

Business accounting

BUSINESS ACCOUNTING – BUSAC

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Possible career opportunities

Study in accounting prepares students for careers in booking, private and public accounting, auditing, tax preparation and administration, cost and managerial accounting, financial services, payroll, software systems, corporate governance and financial investigation. Some career options require more than two years of college study.

Program-level student learning outcomes

Program learning outcomes are subject to change. The most current list of program learning outcomes for each program is published on the DVC website at www.dvc.edu/slo.

**Associate in science degree
 Accounting**

Students completing the program will be able to...

- A. construct basic accounting documents and solve case problems related to the accounting cycle utilizing appropriate technology.
- B. analyze existing documents by verifying the accuracy of information for a company and performing necessary reconciliation.
- C. evaluate financial data in a business environment and apply ethical business judgment for decision making.

This technical curriculum is designed to provide an opportunity for accounting students to achieve an associate in science degree in accounting after completing a comprehensive series of courses in the area of accounting. Completion of the courses in this program demonstrates commitment to the field of accounting, provides comprehensive preparation for employment in accounting-related occupations, and meets a portion of the educational requirements for the California CPA exam (For additional requirements please go to www.dca.ca.gov/cba).

This degree is not recommended for transfer students and DVC accounting students in this program who intend to transfer should consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are also advised to select either General Education Option 2 (IGETC) or Option 3 (CSU GE). General Education Option 1 (DVC General Education) does not meet requirements for most transfer institutions.

To earn an associate degree with a major in accounting, students must satisfactorily complete a minimum of sixty (60) units of degree applicable coursework with a grade point average of 2.0 (C) or higher. Certain courses may satisfy both major and general education requirements; however, the units are only counted once. All coursework required for the degree major must be completed within seven years of the degree date.

<i>major requirements:</i>		<i>units</i>
BUS-145	Business Spreadsheet Applications.....	2
BUSAC-186	Financial Accounting.....	4
BUSAC-187	Managerial Accounting	4

<i>plus at least 3 units from:</i>		
BUS-240	Business Statistics.....	3
BUS-250	Business Communications I	3
BUS-295	Occupational Work Experience Education in BUS	1-4
BUSAC-182	Computer Income Tax Return Preparation - Individuals	1.5
BUSAC-185	QuickBooks Accounting for Business I	1.5
BUSAC-188	QuickBooks Accounting for Business II	1.5
BUSAC-190	Payroll Accounting	1.5

<i>plus at least 12 units from:</i>		
BUS-294	Business Law	3
BUSAC-282	Intermediate Accounting I.....	3
BUSAC-283	Auditing	3
BUSAC-284	Cost Accounting.....	3
BUSAC-285	Federal Income Taxes – Individuals.....	3
BUSAC-286	Governmental and Not-For-Profit Accounting	3
BUSAC-290	Corporate Financial Reporting and Financial Statement Analysis	3

<i>plus at least 3 units from:</i>		
BUS-209	International Business.....	3
BUS-240	Business Statistics.....	3
BUS-250	Business Communications I	3
BUSMG-191	Small Business Management	3
BUSMG-192	Entrepreneurship and Venture Management	3

total minimum required units 28

Certificate of achievement

Advanced accounting

Students completing the program will be able to...

- A. produce accurate financial statements for a company and communicate a company's financial position.
- B. construct basic accounting documents and solve case problems related to the accounting cycle utilizing appropriate technology.
- C. analyze existing documents by verifying the accuracy of information for a company and performing necessary reconciliation.
- D. compare and contrast the financial information prepared for different types of business entities.

Business accounting

The certificate of achievement in advanced accounting builds on the curriculum in the general accounting certificate program and is designed to add technical depth and analytical skill-set development in the areas of financial accounting, auditing, cost accounting, individual income taxation, governmental and not-for-profit accounting and corporate financial reporting for those students with a solid foundation in general accounting. Subjects in this program prepare students for higher level accounting positions and for taking certification examinations in the field of accounting such as enrolled agent, certified fraud examiner, certified internal auditor, certified public accountant or certified management accountant.

Students are required to obtain a "C" grade or higher in all required courses. At least 25 percent of the units must be completed at DVC. All coursework required for the certificate must be completed within seven years of the certificate date.

<i>required courses:</i>	<i>units</i>
BUS-145 Business Spreadsheet Applications.....	2
BUSAC-186 Financial Accounting.....	4
BUSAC-187 Managerial Accounting	4

<i>plus at least 3 units from:</i>	
BUS-240 Business Statistics.....	3
BUS-250 Business Communications I	3
BUS-295 Occupational Work Experience Education in BUS	1-4
BUSAC-182 Computer Income Tax Return Preparation - Individuals	1.5
BUSAC-185 QuickBooks Accounting for Business I	1.5
BUSAC-188 QuickBooks Accounting for Business II	1.5
BUSAC-190 Payroll Accounting	1.5

<i>plus at least 12 units from:</i>	
BUS-294 Business Law	3
BUSAC-282 Intermediate Accounting I.....	3
BUSAC-283 Auditing	3
BUSAC-284 Cost Accounting.....	3
BUSAC-285 Federal Income Taxes – Individuals.....	3
BUSAC-286 Governmental and Not-For-Profit Accounting	3
BUSAC-290 Corporate Financial Reporting and Financial Statement Analysis	3

<i>plus at least 3 units from:</i>	
BUS-209 International Business.....	3
BUS-240 Business Statistics.....	3
BUS-250 Business Communications I	3
BUSMG-191 Small Business Management	3
BUSMG-192 Entrepreneurship and Venture Management	3
total minimum required units	28

**Certificate of achievement
Bookkeeping**

Students completing the program will be able to...

- A. enter basic accounting transactions into an accounting software program.
- B. consolidate accounts on a monthly basis to track business income and expenses.
- C. compare and contrast the financial information prepared for different types of business entities.

The certificate program in bookkeeping is designed to provide basic business knowledge for obtaining entry-level employment in jobs requiring bookkeeping and accounting skills. Course content emphasizes small business applications for both a service and merchandising business and includes a solid foundation in bookkeeping principles and the classifying and double-entry recording of financial transactions and preparation of the income statement and balance sheet.

Students are required to obtain a "C" grade or higher in all required courses. At least 25 percent of the units must be completed at DVC. All coursework required for the certificate must be completed within seven years of the certificate date.

<i>required courses:</i>	<i>units</i>
<i>at least 3 units from:</i>	
BUSAC-181 Applied Accounting.....	3
BUSAC-186 Financial Accounting.....	4

<i>plus at least 9 units from:</i>	
BUS-145 Business Spreadsheet Applications.....	2
BUS-250 Business Communications I	3
BUS-295 Occupational Work Experience Education in BUS	1-4
BUSAC-182 Computer Income Tax Return Preparation - Individuals	1.5
BUSAC-185 QuickBooks Accounting for Business I	1.5
BUSAC-188 QuickBooks Accounting for Business II	1.5
BUSAC-190 Payroll Accounting	1.5
total minimum required units	12

**Certificate of achievement
General accounting**

Students completing the program will be able to...

- A. produce accurate financial statements for a company and communicate a company's financial position.
- B. construct basic accounting documents and solve case problems related to the accounting cycle utilizing appropriate technology.
- C. analyze existing documents by verifying the accuracy of information for a company and performing necessary reconciliation.
- D. compare and contrast the financial information prepared for different types of business entity.

Business accounting

This entry-level accounting certificate provides students with basic accounting and computer accounting coursework. Completion of the certificate will enable students to apply for entry-level positions in accounting.

Students are required to obtain a "C" grade or higher in all required courses. Certificate courses are offered in a combination of day, evening, weekend and online courses. At least 25 percent of the units must be completed at DVC. All coursework required for the certificate must be completed within seven years of the certificate date.

