

Business accounting

**BUSINESS ACCOUNTING – BUSAC**

Charlie Shi, Dean  
 Business, Computer Science, and Culinary Arts Division

**Possible career opportunities**

Study in accounting prepares students for careers in book-keeping, 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.

**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](http://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>
BUSAC-186 Financial Accounting.....	4
BUSAC-187 Managerial Accounting .....	4
CIS-116 Microsoft Excel – Comprehensive.....	2

*plus at least 3 units from:*

BUS-240 Business Statistics.....	3
BUS-250 Business Communications .....	3
BUS-295 Occupational Work Experience Education in BUS .....	2-4
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

*plus at least 12 units from:*

BUS-294 Business Law .....	3
BUSAC-282 Intermediate Accounting I.....	4
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 Financial Statement Analysis.....	4
BUSAC-292 Intermediate Accounting II .....	4
BUSAC-293 Accounting Ethics and Accountants’ Professional Responsibilities.....	4
BUSAC-294 Advanced Accounting.....	4

*plus at least 3 units from:*

BUS-209 International Business.....	3
BUS-240 Business Statistics.....	3
BUS-250 Business Communications .....	3
BUSMG-191 Small Business Management .....	3
BUSMG-192 Entrepreneurship and Venture Management ....	3

**total minimum units for the major                    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.

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.

**Business accounting**

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>
BUSAC-186 Financial Accounting.....	4
BUSAC-187 Managerial Accounting .....	4
CIS-116 Microsoft Excel – Comprehensive.....	2

<i>plus at least 3 units from:</i>	
BUS-240 Business Statistics.....	3
BUS-250 Business Communications .....	3
BUS-295 Occupational Work Experience Education in BUS .....	2-4
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.....	4
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 Financial Statement Analysis.....	4
BUSAC-292 Intermediate Accounting II.....	4
BUSAC-293 Accounting Ethics and Accountants’ Professional Responsibilities.....	4
BUSAC-294 Advanced Accounting.....	4

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

*\*If not used above*

**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-250 Business Communications .....	3
BUS-295 Occupational Work Experience Education in BUS .....	2-4
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
CIS-116 Microsoft Excel – Comprehensive.....	2
<b>total minimum required units</b>	<b>12</b>

**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.

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.

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<i>required courses:</i>	<i>units</i>
BUSAC-186 Financial Accounting.....	4
BUSAC-187 Managerial Accounting.....	4
CIS-116 Microsoft Excel – Comprehensive.....	2
 <i>plus at least 3 units from:</i>	
BUS-240 Business Statistics.....	3
BUS-250 Business Communications .....	3
BUS-295 Occupational Work Experience Education in BUS .....	2-4
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
<b>total minimum required units</b>	<b>13</b>

### 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  
• Advisory: BUS-103 and College-level reading and writing are expected.  
• Note: This course is recommended as preparation for BUSAC-186. Credit by Examination option available.

This beginning accounting course presents a practical approach, emphasizing small business applications. Topics include the accounting cycle for a sole proprietorship; journals and ledgers; financial statements; adjusting, closing, and reversing entries; bank reconciliation; petty cash; payroll; payroll taxes; sales and purchases; and cash receipts and cash payments. An introduction to the use of an accounting software program is also covered. CSU

### BUSAC-182 Computer Income Tax Return Preparation - Individuals

1.5 units SC  
• 18 hours lecture/27 hours laboratory per term  
• Advisory: BUSAC-285 and College-level reading and writing are expected.  
• Note: May be repeated when software 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.

This course presents tax software used to prepare income tax returns for an individual. Topics 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  
• Advisory: BUSAC-181 and College-level reading and writing are expected.  
• Note: Students may petition to repeat this course when software 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.

This introductory course presents the application of basic accounting knowledge and theory using QuickBooks software. Topics include 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  
• Advisory: College-level reading and writing are expected.  
• Note: Students seeking an introduction to bookkeeping techniques should register for BUSAC-181 - Applied Accounting.

