

Glendale College  
**Course Outline of Record Report**

Course ID 010472  
 Cyclical Review - April 2025

**STV97 : Sage 50 Automated Accounting**

**General Information**

<b>Author:</b>	<ul style="list-style-type: none"> <li>Kimberli Perner</li> </ul>
<b>Attachments:</b>	DE Addendum_STV_097_COR_4:9:2025_CoDE_5:27:25.pdf Distance Education (DE) Individual Course Addendum Form - STV_97 (CE) COR 5:26:21 Code 6:13:21.pdf
<b>Course Code (CB01) :</b>	STV97
<b>Course Title (CB02) :</b>	Sage 50 Automated Accounting
<b>Department:</b>	STV
<b>Proposal Start:</b>	Spring 2026
<b>TOP Code (CB03) :</b>	(0702.10) Software Applications
<b>CIP Code:</b>	(11.0601) Data Entry/Microcomputer Applications, General.
<b>SAM Code (CB09) :</b>	D - Possibly Occupational
<b>Distance Education Approved:</b>	Yes
<b>Will this course be taught asynchronously?:</b>	No
<b>Course Control Number (CB00) :</b>	CCC000608733
<b>Curriculum Committee Approval Date:</b>	04/09/2025
<b>Board of Trustees Approval Date:</b>	06/17/2025
<b>Last Cyclical Review Date:</b>	05/22/2024
<b>Course Description and Course Note:</b>	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 32 hours. Note: This class is Pass/No Pass only.
<b>Justification:</b>	Content Change
<b>Academic Career:</b>	<ul style="list-style-type: none"> <li>Noncredit</li> </ul>
<b>Mode of Delivery:</b>	<ul style="list-style-type: none"> <li>In-Person</li> <li>Remote</li> <li>Hybrid</li> </ul>
<b>Author:</b>	No value
<b>Course Family:</b>	No value

**Academic Senate Discipline**

<b>Primary Discipline:</b>	<ul style="list-style-type: none"> <li>Vocational (short-term): Non-Credit</li> </ul>
<b>Alternate Discipline:</b>	No value
<b>Alternate Discipline:</b>	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

### Program Status

Course Program Status (CB24)

**Associated Program**

**Award Type**

**Active**

Account Clerk II

Certificate of Completion

Fall 2026

Account Clerk II (Cert)

Certificate of Completion

Fall 2023 to Fall 2026

### 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** 32

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 32

**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	32	0
Laboratory Hours	0	0
Studio Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	32
Laboratory	0
Studio	0
<b>Total</b>	32
<b>Course Out-of-Class Hours</b>	
Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	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

**Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation**

**Advisory**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Entry Standards**

Entry Standards

Description

No value

No value

**Course Limitations**

Cross Listed or Equivalent Course

Description

No value

No value

**Requisite Validation****Upload Statistical Validation and/or other documents (if necessary)**

No Value

**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	Description of Activity/Interaction
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

Learning Outcomes
<b>Course Objectives</b>
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

<i>ILOs</i> 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.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> 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.
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### Process accounts payable, accounts receivable, and cash transactions.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> Account Clerk II Certificate	Record transactions for a merchandising business organized as a corporation. Create financial statements from recorded transactions.
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<i>STV</i> 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.
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### Prepare a comprehensive financial report.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> 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.
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## Additional SLO Information

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

No

**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 (6 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 (6 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: 32**

### **Additional Information**

#### **Repeatability**

Repeatable

**Justification (if repeatable was chosen above)**

Non-credit courses

**Is it possible this course will have a material fee?**

No

**I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):**

No

**What term(s) will this course be offered?**

Fall/Winter/Spring/Summer

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

No Value

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

No Value