

Division of Applied Science and Management  
MICR 230  
1.5 Credits  
Winter 2014



**COURSE OUTLINE**

**MICR 230**

**SAGE 50**

**35 HOURS  
1.5 CREDITS**

PREPARED BY:

*Philip Mullin*  
Philip Mullin, Instructor

DATE: Dec. 18, 2014

APPROVED BY:

*Margaret Dumkee*  
Margaret Dumkee, Dean

DATE: Dec 17, 2014

**YUKON COLLEGE**

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Course Outline prepared by Philip Mullin, December 2014.

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**Division of Applied Science and Management**  
**MICR 230**  
**1.5 Credits**  
**Winter 2014**

**SAGE 50 (MICR 230)**

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**INSTRUCTOR:** Philip Mullin  
**OFFICE HOURS:** By appointment  
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**DAYS & TIMES:** January 5–February 16  
Days and times vary, consult the syllabus

**COURSE ROOM NUMBER** A2702

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**Prerequisite:** CL 100; ACCT120

**COURSE DESCRIPTION**

This 35 hour course provides an introduction to the concepts of computerized accounting using Sage 50 2014. In this course, you will gain a working knowledge of Simply's most frequently used software modules—General Ledger, Accounts Receivable, Accounts Payable, and Payroll modules.

Students get an opportunity to apply manual accounting concepts and practices to computerized accounting. The course content includes establishing company records and converting files from a manual accounting system to an automated accounting system, recording and posting daily transactions, preparing financial statements, performing periodic processes, and producing reports.

**LEARNING OUTCOMES**

Upon completion of this course, students will be able to:

1. Communicate knowledge of accounting software.
2. Transfer manual accounting knowledge and skills to a computerized environment.
3. Use accounting software to produce finished documents in accordance with business standards in a timely, efficient manner.
4. Critique and edit own work for correctness of content and format, professional appearance, and creativity.
5. Use the General Ledger, Accounts Receivable, Accounts Payable, and Payroll modules of Sage 50 to create and maintain a company's financial records.

**DELIVERY METHODS/FORMAT**

The course content is presented in a lab format, with emphasis on hands-on learning. All sessions will take place in the lab.

There are 30 hours of scheduled class time, with the remaining 5 hours allocated to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

In addition to the 35 hours of class time, students are expected to spend extra lab time working on assignments in order to master the required skills.

The assignments for each chapter are practical, hands-on assignments that are designed to reinforce the concepts and procedures learned in that chapter. A major project will be assigned and will be completed in two parts, setup for each of the four modules—General Ledger, Accounts Receivable, Accounts Payable, and Payroll—and transaction processing using all four modules.

**COURSE REQUIREMENTS/EVALUATION:****ATTENDANCE AND PARTICIPATION:**

Regular attendance and participation are essential. Because the material covered in class is cumulative, missing classes will put you at a disadvantage.

*If you do miss a class*, please let the instructor know (in advance if possible), and the instructor will tell you how to make up for the missed class. Upon returning to class, you are responsible for checking with the instructor to get work or handouts missed during their absence(s).

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

**ASSIGNMENTS**

At the end of specific chapters, a hand-in project will be assigned.

The major project will be completed in **two** sections. The first section must be handed in immediately upon completion. This section must be marked prior to commencing Part 2.

There is no final exam in this course. Final grades will be determined as follows:

Chapter Assignments .....	70%
Major Project .....	30%
Final Grade .....	100%

**GUIDELINES FOR ASSIGNMENTS AND MAJOR PROJECT**

All assignments must be submitted according to the following guidelines:

1. The student's initials must follow the company name for the chapter assignments and the major project.
2. **All** specified printouts must be submitted with the assignment. Omission of printouts will be considered a major error, and marks will be deducted accordingly.
3. All printouts must be presented in the **correct order** and submitted in a file folder.
4. Errors should be corrected and included in the next assignment.
5. A **complete paper trail for the corrections** must be submitted along with the printouts of the chapter assignment. Omission of correction printouts will be considered a major error.

**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.

## MARKING SCHEME FOR ASSIGNMENTS

Marks will be deducted on assignments and the project for the following errors:

- Typing/spelling errors
- Failure to follow instructions
- Incomplete printouts
- Missing printouts
- Improper correction procedures
- Incorrect journal entry
- An error within an otherwise correct journal entry
- Errors not corrected from the previous assignment (if applicable)

## GRADES ON TRANSCRIPT

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90–100

B = 80–89

C = 70–79

D = 65–69

Note:

F = under 65 Fail

## TEXT AND MATERIALS

- *Simply Accounting for Beginners Version 2012*, by Elizabeth Walton.
- 4GB or larger flash drive

## CHALLENGING THE FINAL EXAM

If you feel you already know the material to be covered in MICR 230, you should speak to your instructor about challenging the final exam. You may challenge the exam ONCE. The exam must be taken on or before **January 22, 2015**. The college course challenge fee will apply

If you challenge the final exam, you will receive a CC on your transcript. The **passing standard is 80%**. If you do not meet the passing standard, you are required to complete the whole course in the usual manner.

## FINAL POINT FOR WITHDRAWAL

You may formally withdraw from the course prior to **February 6, 2015**. Failure to complete the course from that point will result in an "F" on your transcript.

**In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.**

**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](mailto:lassist@yukoncollege.yk.ca).

## Syllabus

Date	Text Chapters	Topics	Practice Assignments	Hand-in Assignments
Week One	Course Outline Chapter 1 Chapter 2 Chapter 3 Chapter 4	Orientation Getting Started Introduction Creating Data Files General Ledger – Introduction & Set up	Ch 4 - Assignment 1	Chapter 4 - Assignment 2
Week Two	Chapter 5 Chapter 6 Chapter 7 Chapter 8	General Ledger – Modifications General Journal and Shortcuts Session Dates Sales Taxes	Ch 5 - Assignment 1 Ch 6 - Assignment 1 No print outs No print outs	Chapter 5 - Assignment 2 Chapter 6 - Assignment 2 No print outs No print outs
Week Three	Chapter 9 Chapter 10	Accounts Receivable – Setup Accounts Receivable – Routine Entries	Ch 9 - Assignment 1 Ch 10 - Assignment 1	Chapter 9 - Assignment 2 Chapter 10 - Assignment 2
Week Four	Chapter 11 Chapter 12 Chapter 13	Accounts Payable – Setup Accounts Payable – Routine Entries Reports	Ch 11 - Assignment 1 Ch 12 - Assignment 1 Ch 13 - Assignment 1	Chapter 11 - Assignment 2 Chapter 12 - Assignment 2 Chapter 13 - Assignment 2
Week Five	Chapter 14 Chapter 15 Chapter 16	Payroll – Setup Payroll – Routine Entries Payroll – Additional Features	No print outs Ch 15 - Assignment 1 Ch 16 - Assignment 1	No print outs Chapter 15 - Assignment 2 Chapter 16 - Assignment 2
Week Six	Chapter 18 Chapter 19	Bank Reconciliation - Setup Bank Reconciliations	Ch 18 - Assignment 1 Ch 19 - Assignment 1	Chapter 18 - Assignment 2 Chapter 19 - Assignment 2
Week Seven & Eight	Major Project			Major Project Part 1 & 2