

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

VSAD 402 – VETERINARY BUSINESS & FINANCIAL MANAGEMENT

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**SCHOOL OF SCIENCE, HEALTH, AND CRIMINAL JUSTICE
VETERINARY SERVICE ADMINISTRATION
MAY 2015**

- A. **TITLE:** Veterinary Business & Financial Management
- B. **COURSE NUMBER:** VSAD 402
- C. **CREDIT HOURS:** 3
- D. **WRITING INTENSIVE COURSE:** No
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall semester
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 3 hours lecture/recitation per week
- H. **CATALOG DESCRIPTION:**

This course introduces skills necessary to become proficient in one of the critical competencies required for Certified Veterinary Practice Manager certification: Finance. Students will utilize Quickbooks accounting software on a virtual server to perform financial management tasks as they pertain to veterinary medicine and animal industries, and to generate and analyze financial reports. They will also discuss retirement accounts and investment accounts, and their implementation in a veterinary practice setting. And they will discuss outside entities (accountants, financial advisors) with whom they will work to establish financial accounts, report financial data, and make timely and accurate payment of financial obligations. 3 hours lecture/recitation per week

- I. **PRE-REQUISITES/CO-COURSES:**
Pre-requisites: Enrollment in or completion of a degree in Veterinary Technology, Veterinary Science Technology, Business, Management, or Accounting and at least 45 credits earned overall, or permission of instructor. It is strongly recommended that students take ACCT 101, Foundations of Financial Accounting and BSAD 310, Human Resource Management prior to taking this course.
- J. **GOALS (STUDENT LEARNING OUTCOMES):**

By the end of this course, the student will:

<i>Course Objective</i>	<i>Institutional SLO</i>
Utilize accounting software to establish an AAHA-recommended veterinary chart of accounts in Quickbooks and utilize it to record data	3. Prof. Competence
Enter fixed assets such as veterinary medical equipment into accounting software and depreciate them	3. Prof. Competence
Make income tax deductions from employee paychecks and make quarterly income tax payments.	3. Prof. Competence
Know the types of retirement and investment accounts; establish and make contributions to them from employee paychecks and veterinary practice accounts	3. Prof. Competence

Create a budget for a veterinary practice and make a comparison to actual spending.	2. Critical Thinking 3. Prof. Competence
Create and evaluate a profit and loss statement for a veterinary practice.	2. Critical Thinking 3. Prof. Competence
Save Quickbooks financial reports in Excel, for distribution	3. Prof. Competence
Reconcile bank statements for a veterinary practice in Quickbooks	3. Prof. Competence
Create and evaluate a balance sheet for a veterinary practice.	3. Prof. Competence

K. TEXTS: Provided online

L. REFERENCES: Selected as appropriate.

M. EQUIPMENT: N/A

N. GRADING METHOD: A - F

O. MEASUREMENT CRITERIA/METHODS:

Assignments and Quizzes/Assessments: 85%

Exams: 15%

P. DETAILED TOPICAL OUTLINE:

- I. Accounting and bookkeeping in veterinary practice
- II. The AAHA-recommended veterinary chart of accounts
- III. Depreciation of fixed assets in a veterinary practice
- IV. Personal finance and investment accounts
- V. Retirement accounts and contributions thereto by the practice and its employees
- VI. Income tax deductions from employee paychecks and quarterly payments thereof by the veterinary practice
- VII. Budgeting for a veterinary practice and comparison to actual expenditures
- VIII. Creating profit and loss statements for a veterinary practice in Quickbooks and Excel utilizing a veterinary chart of accounts
- IX. Reconciling bank statements for a veterinary practice in Quickbooks
- X. Creating a balance sheet for a veterinary practice in Quickbooks and Excel

Q. LABORATORY OUTLINE: N/A