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CMPT 1366: SAGE 50 Accounting Level 1

EFFECTIVE DATE

March 2021

DEPARTMENT

Computers - City Centre

DESCRIPTION

Learn to perform daily accounting tasks using Sage 50 Accounting, which is used by many businesses in BC. Explore the home window and learn the core functionality while accessing the important modules containing the accounting journals used to enter business transactions, including the General Journal, Accounts Payable, Accounts Receivable, and Payroll modules. Required supplies: 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: Basic knowledge of computer operation & bookkeeping.

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Move around the core modules of Sage 50 and make data backups as well as restore backed up data files.
- Create, adjust or reverse accounting entries in the accounts payable, receivable, the general and payroll modules of the software
- Create, modify, or delete accounts in the company Chart of Accounts
- Create, modify, or delete inventory or service items, customer accounts and supplier accounts
- Print cheques for suppliers and employees
- Print various financial reports for management

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

- Inventory and Services
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Reporting, Miscellaneous and Period End Procedures

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>.

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Downtown campus

250 West Pender Street
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