



**COURSE OUTLINE**

**MICR 231**

**SAGE 300 ERP**

**35 HOURS  
1.5 CREDITS**

**PREPARED BY:** Philip Mullin

**DATE:** February 23, 2016

**APPROVED BY:** Margaret Dumkee

**DATE:** February 23, 2016



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DIVISION OF APPLIED SCIENCE AND MANAGEMENT  
MICR 231  
1.5 Credit Course  
Winter, 2015

**SAGE 300 ERP**

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<b>INSTRUCTOR:</b>	Philip Mullin	<b>OFFICE HOURS:</b>	By Appointment
<b>OFFICE LOCATION:</b>	A2431	<b>CLASSROOM:</b>	A2408
<b>E-MAIL:</b>	pmullin@yukoncollege.yk.ca	<b>TIME:</b>	M/T/Th/ Consult schedule
<b>TELEPHONE:</b>	668-8758	<b>DATES:</b>	Feb. 29 – Apr. 20

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**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.

Students get an opportunity to apply manual accounting concepts and practices to computerized accounting. The course content includes establishing company records and preparing the modules for use, recording and posting daily transactions, 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
- Prepare the G/L, A/R, A/P modules for use
- Record/edit transactions individually or in batches
- Produce relevant reports

## **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 35 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 course is graded on a completion basis.

## **ASSESSMENTS**

### **Attendance & Participation**

Regular student attendance and participation are essential. The instructor will lead the class through the required work. Missing a class means students must spend their own time to catch up before the next scheduled class.

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**

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. Seven marks for the chapter work and three 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 correct order** (first to last) and be submitted in a file folder.

### EVALUATION

Chapter work	70%
Chapter review questions	30%
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

### REQUIRED TEXTBOOKS AND MATERIALS

*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\\_Academic\\_Regulations\\_and\\_Procedures\\_-\\_August\\_2013\\_final\\_v1.pdf](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](http://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](mailto:lassist@yukoncollege.yk.ca).

## **FINAL POINT FOR WITHDRAWAL**

Students may officially withdraw from a course or program without academic penalty until two thirds of the course contact hours have been completed. The last day that a student may formally withdraw from MICR 231 without academic penalty is **Tuesday, April 5, 2016**. 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)**

<b>Date</b>	<b>Text Chapters</b>	<b>Notes</b>
Week One Feb 29 – Mar 4	Orientation/Company creation Lessons 1	
Week Two March 7 – 11	Lessons 2 – 4	
Week Three March 14 – 18	Lessons 5 – 8	End of Part One (General Ledger) All students should be ready to start Part Two next week
Week Four March 21 – 24	Lessons 9 – 10	
Week Five March 28 – April 1	Lessons 11 – 13	
Week Six April 4 – 8	Lessons 14 – 16	Lesson 15 is end of Part Two
Week Seven April 11 – 15	Lessons 17 – 20	
Week Eight April 18 – 22	Lessons 21 – 22	All work must be submitted by April 22 at 4pm.