<i>required courses:</i>	<i>units</i>
BUS-145 Business Spreadsheet Applications.....	2
BUSAC-186 Financial Accounting.....	4
BUSAC-187 Managerial Accounting.....	4
 <i>plus at least 3 units from:</i>	
BUS-240 Business Statistics.....	3
BUS-250 Business Communications I.....	3
BUS-295 Occupational Work Experience Education in BUS	1-4
BUSAC-182 Computer Income Tax Preparation- Individuals	1.5
BUSAC-185 QuickBooks Accounting for Business I.....	1.5
BUSAC-188 QuickBooks Accounting for Business II.....	1.5
BUSAC-190 Payroll Accounting	1.5
total minimum required units	13

BUSAC-150 Topics in Business Accounting

- .3-4 units SC
- Variable hours

A supplemental course in business accounting to provide a study of current concepts and problems in Business Accounting and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

BUSAC-181 Applied Accounting

- 3 units SC
- 54 hours lecture/18 hours laboratory per term
- Recommended: BUS-103 and eligibility for ENGL-122 or equivalents
- Note: This course is a recommended primer for the BUSAC-186 "business major" transfer course. Credit by examination option available. The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

A beginning accounting course that involves a practical approach emphasizing small business applications. This course covers the accounting cycle for a sole proprietorship. Includes journals and ledgers; financial statements; adjusting, correcting, and closing entries; bank reconciliation; payroll; calculations for interest, discounts, sales, and payroll taxes. Also includes an introduction to the use of an accounting software program. CSU

BUSAC-182 Computer Income Tax Return Preparation - Individuals

- 1.5 units SC
- 18 hours lecture/27 hours laboratory per term
- Recommended: BUSAC-285 and eligibility for ENGL-122 or equivalents
- Note: Course may be repeated when software program changes. Only the first course completed will be applied toward a degree or certificate requirement. Units for both courses will apply towards the 60 units required for the degree. The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

This is a course that uses a popular tax software program or online filing system to prepare income tax returns for an individual. Topics will include the basic tax formula, filing status, exemptions, dependents and the procedures for creating a taxpayer file and processing income, deductions, credits, capital gains and losses, and business activities to produce a final tax return. CSU

BUSAC-185 QuickBooks Accounting for Business I

- 1.5 units SC
- 18 hours lecture/27 hours laboratory per term
- Recommended: BUSAC-181 or BUSAC-186 and eligibility for ENGL-122 or equivalents
- Note: Students may petition to repeat this course when software or hardware is changed. Only the first course completed will be applied toward a degree or certificate requirement. Units for both courses will apply towards the 60 units required for the degree.

This is an introductory course in the application of basic accounting knowledge and theory in QuickBooks software. The course content includes sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures for a service business. This course builds upon knowledge of bookkeeping principles. CSU

BUSAC-186 Financial Accounting

- 4 units SC
- 72 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: Students seeking an introduction to bookkeeping techniques should register for the Applied Accounting course, BUSAC-181

A theory and procedures course required for many business administration and accounting majors. Introduction to fundamental financial accounting principles, theory, concepts and procedures as the basis of an information system. Includes the role of financial information in business decisions, basic financial statements and the processes used to prepare these financial statements. C-ID ACCT 110, CSU, UC

Business accounting

BUSAC-187 Managerial Accounting

4 units SC

- 72 hours lecture per term
- Prerequisite: BUSAC-186 or equivalent

A second term theory and procedures course required for many business administration and accounting majors. Emphasis is on fundamental managerial accounting concepts that aid in decision making, performance evaluation, planning and cost control. C-ID ACCT 120, CSU, UC

BUSAC-188 QuickBooks Accounting for Business II

1.5 units SC

- 18 hours lecture/27 hours laboratory per term
- Recommended: BUSAC-185 and eligibility for ENGL-122 or equivalents
- Note: Course may be repeated when software program changes. Only the first course completed will be applied toward a degree or certificate requirement. Units for both courses will apply towards the 60 units required for the degree. The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

