



v c c . c a

CMPT 1365: SAGE 50 Accounting Level 2

EFFECTIVE DATE

March 2021

DEPARTMENT

Computers - City Centre

DESCRIPTION

Builds on the previous Sage 50 Accounting course. Learn how to set up company data files, add users and use passwords, set up levels of security, activate and set up budgets, set up an account for bank reconciliation, use the banking and credit card features, set up and record foreign currencies, use the advanced payroll features, and learn more about projects or departments. Required: Please purchase textbook from Downtown Campus Bookstore before course start date. Please bring a USB stick to class.

CREDITS

0.0

YEAR OF STUDY

General Interest

PREREQUISITES

Recommended: Sage 50 Accounting Level 1 (CMPT 1366), or equivalent knowledge/experience.

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Create a new company data file using a Chart of Accounts template
- Use the Deposit Feature and advanced payroll features of Sage 50
- Setup the bank reconciliation feature and reconcile bank accounts
- Setup the credit card reconciliation feature
- Work with security options: setup users and their passwords
- Create budgets and budget reports; Work with projects (departments)
- Remit payroll deductions and company contributions to Canada Revenue Agency
- Setup and apply foreign currency transactions

- Charge interest on overdue customer accounts and prepare customer statements
- Account for bad debts
- Remit GST/HST, and WCB

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 0

Lab: 18

INSTRUCTIONAL STRATEGIES

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

'S" based on minimum 80% attendance

EVALUATION PLAN

None

COURSE TOPICS

- Data Files and Customizing Settings
 - Banking and Credit Cards
 - Security, Budgets, Projects and Inventory
 - Additional Payroll Features
 - Working with Foreign Currencies
 - Additional Concepts and Functions

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

1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus

250 West Pender Street
Vancouver, B.C. Canada
V6B 1S9

Annacis Island campus

1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000

vcc.ca

Generated at: 2:01 pm on Apr. 11, 2021