

# COURSE SYLLABUS



COURSE TITLE: ACCT 250 Professional Accounting Software

CLASS SECTION: D01 & D02

TERM: S2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Online Asynchronous – no set meeting times

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

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](#).

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**Please note that Camosun College has a mandatory attendance policy for the first class meeting of each course.** Failure to attend without providing your instructor with a valid explanation in advance will result in removal from the course and the space offered to the next waitlisted student.

## INSTRUCTOR DETAILS

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NAME: Duane Jacobs, CPA, BBA

EMAIL: [JacobsD@camosun.ca](mailto:JacobsD@camosun.ca)

OFFICE: CBA 266

HOURS: Online – by appointment

*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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In this course, students will utilize accounting software to apply practical financial accounting, auditing, and taxation. They will learn how to integrate bookkeeping, auditing, and business software effectively. Moreover, students will be able to calculate Federal and Provincial payroll and tax remittances accurately. Prior completion of BUS 140 is recommended for this course.

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

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon 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 to complete appropriate remittances.

- 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:** Students will be given free access to software programs necessary to complete their coursework. Your instructor will provide instructions on installing the software on your personal computer. Please note that the software used in this course is not compatible with MAC computers. You can complete your coursework either in the labs on the second floor of the Centre for Business & Access Building (CBA) or on your computer. *Suppose you're enrolled in an online section of the course. In that case, it's essential that you have a personal computer with a reliable internet connection, webcam, and microphone to complete the coursework successfully.*

**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	<b>NOTE – Week 1, the MANDATORY attendance QUIZ is linked to the Course D2L main page.</b>	Each week runs Mon-Sun.
Week 1 Jul 4 - 9	Course introduction, software overview Assignment Submission Requirements, Academic Integrity, Ethics, Technology & Expectations GST Theory SAGE 50 - General Ledger SAGE 50 – Accounts Payable & Accounts Receivable <b>Assignment #1 – SAGE 50 Transactions PHOTO</b>	<b>Attendance Quiz – due WED Jul 5, 11:59 pm – MANDATORY to keep your place in class!</b>  D2L Quiz 1 – due Thurs 11:59 pm Assignment #1 - Due Sun 11:59 pm
Week 2 Jul 10 - 16	SAGE 50 - Company Set up <b>Assignment #2 – SAGE 50 Company Set up AIRCARE</b>	Assignment #2 - Due Sun 11:59 pm D2L Quiz 2 – due Thurs 11:59 pm
Week 3 Jul 17 - 23	<b>Midterm 1 Review</b> Payroll Theory & Best Practices Payroll Reporting SAGE 50 - Payroll <b>Assignment #3 – SAGE 50 Payroll Transactions HELEN</b>	<b>Midterm 1 – FRI Jul 21 – 4 pm ONLINE</b>  Assignment #3 - Due Sun 11:59 pm
Week 4 Jul 24 - 30	SAGE 50 - Payroll Set up <b>Assignment #4 – SAGE 50 Payroll Set up NORTHERN</b>	D2L Quiz 3 – due Thurs 11:59 pm Assignment #4 - Due Sun 11:59 pm
Week 5 Jul 31 – Aug 6	Budgeting, Internal Controls & Bank Recs Theory SAGE 50 - Budgeting SAGE 50 - Security Features, setting up Users <b>CONTROLLERSHIP Project</b>	D2L quiz 4– Due Thurs 11:59 pm Controller Discussion Post – Due Sun 11:59 pm Controllership Project Due Sun 11:59 pm

Week 6 Aug 7 – Aug 13	<b>Midterm 2 Review</b> Accounting Software Exploration	<b>Midterm 2 - FRI Aug 11 – 4 pm ONLINE</b> Software Exploration Discussion Post – Due Sun 11:59 pm
Week 7 Aug 14 - 20	Introduction to Professional Practice, Public Practice Non-Profit Organizations Preparing working papers and year-end entries <b>CASEWARE Project</b>	<b>D2L Quiz 5 – due Thurs 11:59 pm</b> <b>CaseWare Project Due Sun 11:59 pm</b>
	<b>NO EXAM DURING EXAM WEEK</b>	

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessiblelearning/exams.html). <http://camosun.ca/services/accessiblelearning/exams.html>

#### EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
D2L Quizzes	5 quizzes worth 2% each	10%
Assignments & Discussion	Assignment #1 – 1% Assignment #2 – 3% Assignment #3 – 1% Assignment #4 – 3% Discussion Posts- 2%	10%
Projects	Controllership – 8% CaseWare – 12%	20%
Midterms	Midterm 1 – 30% Midterm 2 – 30%	60%
	<b>TOTAL</b>	100%

If you are concerned about a grade you received for an evaluation, please notify 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 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 concerning attendance, punctuality, time management, positive attitude, and respect for other individuals.
- Check the website announcements frequently to be apprised of any changes. As the schedule provided is tentative, exam and assignment dates could change with little notice.

**This is an online course**, and students are expected to have a microphone, webcam, and a strong Internet connection. Please see Camosun’s Online Learning requirements at:

<http://camosun.ca/services/orientation/online-learning.html>

Please get in touch with the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

**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 would be 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 accepted by the instructor. Please advise your instructor promptly.

#### STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes the student will become a responsible College community member. As such, each student will display a positive work ethic, assist in preserving 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 several 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	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>

Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskill_____s">http://camosun.ca/learningskill_____s</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
<b>Support Service</b>	<b>Website</b>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please get in touch with 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 get in touch with the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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

#### 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/e1.13.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/e2.2.pdf> for further details about course withdrawals. For fees, course drop dates, and tuition refund deadlines, 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 following:

“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 severe 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 medical/compassionate withdrawal process.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support supports 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 ensure students have a safe and private place to talk and help them understand what supports are available and their options for the next steps. The Office of Student Support respects students’ 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-servicesand-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support:

[oss@camosun.ca](mailto: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

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 the information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.