Sage 50 Accounting 2015
Curriculum Guide

PURPOSE:

This is a hands-on, practical course designed to introduce the student to the basic functions of Sage 50 Accounting Version 2015. Sage 50 Accounting is one of the most comprehensive and popular computerized accounting programs for small and medium sized business in Canada.

This course is intended for the adult learner who is interested in pursuing employment in any small or medium sized business. The hands-on education approach ensures practical learning for immediate use.

GOALS:

Upon successful completion of this course, the participant will have the knowledge and skills to:

➢ Record and process transactions in the General, Accounts Payable, and Accounts Receivable modules
➢ Display and print relevant reports
➢ Convert from a manual accounting system by setting up a company from scratch in Sage 50 Accounting
➢ Input transactions from source documents
➢ Setup, record and process transactions in the Payroll module
➢ Setup, record and process transactions in the Inventory module
➢ Record various month-end adjusting entries in the General Journal
➢ Close year-end records; record appropriate reversing entries; update inventory accounts
➢ Setup, record and process transactions in the Projects module
➢ Display and print relevant reports
➢ Setup, record and process transactions in the Account Reconciliation Journal

PREREQUISITES:

Students must have completed our *Basic Bookkeeping* course or be able to demonstrate a comprehensive understanding of bookkeeping to the instructor.

RECOMMENDED STUDENT CHARACTERISTICCS:

This course assumes an interest in keeping books with a high standard of accuracy. Students should be willing to work independently and cooperatively, to think and to problem solve.

COURSE DESIGN AND ACTIVITIES:

This course is offered over five weeks, 20 hours per week, with various schedules from Monday to Saturday. All activities will take place in a computer classroom. Occasional homework may be assigned.

Within the five-week time frame this course is largely self-paced as students work through the practices from the textbook. The instructor answer student questions to complement the learning and explain accounting terminology and concepts, and Sage 50 Accounting techniques. The course format is approximately 40% self-guided reading, and 60% hands-on application.

RESOURCES:

The required text for this course is *Learning Sage 50 Accounting, A Modular Approach by Sage using Premium 2015,* by Harvey C. Freedman and Carol Smith,ISBN-13: 978–0–17–670346–2. No data disk is supplied with the textbook. The student start files have been downloaded from the Nelson website and placed on the student's computer.

ASSESSMENT AND EVALUATION:

Student progress and success will be assessed regularly throughout the course. This will be accomplished using assignments that simulate actual accounting activities in each chapter of the textbook and two exams.

The assignments are self-checked for accuracy during the class and each of the assignments is valued as per the attached marking schedule. PDF solutions are available on the colleges Moodle site along with short answer quizzes on each chapter. Students are also given access to **Mark My Exercise**, a program that swiftly marks the chapter and challenge exercises for the textbook.

The first exam will be taken after the student completes chapter 3B and the second at the end of the course.

The final distribution of marks is:
Assignments   80%
Exams   20%

INSTRUCTOR CONTACT INFORMATION

Name:

DCC Telephone:

DCC email: