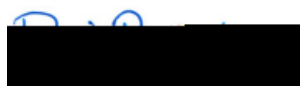


Business Administration

| | |
|-----------------------|--|
| 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 |

