COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE:	ACCT 250: Professional Accounting Software
CLASS SECTION:	D01
TERM:	W2024
COURSE CREDITS:	3.0
DELIVERY METHOD(S):	Online Asynchronous

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.

INSTRUCTOR DETAILS

NAME:	Leah Hudson, MPAcc, CPA
EMAIL:	HudsonL@camosun.ca
OFFICE:	CBA 272
HOURS:	Mon 12:00PM – 2:30PM / Wed 4:30PM – 6:00PM (in-person in office, available virtually as well)
	(other times available by advance 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.

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.

Exams in this course 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.

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 *Section D01 – ONLINE – Asynchronous – No regular class*	Due Dates Each week runs Mon-Sun
Week 1 Jan 8-14	Course introduction, software overview Ethics, Technology & Professional Expectations GST Theory Assignment & Project Submission Requirements	ACCT 250 D2L ATTENDANCE QUIZ MANDATORY – Course Overview Quiz – due by WED Jan 10 11:59pm
Week 2 Jan 15-21	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 22-28	SAGE 50 Company Set up	Assignment #1 Due Mon 11:59pm
Week 4 Jan 29-Feb 4	**Assignment #2 – SAGE 50 Company Set up AIRCARE**	D2L Quiz 2 – due Sun 11:59pm
Week 5 Feb 5-11	**Review Exam 1 (Weeks 1-4)**	Assignment #2 Due Mon 11:59pm Review Exam 1 – FRI 4pm
Week 6 Feb 12-18	Payroll Theory & Best Practices Payroll Reporting SAGE 50 Payroll **Assignment #3 – SAGE 50 Payroll Transactions HELENA**	D2L Quiz 3 – due Sun 11:59pm
Week 7 Feb 19-25	READING Break Week – College Closed	

Week 8 Feb 26-Mar 3	SAGE Payroll Setup **Assignment #4 – SAGE 50 Payroll Set up NORTHERN**	Assignment #3 Due Mon 11:59pm
Week 9 Mar 4-10	**Controller Exploration Discussion Post** Budgeting Theory & SAGE 50 Budgeting SAGE 50 Security Features, setting up Users Internal Controls Theory	Controller Exploration Discussion Post – due Thurs 11:59pm D2L Quiz 4 – due Sun 11:59pm
Week 10 Mar 11-17	**Review Exam 2 (Weeks 6-9)**	Assignment #4 Due Mon 11:59pm Review Exam 2 – FRI 4pm
Week 11 Mar 18-24	Writing effective memos **CONTROLLER Project**	
Week 12 Mar 25-31	Controller Project (continued) GOOD FRIDAY – FRI Mar 29 – College Closed	Controller Project Due Fri 11:59pm
Week 13 Apr 1-7	EASTER MONDAY – MON Apr 1 – College Closed **Public Practice (CASEWARE) Project** **Public Practice Exploration Discussion** **Post** Introduction to Professional Practice Preparing working papers and year end entries Bank Reconciliations (ACCT 110/161 refresher)	D2L Quiz 5 – due Sun 11:59pm Public Practice Exploration Discussion Post – due Thurs 11:59pm
Week 14 Apr 8-14	Public Practice (CASEWARE) Project (continued)	Public Practice (CaseWare) Project Due Fri 11:59pm
NO EXAM DURING FINAL 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. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
D2L Quizzes		10%
Discussion Posts		3%
Assignments		10%
Projects		17%
Review Exams		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 policy for more information.
https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

(a) *Mandatory Attendance for First Class Meeting* This section of ACCT 250 requires mandatory attendance for the first in-person class meeting of the course. For online sections, this is measured using participation in the mandatory attendance quiz. 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. For more information, please see the "Attendance" section under "Registration Policies for Students" Registration Policies for Students | Camosun College

(b) *The D2L website* contains course materials including the text-book solutions manual, course notes, quizzes, video demonstrations and assignments. As well, additional materials and updates are provided throughout the course so you should check D2L frequently. Go to the D2L website, click on the following link: http://online.camosun.ca/
We recommend bookmarking this link.

To login to D2L, your user name will be your student number (including the leading C0) and the password will be your birthdate as mmddyy - you will be required to change that password right away. I strongly recommend setting your Camosun email account to forward to your regular email account to ensure you do not miss any important communications.

(c) *In our Classroom, you are expected to*:

- Produce your own, independent and individual 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 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

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.

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

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

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.

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.