



ACCT 2001: Accounting Software Applications

EFFECTIVE DATE

September 2021

DEPARTMENT

Accounting Diploma

DESCRIPTION

Students are introduced to Quickbooks and Sage 50 Accounting software. Students learn the basic and advanced functionality of both programs to complete accounting transactions in a computerized format. These transactions include the recording of journal entries, accounts receivable, accounts payable, producing financial statements and managing payroll and tax remittance.

CREDITS

3.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

MGMT 1021 Computer Applications for Management MGMT 1011 Information Technology Management

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Use Quickbooks to set up customer, employee and vendor modules in the software
- Use QuickBooks to record: journal entries, cash, accounts receivable and accounts payable
- Use Quickbooks to produce financial statements
- Use Sage 50 to create, adjust or reverse accounting entries in the accounts payable, accounts receivable, general and payroll modules of the software
- Use Sage 50 to create a new company data file using a Chart of Accounts template
- Use the Sage 50 Accounting General Ledger module to produce financial reports and prepare a bank reconciliation
- Use Sage 50 to create, modify, or delete inventory or service items, customer accounts and supplier

accounts

- Set up and use Sage 50 Accounting Payroll module
- Set up and use Sage 50 Departments, Security and Budgets

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 45

INSTRUCTIONAL STRATEGIES

Lectures, Demonstrations, Computerized Lab Activities.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

C

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	20	
Quizzes/Tests	10	
Project	25	QuickBooks and Sage 50 Projects
Midterm Exam	20	QuickBooks exam
Final Exam	25	Sage 50 exam

COURSE TOPICS

- QuickBooks:
 1. Introduction to QuickBooks.
 2. General ledger accounts, customer and vendor profiles
 3. Recording day-to-day transactions, adjusting entries in the vendor, customer and company module

4. Processing manual and computer-generated cheques
 5. Printing journals, general ledger reports, aged analysis, trial balance and financial statements
- Sage 50:
 1. Introduction to Sage 50 Accounting and security options
 2. Creating a new company
 3. Setting up the General Ledger, entering Budgets and Chart of Accounts, and adjusting entries
 4. Printing journals, general ledger reports and trial balances
 5. Generating financial statements and preparing Bank Reconciliations
 6. Set up and activation of the Accounts Receivables Module, Accounts Payable Module, Payroll Module and the Project Module
 7. Processing day-to-day transactions using project tracking from journal entry, accounts receivable, accounts payable and payroll module

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

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Downtown campus

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