COLLEGE OF THE ROCKIES

Accounting Software Application ACCT 350
Business Administration Program

Course Outline

COURSE IMPLEMENTATION DATE:	**September 2016**
OUTLINE EFFECTIVE DATE:	**September 2016**
COURSE OUTLINE REVIEW DATE:	**March 2021**

GENERAL COURSE DESCRIPTION:

This course provides students with a practical working knowledge of commonly used accounting software programs, Sage 50 and Caseware. Students will gain an understanding of using accounting software for the full accounting cycle. Topics covered include accounts receivable, accounts payable, payroll, bank reconciliations and month/year end processing.

Program Information: This course is part of the Business Administration Diploma – Accounting Major and transfers directly into the ACAF (Advanced Certificate in Accounting and Finance) program. This course can also be used to satisfy upper level Business elective requirements for the Bachelor of Business Administration (BBA) program.

Delivery: This course is delivered in a face to face or online format

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Kevin Boehmer, CPA, CA

_____
Signature

APPROVAL SIGNATURES:

Department Head   Dean of Business and University Studies
Ildi Walkley   Darrell Bethune
Email: Walkley@cotr.bc.ca   E-mail: bethune@cotr.bc.ca

_____   _____
Department Head Signature   Dean Signature

EDCO

Valid from: September 2016 – March 2021

_____
Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT

> **Prerequisites:**   ACCT 262 and COMP 154

> **Corequisites:**   None

> **Flexible Assessment (FA):**

> Credit can be awarded for this course through FA   ☑ Yes   ☐ No

>> Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

> **Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit http://www.cotr.bc.ca/Transfer

>> Students should also contact an academic advisor at the institution where they want transfer credit.

> **Prior Course Number:**   NA

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Purbhoo, Mary (2016) Using Sage 50 Accounting 2016 Canadian Edition - Pearson

Please see the instructor's syllabus or check COTR's online text calculator http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- Set up a company from scratch using Sage accounting software, with all the necessary modules.
- Perform bookkeeping functions in the Sage accounting software using all necessary modules, such as GL, AR, AP, Inventory, Payroll, etc.
- Perform advanced functions for the modules covered.
- Use basic features of Caseware software, such as importing and exporting data.

COURSE TOPICS:

- Accounts Receivable
- Accounts Payable
- Setting up a new company (General Ledger setup)
- Employee & Payroll
- Inventory
- Banking – making deposits and bank reconciliations
- Month End/Year End processing
- Beginner Caseware

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face to Face and Online Delivery)

Assignments	% Of total Grade
Assignments	30%
2 Midterm Projects	40%
Final Exam	30%
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.