COURSE OUTLINE: BCO119 - COMP APPS FOR BUS II

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

Course Code: Title	BCO119: COMPUTER APPLICATIONS FOR BUSINESS II
Program Number: Name	2035: BUSINESS 2037: BUSINESS FUNDAMENTAL 2038: BUSINESS FUNDAMENTAL 2050: BUSINESS -ACCOUNTING
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	19W
Course Description:	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.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	BCO107
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2035 - BUSINESS** VLO 8 Use accounting and financial principles to support the operations of an organization. **2037 - BUSINESS FUNDAMENTAL** VLO 5 Perform basic accounting procedures and financial calculations to support the operations of an organization. **2050 - BUSINESS -ACCOUNTING** 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.
Essential Employability Skills (EES) addressed in this course:	EES 3 Execute mathematical operations accurately. 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

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	and information systems.
	EES 10 Manage the use of time and other resources to complete projects.

Course Evaluation:	
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50%
Books and Required Resources:	Using Sage 50 Accounting 2017 by M. Purbhoo Publisher: Pearson Canada Edition: 2017 ISBN: 9780134782683

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Use accounting software to process transactions in the General Journal	2.1 Advance the session date 2.2 Create and modify chart of accounts 2.3 Enter, edit, review and post various transactions in the General Journal 2.4 Adjust journal entries after posting 2.5 Display and print General Ledger and General Journal reports
Course Outcome 2	**Learning Objectives for Course Outcome 2**
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 Create purchase quotes, orders and invoices 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 Perform payments to vendors 3.8 Explain Payables Ledger linked accounts 3.9 Display and print payables journal entries and reports 3.10 Review reports for accuracy and financial analysis
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Use accounting software to process Customer Sales Transactions	1.1 Add, modify view and remove customer accounts 1.2 Apply tax codes and establish credit terms for customers 1.3 Create sales quotes, orders and invoices 1.4 Convert sales quotes and orders 1.5 Locate existing invoices using `Find` 1.6 Adjust sales invoices 1.7 Enter sales returns 1.8 Contrast sales vs. sales return accounts 1.9 Receive payment from customers 2.0 Enter deposits from customers to multiple bank accounts 4.1 Reverse receipts to enter NSF cheques from customers 4.2 Explain Receivable linked accounts 4.3 Display and print reports 4.4 Review reports for accuracy and financial analysis
Course Outcome 4	**Learning Objectives for Course Outcome 4**

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Use accounting software to process Inventory Transactions	5.1 Add new inventory 5.2 Setup Inventory pricing categories 5.3 Adjust Inventory 5.4 Enter inventory-related purchase and sale transactions 5.5 Enter returns on sales and purchases 5.6 View Inventory reports 5.7 Describe the integration of the Inventory Ledger with the Payables, Receivables and General Ledgers
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Use accounting software to calculate and account for sales taxes	6.1 Analyze different business transactions to determine the applicable sales taxes that should be applied to the transactions. 6.2 Calculate the amount of GST, HST or PST that is applicable to the transaction 6.3 Record the sales tax related to each business transaction 6.4 Calculate the amount owing to the Federal and Provincial governments with respect to sales tax and calculate the amount of compensation, if any, related to the remittance of sales tax 6.5 Identify the filing and payment due dates for GST, HST and PST and record the payments in the appropriate accounts
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Use accounting software to process payroll	7.1 Setup employees and payroll module 7.2 Link accounts 7.3 Enter new employees and personal information 7.4 Setup tax rates, CPP, EI 7.5 Ready payroll module 7.6 Perform Pay Runs 7.7 Issue pay cheques 7.8 Advance funds on pay cheque 7.9 Reverse payroll mistakes 7.10 Review T4 Slips 7.11 Print the Payroll journal
Course Outcome 7	**Learning Objectives for Course Outcome 7**
Use accounting software to process banking, remittance and credit card transactions.	8.1 Make payment to credit card accounts 8.2 Prepare and submit tax remittances 8.3 Apply sales tax to Interprovincial sales 8.4 Enter purchases and payments for foreign suppliers 8.5 Prepare bank deposits 8.6 Review transaction reports for bank accounts 8.7 Reverse an NSF cheque deposit

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Assignments	40%	
Final Exam (Comprehensive)	30%	
Term Test	30%	

Date: June 22, 2018

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