

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 2023
Prerequisite(s):	BUAD 111 and 128
Corequisite(s):	BUAD 208
Prerequisite to:	No
Final Exam:	Yes

Professors

Name	Phone	Office	Email
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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
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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 & 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 th 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