This course presents the theory, practices and procedures of accounting. The importance of accounting and the use of financial statements by investors, creditors, and others making financial, investment, or regulatory decisions will be examined. Topics include transactions reporting and the accounting cycle, accounting for cash, receivables, inventory, plant and intangible assets, long-term investments, time value of money, liabilities, stockholders' equity, an introduction to analyzing financial statements, and accounting ethics. The application of generally accepted accounting principles and international financial reporting standards will also be covered. C-ID ACCT 110, CSU, UC

### BUSAC-187 Managerial Accounting

4 units SC  
• 72 hours lecture per term  
• Prerequisite: BUSAC-186 or equivalent

This course presents how managers use accounting information in decision-making, planning, directing operations, and controlling. The focus is on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments will also be covered. C-ID ACCT 120, CSU, UC

## Business accounting

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### **BUSAC-188 QuickBooks Accounting for Business II**

1.5 units SC

- 18 hours lecture/27 hours laboratory per term
- *Advisory: BUSAC-185 and College-level reading and writing are expected.*
- *Note: Students may petition to repeat this course when software 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.*

This is an intermediate-level course for business using QuickBooks software. Focus is placed on developing skills to create a set of records for a merchandising business including sales and receivables, payables and purchases, and end-of-period procedures. Topics include payroll, payroll tax reporting and related preparation of employee earnings reports. CSU

### **BUSAC-190 Payroll Accounting**

1.5 units SC

- 27 hours lecture per term
- *Advisory: College-level reading and writing are expected.*

This course presents accounting functions as related to payroll. Topics include wage calculation, employer and employee tax deductions, payroll processing, and required reporting. Employment legislation and tax laws that affect payroll will also be covered. CSU

### **BUSAC-282 Intermediate Accounting I**

4 units SC

- 72 hours lecture per term
- *Prerequisite: BUSAC-186 or equivalent*
- *Advisory: BUSAC-187 or equivalent*

This advanced financial accounting course builds on the material presented in BUSAC-186. Topics include accounting and reporting for assets, liabilities, and their associated financial impact on earnings. Current issues regarding 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*
- *Advisory: BUSAC-187 or equivalent*
- *Note: The laboratory (lab) hours for this course may be offered as face to face or online. See schedule of classes for specific requirements.*

This intermediate-level course presents the role and responsibility of Certified Public Accountants (CPA) 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. Topics include auditing standards, professional ethics, legal liability, responsibilities regarding fraud, internal control, audit plans, sampling techniques, auditing of the revenue cycle, auditing of cash and marketable securities, auditing of inventory and the acquisition/payment cycle, auditing of long-lived assets, auditing of debt obligations and stockholders' equity, audit reports, and other complex audit judgment issues. 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 advanced accounting course explores the accountant's role in measuring, analyzing, and reporting financial and non-financial information to help managers make decisions that fulfill the goals of an organization. Emphasis is on determination, collection and analysis of cost information as it relates to planning, control, and decision making. Additional topics include costing systems, as well as cost allocation, inventory management, transfer pricing, capital budgeting, and the balanced scorecard. CSU

### **BUSAC-285 Federal Income Taxes-Individuals**

3 units SC

- 54 hours lecture/18 hours of laboratory per term
- *Advisory: BUSAC-186 and College-level reading and writing are expected.*

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

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**BUSAC-286 Governmental and Not-For-Profit Accounting**

3 units SC

- 54 hours lecture/18 hours laboratory per term
- Prerequisite: BUSAC-186 or equivalent
- Advisory: BUSAC-187 or equivalent

This course presents the accounting practices used in governmental units, private not-for-profit organizations, colleges and universities, hospitals, and tax-exempt organizations. Basic characteristics of fund accounting, reporting objectives and standards, budgetary process, issues of reporting and disclosure will be covered. CSU

**BUSAC-290 Financial Statement Analysis**

4 units SC

- 72 hours lecture per term
- Prerequisite: BUSAC-282 or equivalent
- Advisory: College-level reading and writing are expected.

This advanced accounting course explores the analysis of financial statements to evaluate past performance and predict the future performance of a company. Emphasis is placed on corporate financial reporting and the implications on businesses decisions through the examination of financial statements and disclosure examples. CSU

**BUSAC-292 Intermediate Accounting II**

4 units SC

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

This course presents advanced financial accounting principles that builds on the material in BUSAC-282. Topics include accounting for long-term liabilities, stockholders' equity, investing assets, income taxes, leases, pensions, earnings per share, changes and error corrections, revenue recognition, and the statement of cash flows. CSU

**BUSAC-293 Accounting Ethics and Accountants' Professional Responsibilities**

4 units SC

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

This course introduces ethical standards for accounting professionals with emphasis on contemporary issues, including social and ethical responsibilities. This course meets the three semester unit requirement in accounting ethics and accountants' professional responsibilities for Certified Public Accountant (CPA) licensure. CSU

**BUSAC-294 Advanced Accounting**

4 units SC

- 72 hours lecture per term
- Prerequisite: BUSAC-292 or equivalent

This course presents advanced accounting principles that build on the material in BUSAC-292. Topics include sources of long term capital, funds statement, accounting for partnerships, consolidated financial statements, foreign currency risk, and other advanced accounting reporting requirements. 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