



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.

Course Code and Number: BSB CA02	Number of Credits: 0 Course credit policy (105)																
Course Full Title: Computerized Accounting Level II Course Short Title (if title exceeds 30 characters): Computerized Accounting II																	
Faculty: Faculty of Access and Continuing Education	Department (or program if no department): Continuing Education																
Calendar Description: <p>This course is a continuation of Computerized Accounting Level I and covers modules in banking, payroll, projects, inventory, adjustments and closing. This course does not teach accounting fundamentals.</p> <p>Note: Students should be competent in computer skills before taking this course.</p>																	
Prerequisites (or NONE):	B or better in BSB CA01.																
Corequisites (if applicable, or NONE):	NONE																
Pre/corequisites (if applicable, or NONE):	NONE																
Equivalent Courses (cannot be taken for additional credit) Former course code/number: MCW36 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>	Transfer Credit 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 bctransferguide.ca .																
Total Hours: 21 Typical structure of instructional hours: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: center;">21</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;">Total</td><td style="text-align: center;">21</td></tr> </table>	Lecture hours	21	Seminars/tutorials/workshops		Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		Total	21	Special Topics 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> Maximum enrolment (for information only): 24 Expected frequency of course offerings (every semester, annually, every other year, etc.): every semester
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Seminars/tutorials/workshops																	
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Total	21																
Department / Program Head or Director: Liana Thompson	Date approved: October 17, 2017																
Faculty Council approval	Date approved: December 1, 2017																
Campus-Wide Consultation (CWC)	Date of posting: February 9, 2018																
Dean/Associate VP: Sue Brigden	Date approved: December 1, 2017																
Undergraduate Education Committee (UEC) approval	Date of meeting: February 23, 2018																

Learning Outcomes

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

- Assemble a company's payroll and record payroll transactions
- Create and modify employee accounts, inventory, and service item information
- Record various month-end adjusting entries and close the previous year's financial records (year-end)
- Set up the banking module and prepare the reconciliation and deposits
- Use the project module and foreign currency feature
- 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

- Payroll module setup and processing
- Inventory module setup and transactions review
- Month-end/year-end processing and closing
- Computerized accounting project
- Project module setup and transactions
- Reconciliations and deposits
- Corrections
- Multi-currency
- Taxes