



ORIGINAL COURSE IMPLEMENTATION DATE: January 1997  
 REVISED COURSE IMPLEMENTATION DATE: April 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> BSB CA01	<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>																
<b>Course Full Title:</b> Computerized Accounting Level I <b>Course Short Title (if title exceeds 30 characters):</b> Computerized Accounting I																	
<b>Faculty:</b> Faculty of Access and Continuing Education	<b>Department (or program if no department):</b> Continuing Education																
<b>Calendar Description:</b>  Integrated bookkeeping/accounting software is a standard for small businesses. This course covers journal entries, purchases/sales orders and quotes, invoicing, receipts and payments for payables, receivables, and inventory. Students will also become familiar with the reporting and tax features using accounting software. Payroll is not covered.  Note: Students should be competent in computer skills before taking this course.																	
<b>Prerequisites (or NONE):</b>	B or better in BSB BK02.																
<b>Corequisites (if applicable, or NONE):</b>	NONE																
<b>Pre/corequisites (if applicable, or NONE):</b>	NONE																
<b>Equivalent Courses (cannot be taken for additional credit)</b> Former course code/number: MCW35 Cross-listed with: Equivalent course(s): <i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>	<b>Transfer Credit</b> Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Transfer credit requested (OReg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)  Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> .																
<b>Total Hours: 30</b> <b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: center;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>30</b></td></tr> </table>	Lecture hours	30	Seminars/tutorials/workshops		Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		<b>Total</b>	<b>30</b>	<b>Special Topics</b> Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit  <i>Note: The specific topic will be recorded when offered.</i>
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Seminars/tutorials/workshops																	
Laboratory hours																	
Field experience hours																	
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Other contact hours:																	
<b>Total</b>	<b>30</b>																
<b>Maximum enrolment (for information only):</b> 24																	
<b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester																	
<b>Department / Program Head or Director:</b> Liana Thompson	<b>Date approved:</b> October 17, 2017																
<b>Faculty Council approval</b>	<b>Date approved:</b> December 1, 2017																
<b>Campus-Wide Consultation (CWC)</b>	<b>Date of posting:</b> February 9, 2018																
<b>Dean/Associate VP:</b> Sue Brigden	<b>Date approved:</b> December 1, 2017																
<b>Undergraduate Education Committee (UEC) approval</b>	<b>Date of meeting:</b> February 23, 2018																

**Learning Outcomes**

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

- Use the General Journal to enter and post transactions using the company module
- Complete a backup data file and record backup information in a logbook
- Input customers, vendors, quotes, orders, invoices, and returns
- Set up a company using accounting software
- Display and print various reports and journals

**Prior Learning Assessment and Recognition (PLAR)**

Yes     No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades:  Credit/No Credit:  Labs to be scheduled independent of lecture hours: Yes  No

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Freedman, H., Smith, C.	Learning Sage 50 Accounting 2016: A Modular Approach (17th Ed.).	<input checked="" type="checkbox"/>	Nelson College Indigenous	2016
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)****Typical Evaluation Methods and Weighting**

Final exam:	20%	Assignments:	50%	Midterm exam:	30%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Other:		Other:	%	Other:	%	Total:	100%

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Processing transactions
- Setting up a company
- Computerized accounting software project
- Receivables and payables