

Accounting Assistant/Bookkeeper: Level II

2017-18

Department Award Requirements

A student must receive a "C" or better in each course. A minimum of 6 units must be completed through SBCC.

Department Requirements (Total Department Units: 29)

| <i>Current Course No.</i> | <i>Previous Course No.</i> | <i>Title</i> | <i>Units</i> | <i>Institution & Course No.</i> | <i>Grade</i> | <i>Units (s/q)</i> | <i>Term</i> |
|---------------------------|----------------------------------|---|--------------|-------------------------------------|--------------|--------------------|-------------|
| • ACCT 110* | (10) | Introduction to Accounting | 4.0 | _____ | | | |
| • ACCT 230+ | (none) | Financial Accounting | 5.0 | _____ | | | |
| • ACCT 240 | (2/220) | Managerial Accounting | 4.0 | _____ | | | |
| • BUS 103 | (BUSAD 103/3) | Business Mathematics | 3.0 | _____ | | | |
| • CIS 101 | (101) | Intro. to Computer & Info Systems OR | 4.0 | _____ | | | |
| COMP 101 | (COMAP 101/CIS 109) | Introduction to Computer Applications | 4.0 | _____ | | | |
| • COMP 151AB | (COMAP 151AB/BOE 70AB/OIS 111AB) | Beginning Computer Keyboarding | 3.0 | _____ | | | |
| • COMP 171 | (COMAP 171/BOE 1/OIS 100) | Business English | 3.0 | _____ | | | |
| • COMP 271 | (COMAP 271/BOE 3/OIS 200) | Business Communication | 3.0 | _____ | | | |

* Please note that ACCT 110 (10) is required for the Department Award. The course is not eligible for waiver as a result of completing ACCT 230.

+ ACCT 210 (1) will also satisfy this requirement. However, if two or more years have elapsed since ACCT 230 (or 210) was taken, the candidate must pass a proficiency and currency test to earn the department award.

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Cornelia Alsheimer-Barthel, Department Chair, 965-0581, Ext. 2686.

Santa Barbara City College

Associate Degrees and Certificates of Achievement (In alphabetical order) - For a complete list of programs of study (associate degrees, certificates, skills competency awards and department awards) and requirements, go to http://www.sbccc.edu/apply/degrees_certificates.php.

