

# 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
<b>2020 week of</b>	Wednesday, September 9 First Day of Classes Monday, October 12 Statutory Holiday Monday, November 11

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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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**

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### **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