

Accounting Assistant/Bookkeeper: Level III

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: 37)

<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 150	(none)	Intro to Accounting Software & Systems	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 109	(COMAP 109/OIS 129)	Microsoft Excel	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				

Optional:

- ACCT 130# (none) Payroll Accounting 4.0

* 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.

Satisfactory completion of ACCT 130 earns designation of "Payroll Specialist" on the Level III 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.

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.sbcc.edu/apply/degrees_certificates.php.

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 III

2017-18

Department Award in Accounting Assistant/Bookkeeper, Level III

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 III Department Award - Depending on practical experience, should enable holder to perform as:

1. Accounting Assistant/Bookkeeper, under minimum supervision, for proprietorships, or small partnerships, or corporations, using manual or computerized accounting systems.
2. Accounting Clerk or Accounting Data Processor, under minimum supervision, for small proprietorships, partnerships, or corporations.

SBCC: Your Open Door to Educational Excellence