A second level course in computer accounting for business using a recognized software program. Focus will be on developing skills to create a set of records and applications for a merchandising business including sales and receivables, payables and purchases, and end-of-period procedures. Topics will also include payroll and payroll tax reporting and related preparation of employee earnings reports. CSU

BUSAC-190 Payroll Accounting

1.5 units SC

- 27 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course covers payroll accounting functions. Topics include how to calculate wages, determine required employer and employee tax deductions, process payroll, and file required reports. Employment legislation and tax laws that affect payroll will also be covered. CSU

BUSAC-282 Intermediate Accounting I

3 units SC

- 54 hours lecture per term
- Prerequisite: BUSAC-186 or equivalent
- Recommended: BUSAC-187 or equivalent

This upper-level financial accounting course reviews and builds on the foundation material presented in Financial Accounting. Financial accounting reporting issues in association with financial statement preparation and interpretation will also be covered. CSU

BUSAC-283 Auditing

3 units SC

- 54 hours lecture/18 hours laboratory per term
- Prerequisite: BUSAC-186 or equivalent
- Recommended: BUSAC-187 or equivalent
- Note: The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

This is an intermediate level course on the role and responsibility of Certified Public Accountants in the audit of publicly traded and private companies. Emphasis is placed on verification of financial statements and internal control of accounting systems and cycles for publicly traded companies in the United States. Coverage focuses on the legal and ethical responsibilities of auditors as mandated by the Securities Acts of 1933 and 1934 and the Sarbanes Oxley Act of 2002. Limited coverage is given to audits and attestations of private companies. Topics include auditing standards, professional ethics, legal liability, audit programs, sampling techniques, and audit reports. CSU

BUSAC-284 Cost Accounting

3 units SC

- 54 hours lecture/18 hours laboratory per term
- Prerequisite: BUSAC-187 or equivalent
- Note: The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

This course explores the accountant's role in the decision-making process. Emphasis is on the determination, collection and analysis of cost information as it relates to planning and control. Job order costing, process costing, standard costing, other current costing methods, analysis of variances and analysis of cost information are included in this course. CSU

BUSAC-285 Federal Income Taxes-Individuals

3 units SC

- 54 hours lecture per term
- Recommended: BUSAC-186 and eligibility for ENGL-122 or equivalents

This course explores the federal tax system. The Internal Revenue Code, regulations, rulings and court cases will be analyzed and applied. This course concentrates on federal income tax law for individuals and includes problem solving, perspectives on tax saving, and tax planning techniques. Introduction to tax preparation software is included. CSU

Business accounting

BUSAC-286 Governmental and Not-For-Profit Accounting

3 units SC

- 54 hours lecture per term
- Prerequisite: BUSAC-186 or equivalent
- Recommended: BUSAC-187 or equivalent

This course presents a study of accounting practices used in governmental units and not-for-profit organizations. Basic characteristics of fund accounting, functions of governmental accounting, budgetary process, financial reporting objectives and issues of reporting and disclosure will also be covered. CSU

BUSAC-290 Corporate Financial Reporting and Financial Statement Analysis

3 units SC

- 54 hours lecture/18 hours laboratory per term
- Prerequisite: BUSAC-282 or equivalent
- Recommended: Eligibility for ENGL-122 or equivalent
- Note: The laboratory (lab) hours for this course may be offered as face to face lab or online lab. See schedule of classes for specific requirements.

This course presents advanced skills in the use of financial statements by providing an overview of financial accounting information for evaluating past performance and predicting future performance of a company. It applies the accounting theory and practice gained in intermediate Accounting to real-life financial statements and disclosure examples. In addition, the course focuses on how business transactions are reported and understanding the implications of business decisions. CSU

BUSAC-299 Student Instructional Assistant

.5-3 units SC

- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU