100% |

REQUIRED TEXTBOOKS AND MATERIALS

Sage 50

Walton, E. (2012) *Simply Accounting for Beginners Version 2012*. Simcoe, ON.

4GB or larger USB drive

Sage 300 ERP

Heaney, C. (2016) *Using Sage 300 ERP 2014*. Toronto, ON: Pearson Education.
ISBN 978-0-13-406397-3

File folders, binder for printouts

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca/downloads/Yukon_College_2016-17_Academic_Calendar_and_Regulations.pdf

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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.

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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

Proposed Syllabus – Winter 2016

Sage 50

| Date | Text Chapters | Topics | Practice Assignments | Graded Assignments |
|-----------------------------|--|---|--|--|
| Week One Jan 4 – 6 | Course Outline Chapter 1 Chapter 2 | Orientation Getting Started Introduction | | |
| Week Two Jan 9 – 13 | Chapter 3 Chapter 4 Chapter 5 | Creating Data Files General Ledger – Introduction & Set up General Ledger – Modifications | Ch 4 - Mini Putt Ch 5 - Mini Putt | Ch 4 - Fruit Loops Ch 5 - Fruit Loops |
| Week Three Jan 16 – 20 | Chapter 6 Chapter 7 Chapter 8 Chapter 9 | General Journal and Shortcuts Session Dates Sales Taxes Accounts Receivable – Setup | Ch 6 - Mini Putt No print outs No print outs Ch 9 - Mini Putt | Ch 6 - Fruit Loops No print outs No print outs Ch 9 - Fruit Loops |
| Week Four Jan 23 – 27 | Chapter 10 Chapter 11 Chapter 12 | Accounts Receivable – Routine Entries Accounts Payable – Setup Accounts Payable – Routine Entries | Ch 10 - Mini Putt Ch 11 - Mini Putt Ch 12 - Mini Putt | Ch 10 - Fruit Loops Ch 11 - Fruit Loops Ch 12 - Fruit Loops |
| Week Five Jan 30 – Feb 3 | Chapter 13 Chapter 14 Chapter 15 | Reports Payroll - Setup Payroll – Routine Entries | Ch 13 - Mini Putt No print outs Ch 15 - Mini Putt | Ch 13 - Fruit Loops No print outs Ch 15 - Fruit Loops |
| Week Six Feb 6 – 10 | Chapter 16 Chapter 18 Chapter 19 | Payroll – Additional Features Bank Reconciliation - Setup Bank Reconciliations | Ch 16 - Mini Putt Ch 18 - Mini Putt Ch 19 - Mini Putt | Ch 16 - Fruit Loops Ch 18 - Fruit Loops Ch 19 - Fruit Loops |
| Week Seven Feb 13 – 17 | Major Project | Submit Part 1 by Thursday at 4pm | | Major Project Part 1 & 2 |

Sage 300 ERP

| Date | Text Chapters | Notes |
|----------------------------|---|---|
| Week One Feb 27 – Mar 3 | Orientation/Company creation Lessons 1 | |
| Week Two Mar 6 – 10 | Lessons 2 – 4 | |
| Week Three Mar 13 – 17 | Lessons 5 – 8 | End of Part One (General Ledger) All students should be ready to start Part Two next week |
| Week Four Mar 20 – 24 | Lessons 9 – 10 | |
| Week Five Mar 27 – 31 | Lessons 11 – 13 | |
| Week Six Apr 3 – 7 | Lessons 14, 16 - 17 | Lesson 15 is end of Part Two; completed at end of course |
| Week Seven Apr 10 – 13 | Lessons 18 – 21 | |
| Week Eight Apr 18 – 21 | Lessons 15, 22 | All work must be submitted by April 21 at 4pm. |