YukonCollege

COURSE OUTLINE

BUS 203

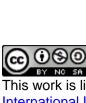**Computer Applications in Accounting**

45 HOURS
3 CREDITS

PREPARED BY: Isabelle Frechette   DATE: December 8, 2015

APPROVED BY: Margaret Dumkee   DATE: January 5, 2016

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)

BUS 203 – COMPUTER APPLICATIONS IN ACCOUNTING

INSTRUCTOR: Isabelle Frechette

OFFICE LOCATION: C1420

E-MAIL: ifrechette@yukoncollege.yk.ca

TELEPHONE: 668-8792 (for messages)

OFFICE HOURS: By appointment

CLASSROOM: A2702

TIME: 3 – 4 :30

DATES: Mondays and Wednesdays

COURSE DESCRIPTION

Through hands-on experience with Simply Accounting and AccPac, students will develop a working knowledge of computerized accounting, develop criteria to use in evaluating microcomputer accounting software, and gain an understanding of the controls necessary in managing the flow of accounting data.

PREREQUISITES

Acct 101 and Acct 102

RELATED COURSE REQUIREMENTS

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. Understand and discuss accounting software
2. Understand selection criteria and evaluation methodology
   Prepare a simple set of books using computerized accounting software
3. Use the software to provide business information

COURSE FORMAT:

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

Assignments	70%
Participation	10%
Simply Exam	20%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

<u>Simply Accounting</u>
Simply Accounting for Beginners, 2012 Version
Elizabeth Walton

<u>Sage 300</u>
Using Sage 300 ERP 2014
Christine A. Heaney

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_Academic_Regulations_and_Procedures_-_August_2013_final_v1.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

Class	Date	Topic	Chapter(s)	Assignments
1	January 11	**Simply Accounting:** Intro & Tour – **VIA PANOPTO**	1,2,3	
2	January 13	G/L Intro	4	Fruit Loops Due Jan 15 @ noon
3	January 18	General Ledger - Modifications	5	Fruit Loops Due Jan 20th
4	January 20	General Journal & Shortcuts	6	Fruit Loops Due Jan 22 @ noon
Lab	January 21	Lab time – 6:00 – 6:30 pm		
5	January 25	Session Dates, Sales Tax	7, 8	Fruit Loops Due Jan 26
6	January 27	Accounts Receivable	9, 10	Fruit Loops Due Jan 29 @ noon
Lab	January 28	Lab time – 6:00 – 7:00 pm		
7	February 1	Accounts Payable	11, 12	Fruit Loops Due Feb 2
Lab	February 2	Lab time – 6:00 – 7:00 pm		
8	February 3	Reports	13	Fruit Loops Due Feb 5 @ noon
9	February 8	Payroll	14	Fruit Loops Due Feb 9
Lab	February 9	Lab time – 6:00 – 6:30 pm		
10	February 10	Payroll	15	Fruit Loops Due Feb 12 @ noon
11	February 15	Payroll	16	Fruit Loops Due Feb 16
12	February 17	Projects	17	Fruit Loops Due Feb 19 @ noon
Lab	February 18	Lab time – 6:00 – 6:30 pm		
	February 22	No Class – Reading Week		
	February 24	No Class – Reading Week		
13	February 29	Bank Reconciliation	18, 19	Fruit Loops Due March 1
Lab	March 1	Lab time – 6:00 – 6:30 pm		
14	March 2	Inventory	20	Fruit Loops Due March 4 @ noon
Lab	March 3	Lab time – 6:00 – 6:30 pm		

15	March 7	Simply EXAM		
16	March 9	**SAGE 300:** Intro, System Manager, G/L Setup	Lesson 1 & 2	Review Questions (RQ)
17	March 14	Chart of accounts, Opening balances	Lesson 3 & 4	RQ
18	March 16	Budget Sets, Daily Transactions	Lesson 5 & 6	RQ
19	March 21	Displaying account transactions, Periodic Processing,	Lesson 7 & 8	RQ
20	March 23	G/L subledger Services, Bank services and Tax Services	Lesson 9	RQ
	March 28	No Class - Easter		
21	March 30	A/P Set-up and vendor Maintenance	Lesson 10 & 11	RQ
22	April 4	Opening Balances and Current year transactions, Adjustments	Lesson 12 & 13	RQ
23	April 6	Payment entry, A/P periodic processing	Lesson 14 & 15	RQ
24	April 11	A/R set-up, customer maintenance	Lesson 16 & 17	RQ
25	April 13	Opening Balances and Current year transactions, Adjustments	Lesson 18 & 19	RQ
26	April 18	Receipt Processing	Lesson 20	RQ
27	April 20	Periodic batch processing, Periodic processing	Lesson 21 & 22	RQ