

# COURSE SYLLABUS



COURSE TITLE: ACCT 250 Professional Accounting Software  
CLASS SECTION: 001  
TERM: F2023  
COURSE CREDITS: 3

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

DELIVERY METHOD(S): 001 – WED 12:30pm – 2:20pm CBA 287 & FRI 12:30 – 2:20pm CBA 201 .

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**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

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NAME: Susan R. Lucato, CPA, CGA  
EMAIL: [lucatos@camosun.ca](mailto:lucatos@camosun.ca)  
OFFICE: CBA 233  
HOURS: Online MS Teams meetings available Mon-Thurs by advance appointment  
In person – Tues 2pm – 2:30pm / Wed 12pm – 12:30pm and 2:30 – 3pm

*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

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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

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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, with a strong internet connection, webcam and microphone.*

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.

Week / Date Range	Content / Curriculum coverage <b>S001 Classes WED CBA 287 and FRI CBA 201</b>	Due Dates Each week runs Mon-Sun
Week 1 Sep 4 - 10	Stat Holiday – Mon Sep 4 <sup>th</sup> – College Closed Course introduction, software overview Ethics, Technology & Professional Expectations GST Theory	<b>ACCT 250 D2L Course Overview &amp; Academic Integrity Quiz – MANDATORY due by Sunday Sep 10<sup>th</sup> – 11:59pm</b>
Week 2 Sep 11 - 17	Introduction to SAGE 50 Assignment & Project Submission Requirements SAGE 50 General Ledger SAGE 50 Accounts Payable & Accounts Receivable <b>Assignment #1 – SAGE 50 Transactions PHOTO</b>	<b>D2L Quiz 1 – due Sun 11:59pm</b>
Week 3 Sep 18 – 24	SAGE 50 Company Set up	<b>Assignment #1 Due Tues 11:59pm</b>
Week 4 Sep 25 – Oct 1	<b>Assignment #2 – SAGE 50 Company Set up AIRCARE</b>	<b>D2L Quiz 2 – due Sun 11:59pm</b>
Week 5 Oct 2 - 8	Stat Holiday – Sat Sep 30 <sup>th</sup> – College Closed Mon Oct 2nd <b>Midterm 1</b> <b>WED 2:30pm CBA 287</b> <b>Accounting Software Discussion Post</b>	<b>Assignment #2 Due Tues 11:59pm</b> <b>Midterm Exam</b>
Week 6 Oct 9 - 15	Stat Holiday – Mon Oct 9 <sup>th</sup> – College Closed Payroll Theory & Best Practices Payroll Reporting SAGE 50 Payroll <b>Assignment #3 – SAGE 50 Payroll Transactions HELENA</b>	<b>Software Exploration Discussion Post – Due Wed 11:59pm</b> <b>D2L Quiz 3 – due Sun 11:59pm</b>
Week 7 Oct 16 - 22	SAGE 50 Payroll Set up	<b>Assignment #3 Due Tues 11:59pm</b>
Week 8 Oct 22 - 29	<b>Assignment #4 – SAGE 50 Payroll Set up NORTHERN</b>	
Week 9 Oct 30 – Nov 5	Budgeting Theory & SAGE 50 Budgeting SAGE 50 Security Features, setting up Users	<b>Assignment #4 Due Tues 11:59pm</b> <b>D2L quiz 4– Due Sun 11:59pm</b>

	<b>Controller discussion Post CONTROLLER Project</b>	
Week 10 Nov 6- 12	Writing effective memos CONTROLLER Project (continued)	<b>Controller Discussion Post – Due Wed 11:59pm</b>
Week 11 Nov 13 – 19	Internal Controls Theory & Bank Reconciliations CONTROLLER Project (continued)	<b>Controller Project Due Fri 11:59pm</b>
Week 12 Nov 20 – 26	<b>Midterm 2 WED 2:30pm CBA 287</b>	<b>Midterm Exam</b>
Week 13 Nov 27 – Dec 3	<b>CASEWARE Project</b> Introduction to Professional Practice Preparing working papers and year end entries	<b>D2L Quiz 5 – due Sun 11:59pm</b>
Week 14 Dec 4 – 10	CASEWARE Project (continued)	<b>CaseWare Project Due Fri 11:59pm</b>
<b>NO EXAM DURING EXAM WEEK</b>		

## SECTION 001 – FRIDAY CLASS SCHEDULE

**Friday classes in CBA 201 will be considered LAB work classes.** For these classes, you will have dedicated access to CBA 201 to work on your coursework. Students are encouraged to use this dedicated LAB space and time to work on assignments and projects with the instructor available to answer questions and support learning. **Advance sign-up for Friday’s lab class may be required – we will discuss this as a group on Wed September 13<sup>th</sup>.**

**NOTE:** The instructor will NOT be in the classroom or on campus on the LAB days noted below. Questions regarding course content should be posted to the applicable discussion post area on D2L.

Fri Sep 8<sup>th</sup> , Fri Sep 29<sup>th</sup>, Fri Oct 13<sup>th</sup>, Fri Nov 3<sup>rd</sup> ,Fri Nov 10<sup>th</sup>, Fri Nov 24<sup>th</sup>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
D2L Quizzes	10%
Assignments & Discussions	16%
Projects	14%
Midterms	60%
	<b>TOTAL</b>
	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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) 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.

**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 and exams of any kind if you performed poorly on an assignment, quiz, midterm or final 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.

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). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT RESPONSIBILITY

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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

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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 [camosun.ca/services](http://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="http://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="http://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="http://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="http://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>

Support Service	Website
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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.

#### COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

##### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

##### 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 planning 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: <https://camosun.ca/services/academic-supports/accessible-learning>

##### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### 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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.