EL CAMINO COLLEGE
COURSE OUTLINE OF RECORD - Approved

I. Course Information

Course Acronym: **BUS**
Course Number: **165B**
Descriptive Title: **Introduction to Accounting Software Systems**
Course Disciplines: **Accounting**
Division: **Business**
Department: **Accounting**

Catalog Description:
This course is an introduction to accounting software systems and enterprise resource planning sys-tems such as SAP. Students will learn how accounting soft-ware is used to record business transactions at major corporations, including sales, distribution, purchasing, cash receipts, cash payments, general ledger accounting and financial reporting.

Conditions of Enrollment:
Prerequisite: BUS 150 with a minimum grade of C

Course Length: Full Term

Hours Lecture (per week):   1.5
Hours Laboratory (per week):   1.5
Outside Study Hours: 3
Total Hours: 54

Course Units: 2

Grading Method: Letter Grade and Pass/No Pass
Credit Status: Credit, degree applicable

Transfer CSU: Yes   **Effective Date:** 11/15/2021

Transfer UC: No   **Effective Date:**

General Education
ECC:
Term: **Other:**

CSU GE:
Term: **Other:**

IGETC:
Term: **Other:**

II. Outcomes and Objectives

A. Student Learning Outcomes SLOs (The course student learning outcomes are listed below.)

SLO #1 Accounting Software System Navigation
Navigate the basic modules of an accounting software or enterprise resource planning (ERP) system.

SLO #2 Processing
Utilize an accounting software or ERP system to process financial transactions, including sales, cash receipts, purchases, cash payments, journal entries, and prepare financial statements and reports.

SLO #3 Concepts and Terminology
Understand the concepts and terminology utilized by accounting software and ERP systems.

B. Course Objectives (The major learning objectives for this course are listed below.)

3. Define and setup the company structure within an accounting software or ERP system.
4. Navigate the basic business modules within an accounting software or ERP system.
5. Process revenue cycle transactions, including sales and cash receipts.
6. Process expenditure cycle transactions, including purchases and cash disbursements.
7. Process financial accounting journal entries and adjustments.
8. Prepare financial statements and management reports.
9. Define and demonstrate understanding of accounting software terminology in context.

III. Outline of Subject Matter
(Topics should be detailed enough to enable an instructor to determine the major areas that should be covered to ensure consistency from instructor to instructor and semester to semester.)

Major Topics:

1. Software Setup and Launch Procedures (3 hours, lecture)
    1. Introduction to the software
    2. Initial user set-up
2. Software Setup and Launch Procedures (3 hours, lab)
    A. Introduction to the software
    B. Initial user set-up
3. Navigation (3 hours, lecture)
    1. Identifying screen elements
    2. Navigating between SAP system screens
    3. Applying personal system settings
    4. Using help
4. Navigation (3 hours, lab)
    1. Identifying screen elements
    2. Navigating between SAP system screens
    3. Applying personal system settings
    4. Using help

5. Company Setup (6 hours, lecture)
    1. Organizational structure
    2. Products and services setup
    3. Customer setup
    4. Vendor setup
    5. Overview of business processes
    6. Overview of module structure
6. Company Setup (6 hours, lab)
    1. Organizational structure
    2. Products and services setup
    3. Customer setup
    4. Vendor setup
    5. Overview of business processes
    6. Overview of module structure
7. Sales and Distribution Process (3 hours, lecture)
    1. Module organization
    2. Master data setup
    3. Order-to-Cash Process
8. Sales and Distribution Process (3 hours, lab)
    1. Module organization
    2. Master data setup
    3. Order-to-Cash Process
9. Materials Management Process (3 hours, lecture)
    1. Module organization
    2. Master data setup
    3. Procure-to-Pay Process
10. Materials Management Process (3 hours, lab)
    1. Module organization
    2. Master data setup
    3. Procure-to-Pay Process
11. Financial Reporting Process (6 hours, lecture)
    1. Module organization
    2. General ledger accounts
    3. Customer accounts and accounts receivable
    4. Vendor accounts and accounts payable
    5. Posting journal entries
    6. Financial reports
12. Financial Reporting Process (6 hours, lab)
    1. Module organization
    2. General ledger accounts
    3. Customer accounts and accounts receivable
    4. Vendor accounts and accounts payable
    5. Posting journal entries
    6. Financial reports
13. Overview of Other Processes (3 hours, lecture)
    1. Production planning module
    2. Managerial accounting and reporting module
    3. Warehouse and inventory management module
14. Overview of Other Processes (3 hours, lab)
    1. Production planning module
    2. Managerial accounting and reporting module
    3. Warehouse and inventory management module

