



COURSE OUTLINE

MICR 230

SAGE 50

**35 HOURS
1.5 CREDITS**

PREPARED BY: Philip Mullin

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APPROVED BY: Margaret Dumkee

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DIVISION OF APPLIED SCIENCE AND MANAGEMENT
MICR 230
1.5 Credit Course
Winter, 2016

SAGE 50

INSTRUCTOR:	Philip Mullin	OFFICE HOURS:	T/W/Th 12-1pm
OFFICE LOCATION:	A2431	CLASSROOM:	A2702
E-MAIL:	pmullin@yukoncollege.yk.ca	TIME:	M/T/Th/ Consult schedule
TELEPHONE:	668-8758	DATES:	Jan. 5 – Feb. 17

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 Sage 50'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.

PREREQUISITES

CL 100 & ACCT 120 with better than 70%

EQUIVALENCY OR TRANSFERABILITY

MICR 230 & 231 → BUS 203

LEARNING OUTCOMES

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

- Communicate knowledge of accounting software
- Transfer manual accounting knowledge and skills to a computerized environment
- Produce finished documents in accordance with business standards
- Use the General Ledger, Accounts Receivable, Accounts Payable, and Payroll modules of Sage 50 to create and maintain a company's financial records

COURSE 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 31.5 hours of scheduled class time, with extra time as needed allotted to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

The assignments for each chapter are practical, hands-on assignments that are designed to reinforce the concepts and procedures learned in that chapter.

ASSESSMENTS

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great many concepts and principles must be understood.

If you do miss a class, please let the instructor know, and the instructor can then tell you how to make up for the missed class(es). While absent students are expected to check the course syllabus and Moodle page to keep up with missed work.

Assignments

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

A major project will be completed in **two** parts. 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:

EVALUATION

Assignments	70%
Final Project	30%
Total	100%

Other

All assignments must be submitted according to the following guidelines:

- The student's initials must follow the company name for the chapter assignments and the major project.
- **All** specified printouts must be submitted with the assignment. Omission of printouts will be considered a major error, and marks will be deducted accordingly.
- All printouts must be presented in the **correct order** and submitted in a file folder.
- Errors should be corrected and included in the next assignment.
- 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

REQUIRED TEXTBOOKS AND MATERIALS

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

4GB or larger USB drive

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.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. The last day that a student may formally withdraw from MICR 230 without academic penalty is **Friday, February 3, 2017**. Failure to complete the course from that date will result in an "F" indicating failure 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.

TOPIC OUTLINE (subject to revision)

Date	Text Chapters	Topics	Practice Assignments	Graded Assignments
Week One	Course Outline Chapter 1 Chapter 2	Orientation Getting Started Introduction		
Week Two	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	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	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	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	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	Major Project	Submit Part 1 by Thursday at 4pm		Major Project Part 1 & 2