



## Computerized Bookkeeping– OFAD 178 Office Administration Program

### Course Outline

COURSE IMPLEMENTATION DATE: June 2007  
OUTLINE EFFECTIVE DATE: September 2021  
COURSE OUTLINE REVIEW DATE: March 2026

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#### GENERAL COURSE DESCRIPTION:

OFAD 178 provides training opportunities using Sage 50 for Windows. The course includes study of the General Ledger, Accounts Payable, Accounts Receivable, and Payroll and Inventory. Company setup and account linking are included.

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**Program Information:** This course is required for the Bookkeeping Specialty Certificate in the Office Administration Program.

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**Delivery:** This course is delivered online.

**College of the Rockies Credits:** 3.5

**Hours for this course:** 150 hours to be completed over 10 weeks.

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	150
<b>Total</b>	150

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

Joan Kaun, Instructor Diploma, BGS

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Signature

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**APPROVAL SIGNATURES:**

Department Head  
Joy Brown  
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2021 – March 2026

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** OFAD 155 or keyboarding assessment, OFAD 157, OFAD 158, OFAD 170, OFAD 172, OFAD 181, OFAD 275

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA  Yes  No

**Transfer Credit:** For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** ABT 145

**Date changed:** September 2007

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## **Textbooks and Required Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Purbhoo, Mary. *Using Sage 50 Accounting For 2021*. Pearson Education. (See OFAD Booklist for current version.)

*Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.*

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## **LEARNING OUTCOMES:**

Upon the successful completion of this course, students should be able to

- process basic bookkeeping transactions using Sage 50 Accounting software;
  - save and back up files;
  - change formats and settings;
  - set up company information;
  - link modules;
  - complete recording of transactions for payroll, accounts receivable, and accounts payable;
  - manage electronic inventory control;
  - print a variety of financial reports;
  - export reports to MS Excel and format as per professional standards;
  - complete work in a timely manner and on schedule; and
  - take responsibility for attendance, absenteeism, and punctuality.
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## **COURSE TOPICS:**

- General Module
- Payables Module
- Receivables Module
- Payroll Module
- Inventory Module
- Banking – Deposits and Reconciliations
- Setup new company

*See instructor handout for the detailed outline of weekly readings, activities, and assignments.*

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## EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Chapter Projects	<u>60%</u>
Mid-Term Exam	<u>15%</u>
Final Exam	<u>25%</u>
Total	100%

*Please see the instructor handout for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.*

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

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### EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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### COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

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### ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.