



School of Business & Leadership

**ACCT 300**

**Computer Applications in Accounting**

**Term: Winter 2022 (2021-02)**

**Number of Credits: 3**

---

## Course Outline

---

**INSTRUCTOR:** Jennifer Moorlag

**OFFICE LOCATION:** Ayamdigut

**E-MAIL:** jmoorlag@yukonu.ca

**TELEPHONE:** 867.668.8756

**OFFICE HOURS:** Monday, 10-11am; or by appointment

**CLASSROOM:** N/A (online via Zoom)

**TIME: M/W/F** 9am-10am (Monday mandatory check-in;  
W/F optional, online lab classes)

**DATES:** January 5 – April 12, 2022 (Exam due Apr 20)

---

### 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 1 hour of weekly instruction, two additional hours of lab classes (optional). Expect to spend 8-10 hours per week OUTSIDE of online classes and labs. Each chapter has a significant workload.

### **Delivery format**

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.

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

Wednesday and Friday classes will be non-teaching, online lab classes.

## **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 2022 withdrawal date is: Friday, March 11, 2022

## **TEXTBOOKS & LEARNING MATERIALS**

*Using Sage 50 Accounting 2020 Version Plus companion website*, 5/E M. Purbhoo, Pearson Education Canada. ISBN-13: 978-0-136746522.

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

## **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](http://www.yukonu.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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## **TOPIC OUTLINE**

TOPIC OUTLINE (Subject to change) Version November 2021

Week	Topic	Chapter	Hand-in	Week Ending
1	Getting started! (SAGE 50 loaded onto your computer) *Mandatory class: Wednesday, January 5, 2022			Friday, January 7
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 14
3	General Journal entries	3		Friday, January 21
4	General Ledger setup	4		Friday, January 28
5	Accounts Payable	5		Friday, February 4
6	Accounts Receivable	6		Friday, February, 11
7	Receivable and Payable Setup	7		Friday, February 18
	<b>READING WEEK (February 21 - 24, 2022; Feb 25 Holiday)</b>		NO CLASSES	
8	Payroll Journal	8		Friday, March 4
9	Payroll Ledger Setup	9		Friday, March 11
	<b>Withdrawal Date (last day to withdraw)</b>			<b>Friday, March 11</b>
10	Payroll Ledger Setup (Continued)	9		Friday, March 18
11	Inventory	10		Friday, March 25
12	Orders, Quotes and Deposits	11		Friday, April 1
13	Reconciliation & Deposits	15		Friday, April 8
	Major Project/Take-Home Exam (Comprehensive Practice)	17		Friday, April 15
	Good Friday (University Services Closed)			Friday, April 15
	Easter Monday (University Services Closed)			Monday, April 18
15	<b>Major Project/Take-Home Exam DUE</b>		<b>DUE APRIL 20</b>	<b>WEDNESDAY, April 20</b>