



OFAD-178 – Computerized Bookkeeping

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2026-03-01

Program Area: Office Administration

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.

Program Information:

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

Hours for this course: 150 hours to be completed over 9 weeks.

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 3.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	150
Seminar/Tutorials	
Laboratory/Studio	

Practicum/Field Experience

Co-op/Work Experience

Other

Total 150

Course Requisites:

- Complete all of the following
 - Completed the following:
 - [OFAD155](#) – Keyboarding 1 (1.5)
 - [OFAD157](#) – Business Math and Calculators (1.5)
 - [OFAD158](#) – Windows, Outlook, & File Management (1)
 - [OFAD170](#) – Bookkeeping 1 (3)
 - [OFAD172](#) – Bookkeeping 2 (1.5)
 - [OFAD181](#) – MS Excel 1 (1.5)
 - [OFAD275](#) – Bookkeeping 3 (3)
 - OFAD 155 or keyboarding assessment

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

Textbook 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 <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will 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.

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.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Chapter Projects	60%
Mid-Term Exam	15%
Final Exam	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

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.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 145

Date changed: September 2007

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete

material while meeting the learning outcomes of this course outline.