COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: ACCT 250 Professional Accounting Software

CLASS SECTION: 001

TERM: S2022

COURSE CREDITS: 3

DELIVERY METHOD(S): CBA 277 Monday & Wed 6:00pm-8:50 pm

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College requires mandatory attendance for the first class meeting of each course. *If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

INSTRUCTOR DETAILS

NAME: Martha Okot Thomas

EMAIL: thomasm@camosun.ca (*do not email me through D2L*)

OFFICE: CBA 263

HOURS: By appointment

Online via advance appointment – email by 9am for same day appointments (Mon-Thurs)

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course uses accounting software to support practical application of financial accounting, auditing and taxation. Students will integrate bookkeeping, auditing and business software as appropriate. Students will calculate appropriate Federal and Provincial payroll remittances and tax remittances. It is recommended that BUS 140 be taken prior to this course.

https://colss-prod.ec.camosun.ca/Student/Student/Courses/Search?keyword=ACCT+250

COURSE LEARNING OUTCOMES / OBJECTIVES

At the completion of this course, students will be able to:

1. Use bookkeeping software to prepare year-end adjusting journal entries and produce financial statements.

2. Use bookkeeping software to calculate and make entries to general journal and ledger, payroll, accounts payable and accounts receivable to produce reports and financial statements.

3. Set up financial records using generally accepted business practices.

4. Apply basic Federal and Provincial payroll and tax legislation in order to complete appropriate remittances.

5. Use auditing software to import bookkeeping entries, attach working papers to support auditing entries, and export to related software.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Text: There is NO textbook required for this course.

Software: Software programs will be provided to students free of charge. Your instructor will provide the necessary software installation instructions to students wishing to complete course work on their own personal computers. NOTE – software used in this course is NOT MAC compatible. Coursework can be completed in the second floor Centre for Business & Access Building (CBA) labs or using a PC computer. *Students enrolled in an online section must have access to a PC computer to complete this course.*

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Date	Mon/Wed **Mandatory attendance – Students must attend the first class of the semester**	Each week runs Mon-Sun
Week 1 July 4th and 6th	Course introduction, software overview Ethics, Technology & Professional Expectations GST Theory QuickBooks Assignment Requirements Introduction to QuickBooks **QuickBooks Transactions – Assignment #1** **QuickBooks Company Set-up – Assignment #2**	**D2L quiz 1 – due Sun 11:30pm**
Week 2 July 11th and 13th	**QuickBooks Company Set up – Assignment #2 cont'd** Internal Controls and Bank Recs Theory	**Assignment #1 Due Mon 5pm** **D2L quiz 2 – due Sun 11:30pm**
Week 3 July 18th and 20th	QuickBooks Exam Review **Midterm – QuickBooks and General Theory (25%)** Introduction to SAGE 50 SAGE 50 Assignment Requirements SAGE 50 General Ledger **Sage Transactions - Assignment #3**	**Assignment #2 Due Mon 5pm** **Exam – Wed July 20th – 6pm** **D2L quiz 3– Due Sun 11:30pm**
Week 4 July 25th and 27th	SAGE 50 Payables & Receivables SAGE 50 Company Set up **Sage Company Set-up - Assignment #4**	**Assignment #3 – due Mon 5pm**
Week 5 August 3rd (Only)	Payroll Theory & SAGE 50 Payroll Budgeting Theory & Sage 50 Budgeting **CONTROLLERSHIP Project (8%)**	**Assignment #4 – due Mon 5pm** **D2L quiz 4– Due Sun 11:30pm**
Week 6 August 8th and 10th	Introduction to the workplace & professional practice Preparing year end working paper files, linking, referencing and general best practices CaseWare – introduction and file management, **CASEWARE Project (12%)**	**Controllership Project Due Wed 5pm** **D2L quiz 5– Due Sun 11:30pm**
Week 7 August 15th and 17th	**CASEWARE Project (12%) cont'd** Final Exam Review	**CaseWare Project – Due Wed 5pm**

> **There will be a final exam during exam week. Do not book any vacation during this time.**

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
D2L Quizzes		10%
Assignments		10%
Projects		20%
Midterm		25%
Final Exam		35%
	TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

(a) *The D2L website* Go to the D2L website, click on the following link: http://online.camosun.ca/ We recommend bookmarking this link.

(b) *In our Classroom, you are expected to*:
- Produce your own work in a readable, orderly, and timely manner.
- Apply professional standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.
- Check the website announcements on a frequent basis to be apprised of any changes. As the schedule provided is tentative, exam and assignment dates could change with little notice.

Cell phone use, or off-task behaviour, is not permitted at any time during class. Students who persist in this behaviour will be asked to leave the classroom.

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make- up quizzes or exams of any kind if you performed poorly on an assignment, project, quiz, or exam.

EXAM DATES WILL NOT BE RESCHEDULED Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit

http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.