COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: ACCT 250: Professional Accounting Software

CLASS SECTION: D02

TERM: F2024

COURSE CREDITS: 3.0

DELIVERY METHOD(S): Online Asynchronous

INSTRUCTOR DETAILS

NAME: Susan R. Lucato, CPA CGA

EMAIL: lucatos@camosun.ca

OFFICE: CBA 233

HOURS: In person: M/W 11am-12pm

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.

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.

Mandatory Attendance for First Class Meeting of Each Course: This section of ACCT 250 requires mandatory attendance for the first class meeting of the course. For online sections, this is measured using participation in the mandatory attendance quiz due during the first week of classes – see course schedule below. 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

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	Due Dates Each week runs Mon-Sun
Week 1 Sep 2-8	**Stat holiday – Labour Day Mon Sep 2nd** Course introduction, software overview Ethics, Technology & Professional Expectations GST Theory Assignment & Project Submission Requirements	**ACCT 250 D2L ATTENDANCE Quiz – MANDATORY – due by THURS SEP 5 – 11:59pm**
Week 2 Sep 9-15	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 Sep 16-22	SAGE 50 Company Set up **Exploration Discussion 1**	**Assignment #1 Due Mon 11:59pm** **Exploration Discussion 1 due Sun 11:59pm**
Week 4 Sep 23-29	**Assignment #2 – SAGE 50 Company Set up AIRCARE**	**D2L Quiz 2 – due Sun 11:59pm**
Week 5 Sep 30 – Oct 6	**Stat holiday – Truth & Reconciliation Day Mon Sep 30th** **Review Exam 1 (Weeks 1-4) - FRI (75 minutes)**	**Assignment #2 Due Mon 11:59pm** **Review Exam 1**

Week 6 Oct 7-13	Payroll Theory & Best Practices SAGE 50 Security Features, setting up Users SAGE 50 Payroll	D2L Quiz 3 – due Sun 11:59pm
Week 7 Oct 14-20	**Stat holiday – Thanksgiving Day – Mon Oct 14th** **Exploration Discussion 2** **Assignment #3 – SAGE 50 Payroll HELENA**	**Exploration Discussion 2 due Sun 11:59pm**
Week 8 Oct 21-27	Internal Controls Theory Role of the Controller in Practice **Exploration 3 Discussion Post**	**Assignment #3 Due Mon 11:59pm** **Exploration Discussion 3 due Sun 11:59pm**
Week 9 Oct 28-Nov 3	Budgeting Theory & SAGE 50 Budgeting Writing effective memos **Controller Project**	D2L quiz 4– Due Sun 11:59pm
Week 10 Nov 4-Nov 10	**Controller Project (cont'd)**	**Controller Project Due Sun 11:59pm**
Week 11 Nov 11 – Nov 17	**Stat holiday – Remembrance Day – Mon Nov 11th** **Review Exam 2 (Weeks 6-10) - FRI (75 minutes)**	**Review Exam 2**
Week 12 Nov 18-24	Introduction to Professional Practice Public Practice Accounting Not-For-Profit Organizations **Exploration 4 Discussion Post**	**Exploration Discussion 4 due Sun 11:59pm**
Week 13 Nov 25-Dec 1	**Public Practice (CASEWARE) Project**	D2L Quiz 5 – due Sun 11:59pm
Week 14 Dec 2-8	Public Practice (CASEWARE) (continued)	**Public Practice (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 noticed is required. Deadlines can be reviewed on the CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
D2L Quizzes		10%
Discussions		4%
Assignments		9%
Projects		17%
Review Exams (2 exams, 75 minutes each)		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

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.

Chat GPT and other AI tools: All work in this course must be prepared by you. Use of AI tools is not permitted. The expectation for this course is that all work submitted by students will be generated by the students themselves, working individually. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools like ChatGPT. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications.

Examinations are held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments.

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

Support Service	Website
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

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.