

ACCOUNTING ASSISTANT/ BOOKKEEPER, LEVEL IV, CERTIFICATE OF ACHIEVEMENT (C)

Overview

The Accounting Assistant/Bookkeeper, Level IV, Certificate of Achievement gives students the foundation they need for entry level employment in the accounting department of any business or to become a CPA. It prepares students to pursue a career in finance or corporate management, to work in government, or to become business owners. It also fulfills some of the major requirements for the AS-T in Business Administration 2.0 degree designed to transfer to accounting programs at CSU campuses.

- Accounting courses provide the essential foundation needed to succeed in these career areas:
- Management: general management, financial management, budget management, assets management, controller, treasurer
- Private Accounting: general financial accounting, accounting information systems design, cost accounting, budgeting, taxation, internal auditing, data processing
- Public Accounting—CPAs: auditing, tax compliance and tax planning services, management advisory services, computerized accounting systems
- Government Accounting
- Accounting Education: teaching, research, consulting

The main competencies achieved in this program include:

- Accounting Literacy
- Technical Competency: Computer Systems Literacy
- Income Tax Literacy
- Payroll Competency

Requirements

Certificate of Achievement Requirements

Complete all Department Requirements for the Certificate of Achievement with a C or better or Pass in each course. A minimum of 6 units must be completed through SBCC.

Code	Title	Units
Department Requirements		
ACCT 150	Introduction To Accounting Software And Systems	4
ACCT 230	Financial Accounting	5
ACCT 240	Managerial Accounting	4
COMP 101	Introduction to Computer Applications	4
or CIS 101	Introduction to Computers and Information Systems	
Complete one of the following courses:		3-4
BLAW 101	Business Law	
BLAW 110	Legal Environment of Business	
BUS 101	Introduction To Business	

COMP 109	Microsoft Excel	
COMP 171	Business English	
COMP 271	Business Communications	
IBUS 102	Introduction to International Business	
MGMT 102	Leadership in Organizations	
Complete two courses from the following:		5-8
ACCT 110	Introduction to Accounting	
ACCT 120	Accounting for Nonprofit Organizations	
ACCT 130	Payroll Accounting	
ACCT 160	Accounting With Quickbooks	
ACCT 215	Fundamentals Of Income Tax	
ACCT 280	Accounting Ethics and Leadership	
FIN 202	Managerial Finance	
Total Units		25.00-29.00

Learning Outcomes

1. Use introductory managerial accounting concepts to make decisions within a business.
2. Apply generally accepted accounting principles to record common business transactions, to prepare simple financial statements, and to analyze the results of operations, cash flows, and financial position as reported.
3. Calculate and explain the impact of alternate generally accepted accounting principles for financial ratio analysis, and for economic analysis.
4. Recognize the elementary business laws and the consequences of ignoring or not following legal business precepts and/or behaving unethically.
5. Use computer technology and applications to record, report, and analyze business transactions and their effects on operating, investing, and financing activities.
6. Prepare financial reports and communiqués using standard Business English.
7. Define elementary business management concepts.

Recommended Sequence

Make an appointment with your SBCC academic counselor through Starfish to create a Student Education Plan that reflects a recommended course sequence for this program that is tailored to your individual needs.

How to schedule an Academic Counseling appointment (http://www.sbcc.edu/starfish/howtos/starfish_appt_how_to.pdf).