

Accounting Assistant/Bookkeeper: Level II

2011-12

Department Requirements (Total Department Units: 33)

<i>2011-12</i> <i>Course No.</i>	<i>Previous</i> <i>Course No.</i>	<i>Title</i>	<i>Units</i>	<i>Institution &</i> <i>Course No.</i>	<i>Grade</i>	<i>Units</i> <i>(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) plus the following:

- ACCT 240 (2/220) Managerial Accounting 4.0 _____
- CIS 101 (101) Intro. to Computer & Information Systems 4.0 _____
- COMP 101 (COMAP 101/CIS 109) Introduction to Computer Applications 4.0 _____
- COMP 271 (COMAP 271/BOE 3/OIS 200) Business Communication 3.0 _____

Optional:

- ACCT 130* (none) Payroll Accounting 4.0 _____

*Satisfactory completion of Payroll Accounting earns designation as Payroll Specialist. See Level III.

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.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 II 2011-12

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.

***SBCC: Your Open Door to
Educational Excellence***

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