Total Lecture Hours: 27
Total Laboratory Hours: 27
Total Hours: 54

IV. Primary Method of Evaluation and Sample Assignments

A. Primary Method of Evaluation
3) Skills demonstration

B. Typical Assignment Using Primary Method of Evaluation
SAP Navigation Exercise

Task: Get familiar with the SAP system screens.

Identify and familiarize yourself with each element of the SAP system screen. Please explain the toolbars and icons seen on the SAP system screen. You may use the mouse to hover over each icon for online help. In a one to two-page word document, please provide screen shots of your screens with an explanation of each tool bar and icon.

C. College-level Critical Thinking Assignments
Critical Thinking Assignment 1:
Accounts Payable Processing Assignment
In order to complete the accounts payable process within financial accounting, you will take on different roles within your company. You will be working in the Finance Module (FI) of SAP.

To begin, you must first create the master data that is involved in an accounts payable process. This includes the various general ledger accounts and vendor information. Start by creating a bank account for outgoing payments to our vendor. After the setup is complete, you must complete the accounts payable process by paying a rental fee

Enter your setup and processing into the SAP test system.

Critical Thinking Assignment 2:
Sales and Distribution Processing Assignment

In the Sales and Distribution (SD) Module of SAP, complete the order-to-cash process by creating a new customer, creating a customer quotation, checking stock status, starting the delivery process, checking stock status, picking materials, creating invoice for customer, and posting receipt of customer payment.

Enter your steps and processing into the SAP{ test system.

D. Other Typical Assessment and Evaluation Methods
Class Performance, Completion, Homework Problems, Laboratory Reports, Matching Items, Multiple Choice, Other Exams, Performance Exams, Quizzes, True/False
If Other:

V. Instructional Methods
Demonstration, Lab, Lecture

If other:

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. Work Outside of Class

Answer questions, Problem solving activity, Required reading, Skill practice, Written work (such as essay/composition/report/analysis/research)

If Other:

VII. Texts and Materials

A. Up-to-date Representative Textbooks: (Please use the following format: Author, Title, Edition, Publisher, Year. If you wish to list a text that is more than 5 years old, please annotate it as a "discipline standard".)

Carol Yacht. Computer Accounting with Sage 50 2019. 21st Edition. McGraw Hill, 2020.

B. Alternative Textbooks: (Please use the following format: Author, Title, Edition, Publisher, Year. If you wish to list a text that is more than 5 years old, please annotate it as a "discipline standard".)

C. Required Supplementary Readings

D. Other Required Materials

VIII. Conditions of Enrollment

A. Requisites (Course Prerequisites and Corequisites) Skills needed without which a student would be highly unlikely to succeed.
Requisite: Prerequisite
Category: standard

Requisite course: BUS 150

Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). Knowledge of basic financial accounting and financial reporting.

BUS 150:
Define accounting terminology.
Interpret, analyze, record, and process a wide array of business transactions in accordance with acceptable accounting theory, principles and practices as well as government regulation, federal tax laws, and generally accepted accounting principles.
Measure a company's performance through its financial statements.
Prepare general ledger entries using computer software programs.

B. Requisite: (Non-Course Prerequisite and Corequisites) Skills needed without which a student would be highly unlikely to succeed.

Requisite:

Requisite and Matching skill(s): Bold the requisite skill(s). if applicable

C. Recommended Preparations (Course) (Skills with which a student's ability to succeed will be strongly enhanced.)

Requisite course:

Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).

D. Recommended Preparation (Non-Course) (Skills with which a student's ability to succeed will be strongly enhanced.)

Requisite:

Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). if applicable

E. Enrollment Limitations
Enrollment Limitations and Category:

Enrollment Limitations Impact:

Course Created by: Sidney Porter   Date: 4/19/2021

Original Board Approval Date: 11/15/2021