

Business Administration

Course Number: **BUAD 236**

Course Title: **ACCOUNTING COMPUTER APPLICATIONS**

Credits: 3

Calendar Description: This course provides practical in-depth study, applying concepts to accounting software including sales, purchases, inventory, payroll, bank reconciliations, year-end file preparation and the use of tax software.

Evaluation Procedure

Assignments	45%
Exam 1 QuickBooks	20%
Exam 2 Sage 50	15%
Exam 3 (Scheduled as a final exam) CaseWare and Tax Software	2

Course Schedule

Date	Topic
2020 week of	Wednesday, September 9 First Day of Classes Monday, October 12 Statutory Holiday Monday, November 11

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating