

COURSE SYLLABUS



Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

COURSE TITLE:	ACCT 250: Professional Accounting Software
CLASS SECTION:	002 and D01
TERM:	W2025
COURSE CREDITS:	3.0
DELIVERY METHOD(S):	Section 002 – In person – Tues/Thurs 12:30pm-2:30pm CBA 214 Section D01 – Online Asynchronous – no scheduled classroom time

INSTRUCTOR DETAILS

NAME:	Susan R. Lucato, CPA CGA
EMAIL:	lucatos@camosun.ca
OFFICE:	CBA 233
HOURS:	In person: Tues/Thurs 10am-10:30am and 2:30pm-3pm Other times by appointment, please email

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 highly recommended that BUS 140 be taken prior to this course.

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

PREREQUISITE(S):

One of: C in ACCT 161 C in ACCT 110 C in ACCT 130 - Must be completed prior to taking this course.

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

D2L Website: The D2L website contains course materials including the solutions manual, course notes, quizzes and assignments. In addition, additional materials and updates are provided throughout the course so you should check D2L frequently. It is strongly recommended that you set your Camosun email account to forward to your regular email account to ensure you do not miss any important communications.

Go to the D2L website by clicking on the following link: <http://online.camosun.ca/> We recommend bookmarking this link.

Textbook: There is NO textbook required for this course.

Computer/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.** A computer is required for this course – coursework can be completed in the second floor Centre for Business & Access Building (CBA) labs or using a PC computer.

Attendance: Access to course materials will be provided after a proven attendance quiz is completed. This mandatory attendance quiz is due during the first week of classes – see course schedule below.

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	Due Dates Each week runs Mon-Sun
Week 1 Jan 6-12	Course introduction, software overview Ethics, Technology & Professional Expectations GST Theory Assignment & Project Submission Requirements	ACCT 250 D2L ATTENDANCE & COURSE ENTRY Quiz – MANDATORY TO ACCESS COURSE MATERIALS – due by Sunday Jan 12 – 11:59pm
Week 2 Jan 13-19	Introduction to SAGE 50 SAGE 50 General Ledger SAGE 50 Accounts Payable & Accounts Receivable Assignment #1 – SAGE 50 Transactions PHOTO	D2L Quiz 1 – due Sun 11:59pm
Week 3 Jan 20-26	Assignment #2 – SAGE 50 Company Set up AIRCARE Exploration Discussion 1	Assignment #1 Due Mon 11:59pm Exploration Discussion 1 due Sun 11:59pm
Week 4 Jan 27-Feb 2	Assignment #2 – SAGE 50 Company Set up AIRCARE	D2L Quiz 2 – due Sun 11:59pm
Week 5 Feb 3-9	Review Exam 1 (Weeks 1-4) Section 002 – Thursday in class 12:30pm Section D01 – Friday online at 5pm	Assignment #2 Due Mon 11:59pm Review Exam 1

Week 6 Feb 10-16	Payroll Theory & Best Practices SAGE 50 Security Features, setting up Users SAGE 50 Payroll Assignment #3 - SAGE 50 Payroll HELENA	D2L Quiz 3 – due Sun 11:59pm
Week 7 Feb 17-23	Reading Break – College Closed	
Week 8 Feb 24-Mar 2	Exploration Discussion 2 Assignment #3 – SAGE 50 Payroll HELENA (cont'd) Writing effective memos Internal Controls Theory Budgeting Theory & SAGE 50 Budgeting	Exploration Discussion 2 due Sun 11:59pm
Week 9 Mar 3-Mar 9	Role of the Controller in Practice Exploration 3 Discussion Post Controller Project	Assignment #3 Due Mon 11:59pm D2L quiz 4– Due Sun 11:59pm Exploration Discussion 3 due Sun 11:59pm
Week 10 Mar 10-16	Controller Project (continued)	Controller Project Due FRI 11:59pm
Week 11 Mar 17-23	Review Exam 2 (Weeks 6-10) Section 002 – Thurs in class 12:30pm Section D01 – Online Friday at 5pm	Review Exam 2
Week 12 Mar 24-30	Professional Practice Public Practice Accounting Not-For-Profit Organizations Exploration 4 Discussion Post	Exploration Discussion 4 due Sun 11:59pm
Week 13 Mar 31-Apr 6	Public Practice (CASEWARE) Project	D2L Quiz 5 – due Sun 11:59pm
Week 14 Apr 7-13	Public Practice (CASEWARE) (continued)	Public Practice (CaseWare) Project Due FRI 11:59pm
NO EXAM DURING EXAM WEEK		

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 can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
D2L Quizzes	7.5%
Discussions	6%
Assignments	10.5%
Projects	16%
Review Exams (2 exams, 75 minutes each)	60%
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. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf	

COURSE GUIDELINES & EXPECTATIONS

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.

Generative AI (Including ChatGPT) Not Permitted

Any work submitted must be your own original work. Any use of generative artificial intelligence (AI), including ChatGPT, is prohibited and constitutes academic misconduct. Any student suspected of submitting work that includes AI generated content may be asked for preliminary work or other materials to evidence the student's original and unaided authorship. The student may also be asked to separately explain or support their work. AI identification methods may also be employed by the instructor. After review, if it is determined by the instructor that submitted work likely contains AI generated content, the work may receive a zero and may be subject to further misconduct measures set out in the See Camosun College (2021) Academic Integrity Policy. <https://camosun.ca/sites/default/files/2021-09/e-1.13.pdf>

Examinations are held at the time and date scheduled.

Please see the School of Business policy below regarding missed examinations and assignments.

Section 002 – Exams in this section will be completed using our assigned classroom – no online option is available for students registered in the in-person section.

Section D01 - Exams in this section will be online, invigilated through monitoring software using a microphone and webcam. You will require a reliable computer with a microphone and webcam along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. Please see Camosun's Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot. **If space is available, online learners may be provided an opportunity to write exams in-person, at the Instructor's discretion.**

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- ☐ In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- ☐ Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- ☐ All submitted work must be properly referenced to sources where required by your instructor.
- ☐ Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your various assessments 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 exams of any kind if you performed poorly on an assignment, quiz, or exam.

- a) EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf>
- b) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Academic Integrity. The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- ☐ See Camosun College (2021) [Academic Integrity Policy](#): "Students' Rights and Responsibilities".

Acts of academic dishonesty include, but are not limited to:

- ☐ Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ☐ Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- ☐ Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- ☐ Providing answers to another student in any test, examination, or take-home assignment.
- ☐ Taking any unauthorized materials into an examination or test.
- ☐ Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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 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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

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. To contact the Office of Student Support: 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.