STV97 : Sage 50 Automated Accounting

General Information

Author:	• Rosemarie Shamieh
Course Code (CB01) :	STV97
Course Title (CB02) :	Sage 50 Automated Accounting
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0702.10) Software Applications
CIP Code:	(11.0601) Data Entry/Microcomputer Applications, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608733
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 97 is an automated accounting program that uses Sage 50 accounting software. This introductory course teaches students to input basic business information and transactions, such as entering customers/vendors and account charts, writing checks, entering/paying bills and making deposits. Lecture/Demonstration 28 hours.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	28
Total Course Out-of-Class Hours	0
Total Student Learning Hours	28

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	28	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	28
Laboratory	0
Studio	0

Total	28

Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL40 - ENGLISH AS A SECOND LANGUAGE LEVEL 4

Objectives
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Demonstrate understanding of the majority of face-to-face speech, recorded, and live dialogues in standard dialect at a normal rate, although some repetition may be required.
- Approximate standard American pronunciation well enough to be understood by typical fluent speakers of English.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Laboratory

Methods of Instruction	Collaborative Learning

Methods of Instruction	Independent Study

Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Online quiz
Exam/Quiz/Test	One comprehensive final exam.

Textbook Rationale

Incorporating The Computerized Accounting with Sage 50 (2017)- published textbook into our course curriculum is a strategic decision that aligns with our commitment to providing students with high-quality, accessible, and cost-effective learning resources. We are confident that this textbook will serve as a valuable asset in supporting student learning and success in the course.

Textbooks

Author	Title	Publisher	Date	ISBN
Mazza, Jim	Computerized Accounting with Sage 50 2017	Paradigm	2017	9780763876111

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Create a company within Sage 50.

Set up chart of accounts.

Record beginning balances.

Add customers and vendors.

Create general journal entries.

Create sales on credit entries.

Process cash payments and receipts.

Prepare a bank reconciliation.

Record inventory.

Set up and pay employees.

SLOs

Create a company from scratch and set up a chart of accounts and beginning balances.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.

STV Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Process accounts payable, accounts receivable, and cash transactions. Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
STV Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Prepare a comprehensive financial report. Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
STV Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

Yes

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Setting Up a Company (4 hours)
- Use wizard to set up a new company
  - Discuss accounting methods
  - Discuss posting methods
  - Discuss accounting periods
- Create a chart of accounts
  - Account ID
  - Account Description
  - Account type
  - Editing these accounts
- Enter beginning balances
- Create and print chart of accounts report
- Create general ledger with the beginning balances

Entering Transactions for a Cash Business (4 hours)
- Make general journal entries
  - Look at debit and credits
  - Journalizing and posting
  - Edit and delete entries
  - Create recurring entries
  - Adding memorized transactions
  - Editing and deleting recurring and memorized transactions

Accounts Receivable and Sales for a Service Business (4 hours)
- Create customer records
  - Add/edit and delete customer records
  - Input basic customer information
  - Input customer beginning balances
  - Input sales account number
  - Record uncollectible accounts
  - Look at accounting behind the scenes
  - Work on chapter problem
- Record Sales on account
  - Create/edit and delete sales invoice form
  - Learn how to create lump sum invoices
  - Learn how to create quantity and unit price item sales invoices

Accounts Payable and Purchases for a Service Business (4 hours)
- Create vendor records
  - Add/edit and delete vendor records
  - Input basic vendor information
  - Input vendor beginning balances
  - Enter purchase account number
  - Learn how to edit terms
- Record purchases on credit
  - Create/edit and delete purchases form
  - Work on chapter problem

Cash Payments and Cash Receipts (4 hours)
- Process cash payments
  - Paying an outstanding debt with a discount
  - Paying a bill for a purchase not previously recorded
- Process cash receipts
  - Customer pays an outstanding balance
  - Work on chapter problem
  - Reconcile checking account
  - Create Cash receipts journal

Prepare Financial Statements (4 hours)
- Journalize the adjusting entries
- Design reports
- Create inventory
  - Add./edit and delete inventory items
  - Purchase goods with or without purchase orders
  - Work on chapter problem
- Set up sales reps
- Sales of Inventory in a merchandise business

- - - Create sales tax codes and accounts
    - - Create sales orders and invoices from quotations
    - - Convert sales orders into sales invoices
    - - Work on chapter problem
  - Create credit memos

Payroll and Comprehensive Problem (4 hours)
  - Use payroll wizard to setup payroll
  - Prepare the payroll and pay employees (issue checks)
    - - Create employee accounts
    - - Create employee checks
    - - Create current earnings report

Total hours: 28

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value