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.
Semester and Year:	**FALL 2022**
Prerequisite(s):	BUAD 111 and 128

Corequisite

Evaluation Procedure

Assignments	45%
Exam 1　QuickBooks	20%
Exam 2　Sage 50	15%

Course Schedule

Date		Topic
2022 week of		Classes Start: Wednesday, September 7 STAT Friday, September 30 STAT Monday, October 10 STAT Friday, November 11 Last day of regularly scheduled Classes: Tuesday, December 6
Sept	8	Introduction to Accounting Information Systems and Course Pack QuickBooks, Create a new company, Chart of Accounts
	12	QuickBooks Setting up items, Purchases, Payables and Payments Cycle
	19	QuickBooks Sales, Receivables and Receipts Cycle, Setting up employees, processing payroll, petty cash and Inventory adjustments
	26	QuickBooks Credit Card and Bank Reconciliation, Adjusting Journal Entries, Month 2
Oct	3	QuickBooks Month 3
	10	Exam 1 QuickBooks Sage 50 Create a new company, Chart of Accounts
	17	Sage 50 Month 1 Purchases, Payables and Payments Cycle, Sales, Receivables and Receipts Cycle, Setting up employees, processing payroll, petty cash and Inventory adjustments
	24	Sage 50 Month 1