

Accounting Assistant/Bookkeeper: Level IV

2011-12

Department Requirements (Total Department Units: 48)

<i>2011-12 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>
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A student must complete the courses required for Accounting Assistant/Bookkeeper, Level I (18 units), Level II (15 units), and Level III (8 units) plus the following:

- COMP 111 (COMAP 111/OIS 140)..... Microsoft Access4.0 _____
- MGMT 101 (1) Introduction to Management3.0 _____

Certificate of Achievement Requirements: Complete all department requirements for the certificate with a cumulative grade point average (GPA) of 2.0 or better. A minimum of 6 units must be completed through SBCC. Pass/no pass grading is not permitted in those courses needed to fulfill department requirements.

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Michael Kulper, Department Co-Chair, 965-0581, Ext. 2686, or Al Vera-Graziano, Department Co-Chair, Ext. 2499. Check your certificate progress with DARS U-Achieve at www.sbcc.edu/DARS.

Programs of Study (In alphabetical order)

Accounting (AS)
 Accounting/Assistant Bookkeeper I-IV [I-III (D); IV (C)]
 Accounting Information Systems I-III (SCA)
 Acute Care CNA (SCA)
 Administration of Justice (AA/AS/C) – 3 emph. available for AS & C, 1 for AA
 Advanced Studies in Alcohol and Drug Counseling (SCA)
 Alcohol and Drug Counseling (AA/C)
 Animation (AA/C)
 Anthropology (AA)
 Applied Photography (AA/C)
 Art (AA) - 2 emphases available
 Associate Child Care Teacher (C)
 Automotive Services & Technology (AS/C)

Baking and Pastry (SCA)
 Biological Sciences (AA)
 Bio-Medical Sciences (D)
 Black Studies (AA)
 Bookkeeping (SCA)
 Business Admin. (AA/C/SCA) – 3 emphases available for AA, 2 for C, 2 for SCA
 Business Communications (SCA)

Cancer Information Management (AS/C)
 Certified Nursing Assistant (SCA)
 Chemistry (AA)
 Chicano Studies (AA)
 Cisco Networking Associate (SCA)
 Cisco Networking Professional (SCA)
 Commercial Diving (SCA)
 Commercial Music (C)
 Communication (AA) - 2 emphases available
 Computer App. & Office Managem. (AS/C) - 2 emphases available
 Computer Information Systems (AS) – Emph. in System Administration available
 Computer Network Engineering (AS/C)
 Computer Networking Technology (SCA)
 Computer Proficiency Online (SCA)
 Computer Science (AS/C)
 Cosmetology (AS/C)
 Creative Writing (C) – 2 emphases available
 Culinary Arts (AS/C)

Database Programming and Applications Development (C)
 Diagnostic Medical Sonography (C)
 Digital Darkroom and Color Management for RGB (SCA)
 Diversity Issues in ECE (C)
 Drafting/CAD (AS/C)

Early Childhood Education (AS/C)
 Economics (AA)
 Emergency Medical Technician/Basic (SCA)
 Engineering (AA/AS)
 English (AA)
 Entrepreneurship (SCA) – 3 emphases available
 Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
 Environmental Studies (AA)
 Esthetician (SCA) – 2 levels available
 Ethnic Studies (AA)

Film Production (AA)
 Film Studies (AA)
 Finance (AA/C)
 French (AA)

Game Design (D)
 Geography (AA)
 Geological Sciences (AA)
 Global Studies (AA)
 Graphic Design & Photography – Graphic Design Concentration (AA/C)
 Graphic Design (C)
 Great Books Curriculum (D)

Health Care IT Workforce Training (SCA)
 Health Information Technology (AS)
 Help Desk and Desktop Support (SCA) – 2 levels available

History (AA)
 Home Health Aide (SCA)
 Honors (C/C with highest honors) – 2 emphases available
 Hospitality (AS/C)
 Hospitality Operations Specialist (SCA)
 Human Resource Hospitality Specialist (SCA)

Infant/Toddler Development (C)
 Information Technology Management (SCA)
 Interior Design (AA/C)
 International Business (AA/C)
 International Marketing Communication (SCA)
 Introduction to Teaching English as a Foreign Language (SCA)

Journalism (AA/C) – 3 emphases available

Landscape Operations (SCA)
 Law & Society (AA) - Emphasis in Criminal Justice available
 Liberal Arts & Sciences (AA) – 4 emphasis available
 Liberal Studies (AA) – Emphasis in Education

Manicure (SCA)
 Marine Diving Technician (AS/C)
 Marine Science (D)
 Marketing (AA/C)
 Mathematics (AA)
 Media Arts (AA/C)
 Media Design and Development (SCA)
 Medical Coding Specialist (C)
 Microsoft Office Development (SCA)
 Microsoft SQL Server Database Administration (SCA)
 Microsoft Windows System Administration and Security (SCA)
 Middle East Studies (AA)
 Mobile Application Developer (SCA)
 Mobile Device Administration (SCA)
 Mobile Media Core (SCA)
 Music (AA/D)

Native American Studies (AA)
 Natural History (AA/D)
 Nursing - ADN (AS)

Office Assistant (SCA)

PC Support/Network Management (C)
 Personal Chef Training (SCA)
 Philosophy (AA)
 Photo Design (SCA) – 3 awards available
 Physical Education (AA) - 3 emphases available
 Physics (AA/AS)
 Political Science (AA)
 Post-Professional Practice in ADC (C)
 Print and Color Management for CMYK (SCA)
 Psychology (AA)

Radiography (AS)
 Real Estate (AS/C)

Sales and Marketing (SCA)
 School-Age Care (C)
 Sociology (AA)
 Spanish (AA)
 Sustainable Horticulture (SCA)

Technical Writing (SCA)
 Theatre Arts (AA) - 3 emphases available and 1 department award
 Transfer – CSU General Education Breadth Pattern (C)
 Transfer – IGETC (C)

Virtualization System Administration (SCA)
 Vocational Nursing (AS/C)

Water Science (C) - 4 options available
 Web Journalism (SCA)
 Web Marketing and Media Design (SCA)
 Web Programming (SCA)
 Web Server Administration (SCA)



Santa Barbara City College

Accounting Assistant/Bookkeeper: Level IV 2011-12

Certificate of Achievement in Accounting Assistant/Bookkeeper, Level IV

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 IV Certificate* - Depending on practical experience, should enable holder to perform as:
1. Full-Charge Bookkeeper, for proprietorships, small partnerships, or small corporations.
 2. Accounting Clerks' Supervisor, or Accounting Data Processors' Supervisor for proprietorships, partnerships, or corporations.

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 Educational Excellence***

Key: (AA)=Associate in Arts; (AS)=Associate in Science; (C)=Certificate of Achievement; (D)=Department Award; (SCA)= Skills Competency Award