

# Business Administration

Course Number: **BUAD 236**

Course Title: **ACCOUNTING COMPUTER APPLICATIONS**

**Professors**

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**Evaluation Procedure**

Assignments	30%
Mid-term Exam	35%
Final Exam	35%
Total	100%

**Notes****Lab Attendance**

This course is scheduled as a 3 hour lab course with no lecture or seminar time. Primary instruction will take place in the computer lab during the 3 hours scheduled per week. Students are expected to attend both assigned lab periods each week.

Course Schedule

		Wednesday Jan 3 Classes Begin Monday Feb 12 Family Day – no classes Tuesday Feb 13 to Feb 16 Mid-semester Study Break – no classes Friday Mar 30 to Monday April 2 Easter – no classes Thursday Apr 12 Last Day of Regularly – scheduled Classes
Jan	5	Introduction to Accounting Information Systems and Accounting Simulation Materials; Manual Transaction Processing
	12	Manual Transaction Processing, Bank Reconciliation Introduction to QuickBooks
	19	QuickBooks – Create a new company, Chart of Accounts, Inventory Purchases
	26	QuickBooks – Other Purchases, Accounts Payable, Cheques
Feb	2	QuickBooks – Accounts Receivable, Deposits
	9	QuickBooks – Employees, Payroll, Petty Cash, Inventory Adjustments, Bank Reconciliation
	16	Reading Break
	23	QuickBooks – Month End Adjustments and Financial Statements
Mar	2	Midterm Exam, Sage 50 – Create a new company, Chart of Accounts
	9	Sage 50 – Sales Taxes, Inventory, Purchases, Accounts Payable
	16	Sage 50 – Accounts Receivable and Deposits, Employees, Payroll
	23	Sage 50 – Inventory Adjustments, Bank Reconciliation, Month End Adjustments and Financial Statements
Apr	6	CaseWare - Setup, Importing, Mapping
	13	

## **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?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties 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?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certific