

# COURSE SYLLABUS



COURSE TITLE: ACCT 250 Professional Accounting Software  
CLASS SECTION: D01  
TERM: W2022  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Online Lecture – Mondays 6pm via D2L Collaborate & via CBA 201 Remote Access Lab

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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**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.bc.ca](mailto:lucatos@camosun.bc.ca)

OFFICE: CBA 233

HOURS: On campus drop-in: Tues/Thurs 11:30am – 12:30pm

Online via advance appointment – email by 9am for same day appointments (Mon-Thurs)

*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.*

**Lab access:** Remote access to CBA Lab #201 on Monday nights from 6pm-9pm will be provided for this class, for course demonstration and exam purposes. Instructor will provide information on access protocols during the first class.

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	Monday Mandatory attendance – Online class Mon Jan 10 <sup>th</sup> – Link via D2L under Collaborate tab	Each week runs Mon-Sun
Week 1 Jan 10-16	Course introduction, software overview, remote lab access instructions Ethics, Technology & Professional Expectations GST Theory Internal Controls and Bank Recs Theory	D2L quiz 1 – due Sun 11:59pm
Week 2 Jan 17-23	Introduction to QuickBooks QuickBooks Assignment Requirements QuickBooks Transaction Practice	Assignment #1 Due Thurs 11:59pm
Week 3 Jan 24-30	QuickBooks Company Set up	D2L quiz 2 – due Sun 11:59pm
Week 4 Jan 31 – Feb 6	QuickBooks Company Set up QuickBooks Exam Review	Assignment #2 Due Thurs 11:59pm
Week 5 Feb 7 - 13	<b>Midterm 1 – QuickBooks and General Theory (30%)</b> Introduction to SAGE 50 SAGE 50 Assignment Requirements SAGE 50 General Ledger	Exam – Interurban Campus CBA 201 ONSITE – 6:30pm
Week 6 Feb 14-20	SAGE 50 Payables & Receivables	Assignment #3 – due Thurs 11:59pm
Week 7 Feb 21-27	Family Day Statutory Holiday – Mon Feb 21 Reading Week Feb 22-25– College Closed	D2L quiz 3– Due Sun 11:59pm
Week 8 Feb 28 – Mar 6	SAGE 50 Company Set up	
Week 9 Mar 7-13	Budgeting Theory & Sage 50 Budgeting Payroll Theory & SAGE 50 Payroll <b>CONTROLLERSHIP Project (8%)</b>	Assignment #4 – due Thurs 11:59pm D2L quiz 4– Due Sun 11:59pm

Week 10 Mar 14-20	<b>CONTROLLERSHIP Project (continued)</b> Sage & Theory exam review	<b>Controllership Project Due Thurs 11:59pm</b>
Week 11 Mar 21-27	<b>Midterm 2 – SAGE and General Theory (30%)</b> Introduction to the workplace & professional practice	<b>Exam – Interurban Campus CBA 201 ONSITE – 6:30pm</b>
Week 12 Mar 28 – Apr 3	Preparing working papers and year end entries Preparing year end working paper files, linking, referencing and general best practices	<b>D2L quiz 5– Due Sun 11:59pm</b>
Week 13 Apr 4-10	CaseWare – introduction and file management <b>CASEWARE Project (12%)</b>	
Week 14 Apr 11-17	<b>CASEWARE Project (continued)</b>	<b>CaseWare Project – Due Thurs 11:59pm</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/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
D2L Quizzes	10%
Assignments	10%
Projects	20%
Midterms	60%
<b>TOTAL</b>	<b>100%</b>

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.

**Cell phone use, or off-task behaviour, is not permitted at any time during class. Students who persist in this behaviour will be asked to leave the classroom.**

**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.

**This is an online course** and it is expected that students have a microphone and webcam along with a strong Internet connection. Exams will be either in-person or online (invigilated live or through monitoring software using a microphone and webcam). 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.

**EXAMS – ONLINE SECTION** – The two (2) midterm examinations will be held onsite at the Interurban Campus of Camosun College unless otherwise arranged with the instructor. Students are expected to attend on-site for exams unless living outside of Southern Vancouver Island. **Please contact your instructor during the first week of classes if you are unable to attend the midterm and final exam onsite.**

**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

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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 <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>

Support Service	Website
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/learningskills">http://camosun.ca/learningskills</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>
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 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](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 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.