

COURSE SYLLABUS



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| COURSE TITLE: | ACCT 250 Professional Accounting Software |
| CLASS SECTION: | D01 & D02 |
| TERM: | W2023 |
| COURSE CREDITS: | 3 |
| DELIVERY METHOD(S): | Online Asynchronous – no set meeting times |

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

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: | Susan R. Lucato, CPA, CGA |
| EMAIL: | lucatos@camosun.bc.ca |
| OFFICE: | CBA 233 |
| HOURS: | Online – by appointment In person – Tues/Thurs 2:30pm – 3:00pm |

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, 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.

| Date | NOTE – Week 1 the MANDATORY attendance QUIZ is linked to the Course D2L main page. | Each week runs Mon-Sun |
|--------------------------|--|---|
| Week 1 Jan 9 - 15 | Course introduction, software overview Assignment Submission Requirements, Academic Integrity, Ethics, Technology & Expectations GST Theory SAGE 50 - General Ledger | Attendance Quiz – due WED Jan 11 th 11:59pm – MANDATORY to keep your place in class! D2L Quiz 1 – due Sun 11:59pm |
| Week 2 Jan 16 - 22 | SAGE 50 - Accounts Payable & Accounts Receivable Assignment #1 – SAGE 50 Transactions PHOTO | Assignment #1 - Due Sun 11:59pm |
| Week 3 Jan 23 - 29 | SAGE 50 - Company Set up Assignment #2 – SAGE 50 Company Set up AIRCARE | Assignment #2 - Due Sun 11:59pm D2L Quiz 2 – due Sun 11:59pm |
| Week 4 Jan 30 – Feb 5 | Midterm 1 Review | Midterm 1 – FRI Feb 3 – 4pm ONLINE |
| Week 5 Feb 6 - 12 | Payroll Theory & Best Practices Payroll Reporting SAGE 50 - Payroll Assignment #3 – SAGE 50 Payroll Transactions HELENA | Assignment #3 - Due Sun 11:59pm |
| Week 6 Feb 13 - 19 | Accounting Software Exploration SAGE 50 - Payroll Set up | D2L Quiz 3 – due Sun 11:59pm |
| Week 7 Feb 20 – 26 | Family Day – Stat Holiday Feb 20 th – College Closed Reading Break – College Closed Feb 21-26 | Software Exploration Discussion Post – Due Sun 11:59pm |
| Week 8 Feb 27 – Mar 5 | Assignment #4 – SAGE 50 Payroll Set up NORTHERN | Assignment #4 - Due Sun 11:59pm |
| Week 9 Mar 6 - 12 | Budgeting, Internal Controls & Bank Recs Theory SAGE 50 - Budgeting SAGE 50 - Security Features, setting up Users | D2L quiz 4– Due Sun 11:59pm |
| Week 10 Mar 13 - 19 | Midterm 2 Review | Midterm 2 - FRI Mar 17 – 4pm ONLINE |

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| Week 11 Mar 20 - 26 | CONTROLLERSHIP Project Role of the Controller in Practice – Key responsibilities Controller Discussion Post | Controller Discussion Post – Due Sun 11:59pm |
| Week 12 Mar 27 – Apr 2 | Controllership Project (continued) | Controllership Project Due Sun 11:59pm |
| Week 13 Apr 3 - 9 | CASEWARE Project Introduction to Professional Practice, Public Practice & Non-Profit Organizations Preparing working papers and year end entries Good Friday – Stat Holiday Apr 7 – College Closed | D2L Quiz 5 – due Sun 11:59pm |
| Week 14 Apr 10 - 16 | CASEWARE Project - continued Easter Monday – Stat Holiday Apr 10 – College Closed | CaseWare Project Due Sun 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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

| DESCRIPTION | WEIGHTING |
|---------------------------|--------------|
| D2L Quizzes | 10% |
| Assignments & Discussions | 10% |
| Projects | 20% |
| Midterms | 60% |
| | 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](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.

This is an online course and it is expected that students have a microphone and webcam along with a strong Internet connection. 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.

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.

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 |

| Support Service | Website |
|--------------------|---|
| 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.

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/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.