YukonCollege

COURSE OUTLINE

BUS 203

COMPUTER APPLICATIONS IN ACCOUNTING

45 HOURS
3 CREDITS

PREPARED BY: Philip Mullin, Instructor   DATE: December, 2017

APPROVED BY: Margaret Dumkee, Dean   DATE: December, 2017

APPROVED BY ACADEMIC COUNCIL

COMPUTER APPLICATIONS IN ACCOUNTING

INSTRUCTOR:	Philip Mullin	**OFFICE HOURS:**	T/Th 12-3pm
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 competed 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 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 are no tests in BUS 203, but there will be a 2-part project completed at the end of the Sage 50 portion of the course. Details about the project will be provided on the BUS 203 course page.

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. (2014) Simply Accounting for Beginners Version 2014. 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 2018

Sage 50

Date	Text Chapters	Topics	Practice Assignments	Graded Assignments
Week One Jan 3 – 5	Course Outline Chapter 1 Chapter 2	Orientation Getting Started Introduction		
Week Two Jan 8 – 12	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 15 – 19	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 22 – 26	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 29 – Feb 2	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 5 – 9	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 12 – 16	Major Project	Submit Part 1 by Thursday at 4pm		Major Project Part 1 & 2

Sage 300 ERP

Date	Text Chapters	Notes
Week One Feb 26 – Mar 2	Orientation/Company creation Lessons 1	
Week Two Mar 5 – 9	Lessons 2 – 4	
Week Three Mar 12 – 16	Lessons 5 – 8	End of Part One (General Ledger) All students should be ready to start Part Two next week
Week Four Mar 19 – 23	Lessons 9 – 10	
Week Five Mar 26 – 30	Lessons 11 – 13	
Week Six Apr 2 – 6	Lessons 14, 16 - 17	Lesson 15 is end of Part Two; completed at end of course
Week Seven Apr 9 – 13	Lessons 18 – 21	
Week Eight Apr 16 – 20	Lessons 15, 22	All work must be submitted by April 20 at 4pm.