

Using the Teacher Resources

CCI is pleased to provide teacher resources to complement our Sage 50 Accounting courseware. These resources are additional tools you can use to deliver the topics and assist students in building and applying their knowledge and skill level to successfully work with a computerized accounting program.

Looking at the Content

The CCI Teacher Resources package includes tips and general information that can be used in your discussions with the class, as well as other tools to assist the student obtain and reinforce the skills gained in this course. The CCI Teacher Resources package includes these items:

- Teacher Notes for each Lesson
- Additional Exercises
- Project Exercise
- Practice Test
- Final Exam
- Teacher (or completed) data files
- Lesson plan with suggested timings
- Answers to Review Questions
- Sample Syllabus

To obtain the CCI Accounting Teacher Resources for a specific product, or for further information on this product, please contact CCI Learning Solutions at 1-800-668-1669.

Using the Teacher Notes

The Teacher Notes are developed based on our subject matter experts' experience as teachers and their knowledge of general office requirements and accounting fundamentals. These notes are intended as a teacher's teaching aid and help to prepare for the upcoming lesson. They are provided in a point by point format indicating things to remind the students of, pitfalls to watch out for, hints on how to approach the topic, how to present it and any anecdotes relevant to topics being discussed.

Working with the Teacher Data Files

The data files provided with the Teacher Resources are the completed versions of the exercises provided in the CCI courseware. These files are examples of what and how the file should appear if all steps are completed as directed in the exercise. These files are provided to you for reference purposes only to cover situations such as:

- Occasionally a student may ask how to complete an exercise and you may want to use the files provided in the Teacher Resources for further explanation.
- You may want to check that the files submitted by students (as appropriate) are similar to the ones provided. These are intended as a demonstration of one method to complete the task; marks can be allocated per your teaching curriculum.

- In some cases these backup files for each lesson can be used if you need to replace a data file that was corrupted or lost between lessons (these can be restored to the student’s workstation).

Using the Lesson Plan

A Lesson Plan has been provided to use as reference in structuring your course. The lesson plan displays the following information:

Page #	The page the topic is located.
Lesson Title	The lesson name.
Lesson Topic	Title of the topic, or subtopic.
Ex	Number of exercises provided for this topic.
Opening File	Name of the file the student is asked to open, as applicable. This includes the text, “Create new”, when a new file is to be created.
Saved File	Name of the file to be used when the steps in the exercise require the student to save the file. The Lesson Plan shows the generic name of <File name> - Student; adjust this based on which option you use for your students.
Suggested Timing: Content & Exercise	As noted, suggested timing based on our teacher’s experience in teaching the topics. This is a guide only and can be expanded or condensed based on the length of your course and students’ interests. Timing has been provided for the content as well as the exercises. These are based on the average typing speed of 40 wpm; you can adjust these based on the class.

Lesson Plan – Sage 50 Premium Accounting 2017 Level 1

Page	Topic	Lesson Title	Ex	Data Files		Suggested Timing	
				Opening File	Saved File	Content	Exercise
		Introduction - Instructor, Students & Expectations					10
About This Courseware							
		Introduction to the Course					15
ii		Working With the Data Files					
iii		Table of Contents					
vii		Course Description					
viii		Course Objectives					
ix		Course Design					
x		Conventions and Graphics					
Lesson 1 - Introduction							
1		Lesson Objectives					5
		Introduction to Sage 50 Accounting					15
1		Overview - What is Sage Sage 50 Premium Accounting 2017?					5
2		Starting Sage 50 Accounting	1				
3		Selecting a Set of Data Files	1	Harmony House Music	HHM Lesson 1 - Student		
5		Looking at the Getting Started Window	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
8		Looking at the Home Window	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
11		Moving Around	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
12		Help System	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
14		The Learning Centre	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
		Accounts					15
15		Understanding the Chart of Accounts	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		25
17		Account Types	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
20		Creating Accounts	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
22		Modifying Accounts - Finding and Modifying an Account	2	HHM Lesson 1 - Student	HHM Lesson 1 - Student		

Working with the Project Exercise

CCI has developed an additional project that can be assigned on completion of the CCI courseware and can be used as additional practice for students. The company used in this project is different than the one used in the courseware, giving students another opportunity to apply the skills they've learned in the CCI courseware towards a different company.

The project is set up in an extended manner, thereby requiring students to use their resources to complete the tasks, applying skills and knowledge learned previously.

Sage 50 Premium Accounting 2017 – Level 1

Project Exercise

Project Exercise

This handout contains additional practice for working with Sage 50 Accounting. This exercise should be attempted only on completion of the entire Sage 50 Premium Accounting 2017 – Level 1 course.