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| Accounting (AS) | Health Information Technology (AS) |
| Accounting/Assistant Bookkeeper IV (C) | Healthy Aging (AA) |
| Administration of Justice (AA/AS/C)-3 emph. avail (AS&C), 1(AA) | History (AA) |
| Administration of Justice for Transfer (AS-T) | History for Transfer (AA-T) |
| Alcohol and Drug Counseling (AA/C) | Honors (C/C with highest honors) – 2 emphases available |
| American Sign Language (AA) | Hospitality (AS/C) |
| Animation and Gaming (AA/C) | Infant/Toddler Development (C) |
| Anthropology (AA) | Interior Design (AA/C) |
| Anthropology for Transfer (AA-T) | International Business (AA/C) |
| Applied Photography (AA/C) | Introduction to Graphic Design (C) |
| Art (AA) - 2 emphases available | Journalism (AA/C) |
| Art History for Transfer (AA-T) | Journalism for Transfer (AA-T) |
| Associate Child Care Teacher (C) | Kinesiology for Transfer (AA-T) |
| Automotive Services & Technology (AS/C) | Law & Society (AA) - Emphasis in Criminal Justice available |
| Biological Sciences (AA) | Liberal Arts (AA) – Emphasis in Biomedical Sciences |
| Black Studies (AA) | Liberal Arts & Sciences (AA) – 3 emphases available |
| Business Administration (AA/C) – 3 emphases available for AA, 2 for C | Liberal Studies (AA) – Emphasis in Education |
| Business Administration for Transfer (AS-T) | Marine Diving Technician (AS/C) |
| Cancer Information Management (AS/C) | Marketing (AA/C) |
| Chemistry (AA) | Mathematics (AA) |
| Chicano Studies (AA) | Mathematics for Transfer (AS-T) |
| Commercial Music (C) | Media Arts (AA/C) |
| Communication (AA) - 2 emphases available | Medical Coding Specialist (C) |
| Communication Studies for Transfer (AA-T) | Middle East Studies (AA) |
| Computer App. & Office Mgmt (AS/C) - 2 emphases available | Music (AA) |
| Computer Information Systems (AS) – Emph. in System Admin. available | Native American Studies (AA) |
| Computer Network Engineering (AS/C) | Natural History (AA) |
| Computer Science (AS/C) | Nursing - ADN (AS) |
| Construction Technology (AS/C) | PC Support/Network Management (C) |
| Cosmetology (AS/C) | Philosophy (AA) |
| Creative Writing (C) – 2 emphases available | Philosophy for Transfer (AA-T) |
| Culinary Arts (AS/C) | Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail. |
| Database Programming and Applications Development (C) | Physics (AA/AS) |
| Diagnostic Medical Sonography (C) | Physics for Transfer (AS-T) |
| Diversity Issues in ECE (C) | Political Science (AA) |
| Drafting/CAD (AS/C) | Political Science for Transfer (AA-T) |
| Early Childhood Education (AS/C) | Post-Professional Practice in ADC (C) |
| Early Childhood Education for Transfer (AS-T) | Psychology (AA) |
| Economics (AA) | Psychology for Transfer (AA-T) |
| Economics for Transfer (AA-T) | Radiography (AS) |
| Elementary Teacher Education (AA-T) | Real Estate (AS/C) |
| Engineering (AA/AS) | School-Age Care (C) |
| English (AA) | Sociology (AA) |
| English for Transfer (AA-T) | Sociology for Transfer (AA-T) |
| Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C | Spanish (AA) |
| Environmental Studies (AA) | Spanish for Transfer (AS-T) |
| Ethnic Studies (AA) | Studio Arts for Transfer (AA-T) |
| Film Production (AA) | Theatre Arts (AA) - 3 emphases available |
| Film and Media Studies (AA) | Theatre Arts for Transfer (AA-T) |
| Finance (AA/C) | Transfer – CSU General Education Breadth Pattern (C) |
| French (AA) | Transfer – IGETC (C) |
| Geography (AA) | Vocational Nursing (AS/C) |
| Geography for Transfer (AA-T) | Wastewater Technology Education (C) |
| Geological Sciences (AS) | Water Technology Education (C) |
| Geology for Transfer (AS-T) | |
| Global Studies (AA) | |
| Graphic Design & Photography – Graphic Design Conc. (AA/C) | |

Key: (AA)=Associate in Arts; (AA-T)=Associate in Arts for Transfer; (AS)=Associate in Science; (AS-T)= Associate in Science for Transfer; (C)=Certificate of Achievement



Santa Barbara City College

Accounting Assistant/Bookkeeper: Level II

2017-18

Department Award in Accounting Assistant/Bookkeeper, Level II

Santa Barbara City College offers a competency based Accounting Assistant/Bookkeeper certificate program which is designed to prepare students for a whole range of positions from entry level bookkeeper to full-charge bookkeeper and/or supervisor of accounting data processors. This program was developed in response to the needs of employers for trained bookkeeper and accounting assistants.

Careers in Accounting/Bookkeeping

Level II Department Award - Should enable holder to perform as:

1. Entry-level Accounting Assistant/Bookkeeper, under supervision, for small partnerships or corporations.
2. Entry-level Accounting Clerk or Accounting Data Processor, under supervision, for medium or large proprietorships, partnerships or corporations.
3. Student of Intermediate Accounting, Managerial and Cost Accounting, Fund Accounting, and/or Taxation.

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Educational Excellence***