



## COURSE OUTLINE: BCO119 - COMP APPS FOR BUS II

Prepared: School of Business

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	BCO119: COMPUTER APPLICATIONS FOR BUSINESS II
<b>Program Number: Name</b>	2035: BUSINESS 2037: BUSINESS FUNDAMENTAL 2050: BUSINESS -ACCOUNTING
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Academic Year:</b>	2023-2024
<b>Course Description:</b>	This course introduces students to Computerized Financial Management applications used by managers, supervisors and employees in the daily operational decision-making process. Students will gain practical hands-on experience recording business transactions in the General Ledger, Receivables, Payables, Payroll, Inventory and Banking modules. Students will also calculate and account for sales taxes, gain an understanding of project costing as well as month-end and year-end processing.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	42
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Substitutes:</b>	OEL1229
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2035 - BUSINESS</b> VLO 8 Use accounting and financial principles to support the operations of an organization.
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	<b>2037 - BUSINESS FUNDAMENTAL</b> VLO 3 Use current technologies to support an organization's business initiatives. VLO 5 Perform basic accounting procedures and financial calculations to support the operations of an organization.
	<b>2050 - BUSINESS -ACCOUNTING</b> VLO 1 Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations. VLO 2 Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.
	<b>Essential Employability Skills (EES) addressed in</b> EES 3 Execute mathematical operations accurately.



<b>this course:</b>	EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 10 Manage the use of time and other resources to complete projects.												
<b>Course Evaluation:</b>													
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50%												
<b>Books and Required Resources:</b>	Required 3GB USB (minimum size)  Learning Sage 50 Accounting 2021: A Modular Approach, 22e (TH Bundle) by Deepak Sharma and Kerri Simich Publisher: Tophatmonocle Corp Edition: 22nd Edition ISBN: 9781774945292												
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th><b>Course Outcome 1</b></th> <th><b>Learning Objectives for Course Outcome 1</b></th> </tr> </thead> <tbody> <tr> <td>Use accounting software to process transactions in the General Journal.</td> <td>1.1 Advance the session date. 1.2 Create and modify chart of accounts. 1.3 Enter, edit, review and post various transactions in the General Journal. 1.4 Adjust journal entries after posting. 1.5 Display and print General Ledger and General Journal reports.</td> </tr> <tr> <th><b>Course Outcome 2</b></th> <th><b>Learning Objectives for Course Outcome 2</b></th> </tr> <tr> <td>Use accounting software to process Vendor Payable Transactions.</td> <td>3.1 Add, modify, view and remove vendor accounts. 3.2 Apply tax codes and establish credit terms with vendors. 3.3 Record purchase orders, invoices and returns. 3.4 Convert and adjust purchase quotes and orders. 3.5 Receive Inventory and update invoices. 3.6 Adjust and / or void purchase invoices. 3.7 Record payments to vendors in full or partial payment of invoices, with or without cash discounts. 3.8 Record a purchase and payment using a debit card. 3.9 Display and print payables journal entries and reports (vendor balances outstanding, etc). 3.10 Review reports for accuracy and financial analysis. 3.11 Calculate and journalize HST remittance.</td> </tr> <tr> <th><b>Course Outcome 3</b></th> <th><b>Learning Objectives for Course Outcome 3</b></th> </tr> <tr> <td>Use accounting software to process Customer Sales</td> <td>2.1 Add, modify view and remove customer accounts. 2.2 Apply tax codes and establish credit terms for customers.</td> </tr> </tbody> </table>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>	Use accounting software to process transactions in the General Journal.	1.1 Advance the session date. 1.2 Create and modify chart of accounts. 1.3 Enter, edit, review and post various transactions in the General Journal. 1.4 Adjust journal entries after posting. 1.5 Display and print General Ledger and General Journal reports.	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>	Use accounting software to process Vendor Payable Transactions.	3.1 Add, modify, view and remove vendor accounts. 3.2 Apply tax codes and establish credit terms with vendors. 3.3 Record purchase orders, invoices and returns. 3.4 Convert and adjust purchase quotes and orders. 3.5 Receive Inventory and update invoices. 3.6 Adjust and / or void purchase invoices. 3.7 Record payments to vendors in full or partial payment of invoices, with or without cash discounts. 3.8 Record a purchase and payment using a debit card. 3.9 Display and print payables journal entries and reports (vendor balances outstanding, etc). 3.10 Review reports for accuracy and financial analysis. 3.11 Calculate and journalize HST remittance.	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>	Use accounting software to process Customer Sales	2.1 Add, modify view and remove customer accounts. 2.2 Apply tax codes and establish credit terms for customers.
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Transactions.	<p>2.3 Create sales quotes, orders and invoices.</p> <p>2.4 Convert sales quotes and orders.</p> <p>2.5 Adjust/correct sales invoices.</p> <p>2.6 Enter sales returns.</p> <p>2.7 Journalize a cash sales with a discount.</p> <p>2.8 Journalize owner investment.</p> <p>2.9 Receive payment from customers and journalize cash/cheque/debit and credit card sales.</p> <p>2.10 Enter deposits from customers and apply them to invoices.</p> <p>2.11 Journalize NSF cheques from customers and/or customer account write-offs.</p> <p>2.12 Use the Daily Business Manager and other Sage 50 Accounting special features.</p> <p>2.13 Display and print reports.</p> <p>2.14 Review reports for accuracy and financial analysis.</p>
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Use accounting software to process Inventory and Service Module transactions.	<p>4.1 Create and modify inventory and service item information.</p> <p>4.2 Set up the module defaults and link accounts.</p> <p>4.3 Turn module to Ready mode.</p> <p>4.4 Record transactions (Sales, Sales Returns, Purchases &amp; Purchase Returns) using Perpetual Inventory items.</p> <p>4.5 Display and print various Inventory reports.</p>
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Use accounting software for month and year-end processing.	<p>5.1 Record various month-end adjusting entries in the General Journal.</p> <p>5.2 Record Inventory adjustment entries using the INVENTORY &amp; SERVICES Adjust Inventory Journal.</p> <p>5.3 Add new General Ledger accounts as required.</p> <p>5.4 Display and print various reports and journals.</p> <p>5.5 Close the previous year's financial records (year-end).</p> <p>5.6 Record appropriate reversing entries.</p>
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Use accounting software to process payroll.	<p>6.1 Setup employees and payroll module.</p> <p>6.2 Link accounts.</p> <p>6.3 Enter new employees and personal information.</p> <p>6.4 Setup tax rates, CPP, EI.</p> <p>6.5 Set the payroll module to Ready mode.</p> <p>6.6 Enter employee transactions (including vacation pay, overtime, etc.)</p> <p>6.7 Perform Pay Runs and issues payments.</p> <p>6.8 Advance funds on pay cheque.</p> <p>6.9 Reverse payroll mistakes.</p> <p>6.10 Review T4 Slips.</p> <p>6.11 Print the Payroll journal.</p> <p>6.12 Record payroll accruals.</p>
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Use accounting software to	7.1 Set up the Banking module, reconciliation and deposits and

