You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see:
https://www.dvc.edu/enrollment/transfer/index.html

For information on careers in this field see:
https://www.dvc.edu/enrollment/career-employment/index.html

**PROGRAM LEARNING OUTCOMES**

Students completing the program will be able to:
1. Enter basic accounting transactions into an accounting software program.
2. Consolidate accounts on a monthly basis to track business income and expenses.
3. Compare and contrast the financial information prepared for different types of business entities.

**Careers in**

- Entry-level employment in jobs requiring bookkeeping and accounting skills.

**BUSAC Bookkeeping**

**Certificate of Achievement**

**REQUIRED at least 3 units from**

- BUSAC 181 Applied Accounting
- BUSAC 186 Financial Accounting

**PLUS at least 9 units from**

- BUS 145 Business Spreadsheet Applications
- BUS 250 Business Communications
- BUS 295 Occupational Work Experience Education in BUS
- BUSAC 182 Computer Income Tax Return Preparation – Individuals
- BUSAC 185 QuickBooks Accounting for Business I
- BUSAC 188 QuickBooks Accounting for Business II
- BUSAC 190 Payroll Accounting

**total minimum required units** 12