



School of Business & Leadership
ACCT 300
Computer Applications in Accounting
Term: Winter 2023 (2022-02)
Number of Credits: 3

Course Outline

INSTRUCTOR: Jennifer Moorlag

OFFICE HOURS: Wed & Fri; noon – 1pm optional check-in time;
or by appointment

OFFICE LOCATION: Zoom classroom

CLASSROOM: N/A (online via Zoom)

E-MAIL: jmoorlag@yukonu.ca

TIME: Wed & Fri; noon – 1pm optional check-in time

TELEPHONE: 867.668.8756

DATES: January 4 – April 11, 2023 (Exam due Apr 21)

COURSE DESCRIPTION

Building on the foundational concepts introduced in ACCT101 and ACCT102, this course will introduce students to the practical application of accounting theory using Sage 50, an industry standard, integrated computerized accounting system. Students will become proficient in establishing company records, maintaining daily transactions using the general ledger, accounts payable, accounts receivable, inventory, and payroll features, as well as creating financial statements.

COURSE REQUIREMENTS

Prerequisite(s): Completion of ACCT 101 and ACCT 102, or permission from the School of Business and Leadership

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:
<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

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

1. Set up and operate an integrated accounting program for a business using Sage 50
2. Record daily business transactions
3. Prepare financial statements
4. Reconcile accounts
5. Set up employees and record payroll transactions
6. Set up and record inventory-related transactions
7. Work collaboratively to solve accounting problems with computerized accounting software

COURSE FORMAT

Weekly breakdown of instructional hours

This is a hands-on, practical course. You will have an approx. 1 hour recorded weekly lesson to review at the beginning of each week. Two hours of check-in times will be available during each week (optional). Expect to spend 8-10 hours per week OUTSIDE of online classes/videos and labs. Each chapter has a significant workload.

Delivery format

This course is offered wholly online. **PC computer** with SAGE 50 (educational/student (free) version) software is required. Instructions for installing SAGE 50 will be provided in the textbook with supporting documents on the course Moodle page. SAGE 50 does NOT provide technical support for the educational version of the software. YukonU technical support will be limited. **Sage 50 will not download to a Mac computer.**

This is a hands-on, practical course. The instructor will introduce students to pertinent course material and software features via recorded video at the beginning of the week, with the majority of rest of the week reserved for completion of chapter assignments.

Wednesday and Friday check-ins will be non-teaching, online lab opportunities.

EVALUATION

Assignments	60 %
Quizzes	15 %
Major Project/Take-Home Exam	25 %
Total	100%

Assignments

Students will be required to hand in weekly chapter assignments that assess their working knowledge of the different components of Sage 50.

Tests

Students will be required to complete weekly quizzes as indicated in the topic outline. Quizzes will be completed online and can be completed collaboratively.

There is a final exam in the course, which will be a take-home assignment and is to be completed individually.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. Winter 2023 withdrawal date is: Thursday, March 19, 2023

TEXTBOOKS & LEARNING MATERIALS

Using Sage 50 Accounting 2022, 1st Canadian Edition. M. Purbhoo, Pearson Education Canada. ISBN-13: 9780137866229.

Software: Windows 7 or newer. Current web browser required. **Sage 50 will not download to a Mac computer.**

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations:

access@yukonu.ca.

TOPIC OUTLINE

...see next page

TOPIC OUTLINE – WINTER 2023

(Subject to change) November 2022 v1

Week	Topic	Chapter	Hand-in	Week Ending
1	Getting started! (SAGE 50 loaded onto your computer)			Friday, January 6
2	Introduction to computerized accounting systems Review of key accounting concepts Taxes - GST, HST, PST Begin Chapter 3 - General Journal entries	1 & 2	All hand-in assignments are the text chapters.	Friday, January 13
3	General Journal entries	3		Friday, January 20
4	General Ledger setup	4		Friday, January 27
5	Accounts Payable	5		Friday, February 3
6	Accounts Receivable	6		Friday, February, 10
7	Receivable and Payable Setup	7		Friday, February 17
	READING WEEK (February 20 - 23, 2023; Feb 24 Holiday)		NO CLASSES	
8	Payroll Journal	8		Friday, March 3
9	Payroll Ledger Setup	9		Friday, March 10
	Withdrawal Date (last day to withdraw)			THURSDAY, March 9
10	Payroll Ledger Setup (Continued)	9		Friday, March 17
11	Inventory	10		Friday, March 24
12	Orders, Quotes and Deposits	11		Friday, March 31
13	Reconciliation & Deposits	15		Friday, April 7
	Major Project/Take-Home Exam (Comprehensive Practice)	17	Assigned: April 7	
	Good Friday (University Services Closed)			Friday, April 7
	Easter Monday (University Services Closed)			Monday, April 10
15	Major Project/Take-Home Exam DUE		DUE APRIL 21	FRIDAY, April 21, 2023