

Accounting Assistant/Bookkeeper: Level I

2011-12

Department Requirements (Total Department Units: 18)

<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>
• ACCT 110*	(10)	Introduction to Accounting	4.0				
• ACCT 230+	(none)	Financial Accounting	5.0				
• BUS 103	(BUSAD 103/3)	Business Mathematics	3.0				
• 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				

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

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

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

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 department award progress with DARS U-Achieve at www.sbccc.edu/DARS.

Programs of Study (In alphabetical order)

Accounting (AS)	History (AA)
Accounting/Assistant Bookkeeper I-IV [I-III (D); IV (C)]	Home Health Aide (SCA)
Accounting Information Systems I-III (SCA)	Honors (C/C with highest honors) – 2 emphases available
Acute Care CNA (SCA)	Hospitality (AS/C)
Administration of Justice (AA/AS/C) – 3 emph. available for AS & C, 1 for AA	Hospitality Operations Specialist (SCA)
Advanced Studies in Alcohol and Drug Counseling (SCA)	Human Resource Hospitality Specialist (SCA)
Alcohol and Drug Counseling (AA/C)	Infant/Toddler Development (C)
Animation (AA/C)	Information Technology Management (SCA)
Anthropology (AA)	Interior Design (AA/C)
Applied Photography (AA/C)	International Business (AA/C)
Art (AA) - 2 emphases available	International Marketing Communication (SCA)
Associate Child Care Teacher (C)	Introduction to Teaching English as a Foreign Language (SCA)
Automotive Services & Technology (AS/C)	Journalism (AA/C) – 3 emphases available
Baking and Pastry (SCA)	Landscape Operations (SCA)
Biological Sciences (AA)	Law & Society (AA) - Emphasis in Criminal Justice available
Bio-Medical Sciences (D)	Liberal Arts & Sciences (AA) – 4 emphasis available
Black Studies (AA)	Liberal Studies (AA) – Emphasis in Education
Bookkeeping (SCA)	Manicure (SCA)
Business Admin. (AA/C/SCA) – 3 emphases available for AA, 2 for C, 2 for SCA	Marine Diving Technician (AS/C)
Business Communications (SCA)	Marine Science (D)
Cancer Information Management (AS/C)	Marketing (AA/C)
Certified Nursing Assistant (SCA)	Mathematics (AA)
Chemistry (AA)	Media Arts (AA/C)
Chicano Studies (AA)	Media Design and Development (SCA)
Cisco Networking Associate (SCA)	Medical Coding Specialist (C)
Cisco Networking Professional (SCA)	Microsoft Office Development (SCA)
Commercial Diving (SCA)	Microsoft SQL Server Database Administration (SCA)
Commercial Music (C)	Microsoft Windows System Administration and Security (SCA)
Communication (AA) - 2 emphases available	Middle East Studies (AA)
Computer App. & Office Managem. (AS/C) - 2 emphases available	Mobile Application Developer (SCA)
Computer Information Systems (AS) – Emph. in System Administration available	Mobile Device Administration (SCA)
Computer Network Engineering (AS/C)	Mobile Media Core (SCA)
Computer Networking Technology (SCA)	Music (AA/D)
Computer Proficiency Online (SCA)	Native American Studies (AA)
Computer Science (AS/C)	Natural History (AA/D)
Cosmetology (AS/C)	Nursing - ADN (AS)
Creative Writing (C) – 2 emphases available	Office Assistant (SCA)
Culinary Arts (AS/C)	PC Support/Network Management (C)
Database Programming and Applications Development (C)	Personal Chef Training (SCA)
Diagnostic Medical Sonography (C)	Philosophy (AA)
Digital Darkroom and Color Management for RGB (SCA)	Photo Design (SCA) – 3 awards available
Diversity Issues in ECE (C)	Physical Education (AA) - 3 emphases available
Drafting/CAD (AS/C)	Physics (AA/AS)
Early Childhood Education (AS/C)	Political Science (AA)
Economics (AA)	Post-Professional Practice in ADC (C)
Emergency Medical Technician/Basic (SCA)	Print and Color Management for CMYK (SCA)
Engineering (AA/AS)	Psychology (AA)
English (AA)	Radiography (AS)
Entrepreneurship (SCA) – 3 emphases available	Real Estate (AS/C)
Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C	Sales and Marketing (SCA)
Environmental Studies (AA)	School-Age Care (C)
Esthetician (SCA) – 2 levels available	Sociology (AA)
Ethnic Studies (AA)	Spanish (AA)
Film Production (AA)	Sustainable Horticulture (SCA)
Film Studies (AA)	Technical Writing (SCA)
Finance (AA/C)	Theatre Arts (AA) - 3 emphases available and 1 department award
French (AA)	Transfer – CSU General Education Breadth Pattern (C)
Game Design (D)	Transfer – IGETC (C)
Geography (AA)	Virtualization System Administration (SCA)
Geological Sciences (AA)	Vocational Nursing (AS/C)
Global Studies (AA)	Water Science (C) - 4 options available
Graphic Design & Photography – Graphic Design Concentration (AA/C)	Web Journalism (SCA)
Graphic Design (C)	Web Marketing and Media Design (SCA)
Great Books Curriculum (D)	Web Programming (SCA)
Health Care IT Workforce Training (SCA)	Web Server Administration (SCA)
Health Information Technology (AS)	
Help Desk and Desktop Support (SCA) – 2 levels available	

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



Santa Barbara City College

Accounting Assistant/Bookkeeper: Level I 2011-12

Department Award in Accounting Assistant/Bookkeeper, Level I

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 I Department Award - Should enable holder to perform as:

1. Entry-level Accounting Assistant/Bookkeeper, under supervision, for small proprietorships.
2. Entry-level Accounting Clerk or Accounting Data Processor, under supervision, for medium or large proprietorships.

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