	process banking, remittance and credit card transactions as well as prepare a bank reconciliation.	link accounts. 7.2 Prepare the Reconciliation & Deposits with Outstanding Bank Items. 7.3 Prepare and submit tax remittances. 7.4 Apply sales tax to Interprovincial sales. 7.5 Enter payments to foreign suppliers. 7.6 Prepare bank deposits. 7.7 Review transaction reports for bank accounts. 7.7 Reverse an NSF cheque deposit.
	<b>Course Outcome 8</b>	<b>Learning Objectives for Course Outcome 8</b>
	Set up a new company.	8.1 Set up files for a new company. 8.2 Set up User Preference and System defaults 8.3 Create a chart of accounts using the default chart of accounts. 8.4 Add, delete, and modify accounts. 8.5 Linking modules/accounts. 8.6 Set up tax classes, codes, rates and customization. 8.7 Enter opening balances. 8.8 Setting up subledgers (vendors, customers). 8.9 Setting modules to READY mode.
	<b>Course Outcome 9</b>	<b>Learning Objectives for Course Outcome 9</b>
	Use accounting software for project costing/tracking.	9.1 Utilizing the Sage Accounting Project Module, set up a company's Individual Projects. 9.2 Record regular transactions, using the Perpetual Inventory system, and allocate revenues and costs to individual Projects. 9.3 Record regular transactions using Project costs. Adjust Inventory and Cost of Sales with allocations to individual Projects. 9.4 Display and print appropriate Projects reports and journals.

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Assignments/Projects	60%
Test 1	20%
Test 2	20%

**Date:**

June 22, 2023

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

