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

Overview

The Accounting Assistant/Bookkeeper, Level II, Certificate of Achievement provides students with the foundational knowledge in GAAP-based accounting to be applied to an entry-level position. There are a variety of career opportunities for students completing the Accounting Assistant/Bookkeeper, Level II, Certificate of Achievement. Students may find employment at:

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 accounting, cost accounting, fund accounting and/or tax accounting

Requirements

Certificate of Achievement Requirements

Complete all Major 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
Major Requirements		
ACCT 110	Introduction to Accounting	4
ACCT 130	Payroll Accounting	4
ACCT 160	Accounting With Quickbooks	3
ACCT 230	Financial Accounting	5
COMP 109	Microsoft Excel	4
COMP 171	Business English	3
or COMP 271	Business Communications	
Total Units		**23.00**

Learning Outcomes

1. 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.
2. Calculate and explain the impact of alternate generally accepted accounting principles for financial ratio analysis, and for economic analysis.
3. Use introductory managerial accounting concepts to make decisions within a business.
4. Prepare financial reports and communiqués using standard Business English.

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 (https://www.sbcc.edu/counselingcenter/counselingappointments.php).