

Total Units Required: 13

| <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 | _____ | | | |
| • BUS 103 | (BUSAD 103/3)..... | Business Mathematics | 3.0 | _____ | | | |
| • COMP 151AB..... | (COMAP 151AB/OIS 111AB) | Beginning Computer Keyboarding ... | 3.0 | _____ | | | |
| • COMP 171 | (COMAP 171/BOE 1/OIS 100) | Business English..... | 3.0 | _____ | | | |

Skills Competency Award Requirements: Students must complete the above courses with a grade of C or higher or pass in all courses. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements 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 Skills Competency 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

Bookkeeping

2011-12

Skills Competency Award in Bookkeeping

Upon completion of the Skills Competency Award in Bookkeeping, the following competencies will be achieved:

- Journalize basic business transactions for a sole proprietorship.
- Complete the closing process for a sole proprietorship at the end of an accounting period.
- Prepare the financial statements for a sole proprietorship including the income statement, statement of owner's equity, and balance sheet.
- Prepare a bank reconciliation.
- Use a computer spreadsheet program for simple accounting applications.
- Demonstrate English fundamentals such as grammar, sentence structure, punctuation, and word usage.
- Demonstrate correct computer keyboarding techniques using word processing programs.
- Use proper arithmetic techniques to solve business accounting problems.

Job Opportunities

This program will prepare students for working in the areas of entry-level bookkeeper (for small business, sole proprietorship), or accounting clerk (accounts payable or accounts receivable, under supervision of an accounting supervisor).

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