A data file has been provided for you to complete the project exercise. Check with your instructor to determine where to locate this file and ensure you save it with your name as noted in the instructions. This exercise set has been designed to provide students with more experience in working with basic functions of accounting using Sage 50 Premium Accounting. Topics and tasks outlined in the exercises are derived from the same topics and tasks introduced and practiced in the CCI Sage 50 Premium Accounting 2017 – Level 1 courseware.

This Project is set to reside in Edmonton, Alberta. At time of this writing Alberta had no Provincial Sales Tax; the GST is set at 5%. This rate is used as demonstration purpose for the following exercises and does not necessarily reflect any actual tax rates. If you choose to change this rate to the actual tax rates used in Canada and your province, take note that your figures will vary from those shown in this exercise set.

The purpose of this project is to provide hands on practice applying the knowledge of features learned in the courseware to accomplish tasks as in a real working environment.

1. Open Sage 50 Accounting. Restore the *Bonnie Doan, Landscaping – Student Start* file. Save this project as *Bonnie Doan, Landscaping - Your Name*.
2. Accept January 1, 2017 as the session date for this project.

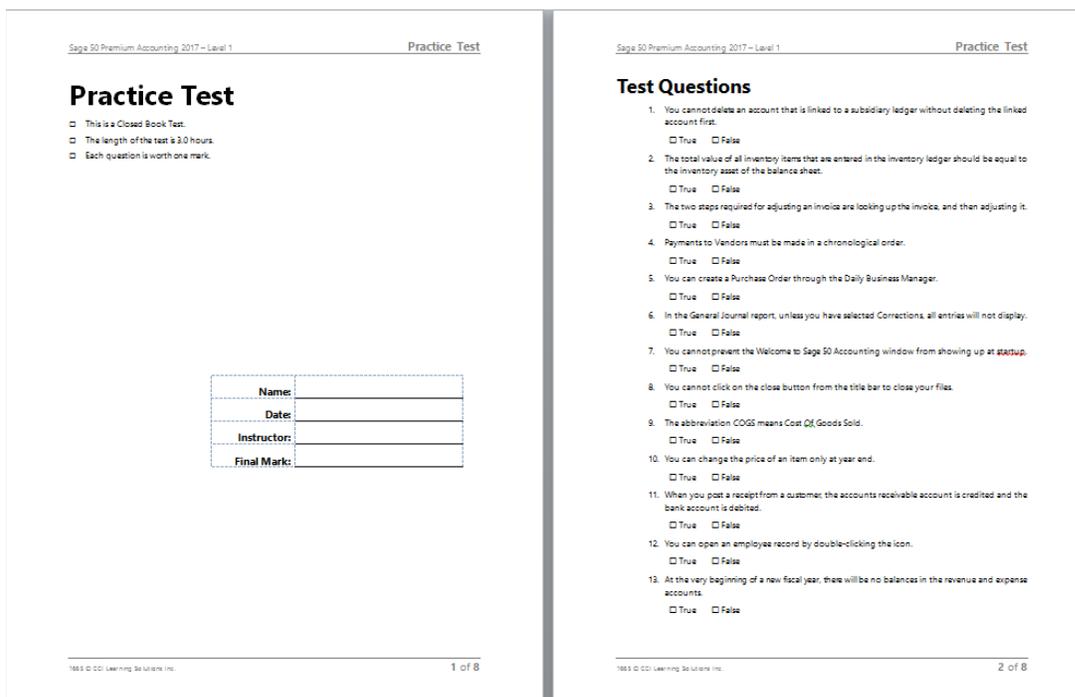
Where applicable, a student file is made available for use. A completed teacher data file is also available for reference.

Using the Practice Test and Final Exam

CCI has developed a knowledge-based practice test that can be used to assess a student's knowledge acquired through the class and working through any of the exercises assigned. This is a paper-based test that can be printed and distributed to students.

The questions are in a random order and do not follow the content flow of the CCI courseware. However, the questions are set up with automatic numbering so that you can customize the test as required, move questions around, add additional questions, insert Headings, etc.

The Answer Key is incorporated into the paper test and will be displayed when you use the Show/Hide feature in Microsoft Word. To print a copy of this Answer Key, be sure to set the **Hidden Text** option in the **Display** tab of the Word Options.



The Final Exam includes both knowledge-based, multiple choice, true/false/fill in the blank questions and a skills-based project that includes practical examples of making entries and changing settings without the benefit of step by step instructions. Each item carries a point value based on the complexity of the item.

The teacher should take a copy of the student's completed data file, open this data file and verify that each individual item was completed. A marking key is included to assist in this process.

Supplying both types of tests gives the teacher the choice of which best suits his/her purposes.