

# Business Administration

Course Number:	<b>BUAD 236</b>
Course Title:	<b>ACCOUNTING COMPUTER APPLICATIONS</b>
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.
Semester and Year:	<b>FALL 2023</b>
Prerequisite(s):	BUAD 111 and 128
Corequisite(s):	BUAD 208
Prerequisite to:	No
Final Exam:	Yes

**Professors**

<b>Name</b>	<b>Phone</b>	<b>Office</b>	<b>Email</b>
Jason Hodges	Email	B141	<a href="mailto:jhodges@okanagan.bc.ca">jhodges@okanagan.bc.ca</a>

**Learning Outcomes**

Upon completion of this course students will be able to

- recognize the linkages between a manual accounting system and a computerized accounting system.
- explain the modularized structure of a computerized accounting environment.
- develop a computerized set of books and records for a small business.
- analyze the source documents of a small business and prepare computerized entries
- perform periodic accounting functions including a bank reconciliation, year-end adjusting entries and required government filings of a small business utilizing the software
- ladder the knowledge gained in one computer accounting software to other similar software.
- prepare a basic working paper file for the year end of a small business
-



## Course Schedule

Date		Topic
2023 week of		Wednesday September 6, First day of class Friday September 15, Last day to register for Fall 2023 <i>Monday Oct. 2, Monday Oct. 9 &amp; Monday Nov. 13, Statutory Holiday (no classes)</i> Friday October 27, Last day to withdraw from class without academic penalty Thursday December 7, Last day of class
		Sept 7 Introduction to Accounting Information Systems and Course Pack QuickBooks, Create a new company, Chart of Accounts
		11 QuickBooks – Setting up items, Purchases, Payables and Payments Cycle
		18 QuickBooks – Sales, Receivables and Receipts Cycle, Setting up employees, processing payroll, petty cash and Inventory adjustments
		25 QuickBooks – Credit Card and Bank Reconciliation, Adjusting Entries, Month 2
Oct	2 QuickBooks – Month 3	
	9 Exam 1 - QuickBooks Sage 50 - Create a new company, Chart of Accounts	
	16 Sage 50 – Month 1 – Purchases, Payables and Payments Cycle, Sales, Receivables and Receipts Cycle, Setting up employees, processing payroll, petty cash and Inventory adjustments	
	23 Sage 50 – Month 1 – Month end work	
	30 Exam 2 – Sage 50 Optional: An introduction to Power BI	
Nov	6 CaseWare –Importing, Mapping, Compilation Working Paper File	
	13 CaseWare – Compilation Working Paper File, CaseView Financial Statements	
	20 Profile Tax Software – Importing into a Corporate Return, T4's and T5's	
	27 Profile Tax Software – Personal Tax Returns	
Dec	4 December 7 <sup>th</sup> is the last day of classes, no class this week	
Dec	11 FINAL EXAM Period – Exam 3 CaseWare, CaseView and Tax Software	

## **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**