



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	BUS
Course Number:	165B
Descriptive Title:	Introduction to Accounting Software Systems
Division:	Business
Department:	Accounting
Course Disciplines:	Accounting
Catalog Description:	This course is an introduction to accounting software systems and enterprise resource planning systems 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.
Prerequisite:	BUS 150_with a minimum grade of C
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	1.5
Hours Laboratory (per week):	1.5
Outside Study Hours:	3
Total Course Hours:	54
Course Units:	2
Grading Method:	Letter Grade and Pass/No Pass
Credit Status:	Credit, degree applicable
Transfer CSU:	yes
Effective Date:	
Transfer UC:	no
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
CalGETC:	

Term:	
Other:	
Student Learning Outcomes:	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.
Course Objectives:	1. Define and setup the company structure within an accounting software or ERP system. 2. Navigate the basic business modules within an accounting software or ERP system. 3. Process revenue cycle transactions, including sales and cash receipts. 4. Process expenditure cycle transactions, including purchases and cash disbursements. 5. Process financial accounting journal entries and adjustments. 6. Prepare financial statements and management reports. 7. Define and demonstrate understanding of accounting software terminology in context.
Major Topics:	I. Software Setup and Launch Procedures (3 hours, lecture) A. Introduction to the software B. Initial user set-up II. Software Setup and Launch Procedures (3 hours, lab) A. Introduction to the software B. Initial user set-up III. Navigation (3 hours, lecture) A. Identifying screen elements B. Navigating between SAP system screens C. Applying personal system settings D. Using help IV. Navigation (3 hours, lab) A. Identifying screen elements B. Navigating between SAP system screens C. Applying personal system settings D. Using help V. Company Setup (6 hours, lecture) A. Organizational structure B. Products and services setup C. Customer setup D. Vendor setup E. Overview of business processes F. Overview of module structure VI. Company Setup (6 hours, lab) A. Organizational structure B. Products and services setup C. Customer setup

	D. Vendor setup E. Overview of business processes F. Overview of module structure
	VII. Sales and Distribution Process (3 hours, lecture) A. Module organization B. Master data setup C. Order-to-Cash Process VIII. Sales and Distribution Process (3 hours, lab) A. Module organization B. Master data setup C. Order-to-Cash Process IX. Materials Management Process (3 hours, lecture) A. Module organization B. Master data setup C. Procure-to-Pay Process X. Materials Management Process (3 hours, lab) A. Module organization B. Master data setup C. Procure-to-Pay Process XI. Financial Reporting Process (6 hours, lecture) A. Module organization B. General ledger accounts C. Customer accounts and accounts receivable D. Vendor accounts and accounts payable E. Posting journal entries F. Financial reports XII. Financial Reporting Process (6 hours, lab) A. Module organization B. General ledger accounts C. Customer accounts and accounts receivable D. Vendor accounts and accounts payable E. Posting journal entries F. Financial reports XIII. Overview of Other Processes (3 hours, lecture) A. Production planning module B. Managerial accounting and reporting module C. Warehouse and inventory management module XIV. Overview of Other Processes (3 hours, lab) A. Production planning module B. Managerial accounting and reporting module C. Warehouse and inventory management module
Total Lecture Hours:	27
Total Laboratory Hours:	27
Total Hours:	54
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	3) Skills demonstration

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.
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.
Other Evaluation Methods:	Class Performance, Completion, Homework Problems, Laboratory Reports, Matching Items, Multiple Choice, Other Exams, Performance Exams, Quizzes, True/False
Instructional Methods:	Demonstration, Lab, Lecture
If other:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Skill practice, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	Deepak Sharma and Kerri Simich, <u>Learning Sage 50 Accounting: A Modular Approach</u> , 23rd Edition, Northrose Educational Resources, 2023
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	Prerequisite
Category:	standard
Requisite course(s): List both prerequisites and corequisites in this box.	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. BUS 150 - 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. BUS 150 - Measure a company's performance through its financial statements. BUS 150 - Prepare general ledger entries using computer software programs.

Requisite Skill:	Prerequisite
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Sidney Porter
Date:	04/19/2021
Original Board Approval Date:	11/15/2021
Last Reviewed and/or Revised by:	Sidney Porter
Date:	10/15/2025
Last Board Approval Date:	01/21/2026
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