Division of Applied Science and Management
MICR 231
1.5 Credits
Winter 2014

COURSE OUTLINE

MICR 231

SAGE 300 ERP

35 HOURS
1.5 CREDITS

PREPARED BY: _____ DATE: Dec. 18, 2014
Philip Mullin, Instructor

APPROVED BY: _____ DATE: Dec. 18, 2014
Margaret Dumkee, Dean

YUKON COLLEGE
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Course Outline prepared by Philip Mullin, December 2014.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

Division of Applied Science and Management
MICR 231
1.5 Credits
Winter 2014

SAGE 300 ERP (MICR 231)

INSTRUCTOR:	Philip Mullin
OFFICE HOURS:	By appointment
OFFICE LOCATION:	A2431
TELEPHONE: **FAX:**	668-8758 456-8634
EMAIL:	pmullin@yukoncollege.yk.ca
DAYS & TIMES:	February 17–April 22 Days and times vary, consult the syllabus
COURSE ROOM NUMBER	A2702

Prerequisite: CL 100; ACCT 120

COURSE DESCRIPTION:

This 35 hour, 1.5-credit course is an introduction to the concepts of computerized accounting using SAGE 300 ERP. In this course, you will gain a working knowledge of SAGE 300's most frequently used software modules—the General Ledger module, the Bank and Tax Services module, the Accounts Receivable module, and the Accounts Payable module.

The course will provide an opportunity for students to apply manual accounting concepts and practices to computerized accounting. The course content includes establishing company records and converting files from a manual accounting to an automated accounting system; recording and posting of daily transactions; preparation of financial statements; and period-end procedures.

LEARNING OUTCOMES

After completing the course, students will have developed an understanding of the features available in SAGE 300 ERP in order to set up company records, enter and post transactions, prepare financial statements, and apply some period-end procedures.

Upon completion of the course, students will be able to

1. Use the General Ledger module to:

- Create general ledger files and company profile
- Add a Chart of Accounts to the General Ledger files
- Enter source codes
- Enter/edit transaction information in batches
- Post transaction batches and print related reports
- Produce and print financial statements
- Close the General Ledger
- Prepare an opening Income Statement and Balance Sheet for the new year

2. Use the Accounts Payable module to:

- Set up the Accounts Payable module
- Create the Accounts Payable ledger files, and print related reports
- Add/modify vendor account information, and print related reports
- Record outstanding invoices in the A/P module that already exist in the G/L Accounts Payable control account
- Enter regular A/P transactions, and print related reports
- Process, print and reconcile system checks, and print related reports
- Make corrections to vendor accounts and correct posting errors
- Transfer Accounts Payable information to the General Ledger

3. Use the Accounts Receivable module to:

- Set up the Accounts Receivable module
- Create the Accounts Receivable ledger files, and print related reports
- Add/modify customer account information, and print related reports
- Record outstanding invoices in the A/R module that already exist in the G/L Accounts Receivable control account
- Enter regular A/R transactions, and print related reports
- Record and post payments
- Record and post adjustments
- Print customer statements
- Transfer Accounts Receivable information to the General Ledger

DELIVERY FORMAT

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

There are 35 hours of scheduled class time, with an expectation that additional time will be spent during the daily 3:00 p.m. to 4:00 p.m. self-directed study period to complete all course requirements.

COURSE REQUIREMENTS

Attendance

Regular student attendance is essential. There is a large amount of work to complete and missing classes will mean significant extra time must be spent outside of class time to catch up. Furthermore, assistance may not be available outside of class time.

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. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Assignments

The chapter work is considered the assignment for this course and is graded on a completion basis. If all steps of the chapter are completed and all required printouts are submitted, then full marks will be awarded.

Chapter review questions should be typed on a separate page clearly identifying the chapter number and with the original question included with the answers. Print and submit the chapter review questions along with the completed chapter work.

Each chapter will be marked out of 10. Eight marks for the chapter work and two marks for the completed review questions.

GUIDELINES FOR CHAPTER WORK

All chapter work and must be submitted according to the following guidelines:

1 The student's name must appear in the company name for the chapter work.
2 **All** printouts must be submitted. Omission of printouts will be considered a major error.
3 All printouts must be **presented in the <u>correct order</u>** (first to last) and be submitted in a file folder.

Evaluations

A final grade for the course will be determined on the following basis:

Chapter work	80 %
Chapter review questions	20 %
Total	100 %

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
F = under 65 Fail

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.

TEXT AND MATERIALS

1. Using Sage 300 ERP 2012 Heaney: Pearson Canada, Toronto, 2014.
2. A binder, with dividers, in which to store your printed chapter work. These printouts must be filed in correct order.
3. A file folder in which to submit assignments for grading, pens, pencils, and loose-leaf paper.

FINAL POINT FOR WITHDRAWAL

The last day that a student may formally withdraw from the course without academic penalty is **Thursday, April 2, 2015**. Failure to complete the course from this point 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, clearing 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.

PROPOSED SYLLABUS – WINTER 2014

Date	Text Chapters	Notes
February 17	Orientation/Company creation	
Week One February 23 – 27	Lessons 1 – 2	
Week Two March 2 – 6	Lessons 3 – 5	
Week Three March 9 – 13	Lessons 6 – 8	End of Part One (General Ledger) All students should be ready to start Part Two after reading break
Week Four March 23 – 27	Lessons 9 – 10	
Week Five March 30 – April 2	Lessons 11 – 13	
Week Six April 7 – 10	Lessons 14 – 16	
Week Seven April 13 – 17	Lessons 17 – 20	
Week Eight April 20 – 24	Lessons 21 – 22	