

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 | |

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| 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

- Use introductory managerial accounting concepts to make decisions within a business.
- 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.
- Calculate and explain the impact of alternate generally accepted accounting principles for financial ratio analysis, and for economic analysis.
- Recognize the elementary business laws and the consequences of ignoring or not following legal business precepts and/or behaving unethically.
- Use computer technology and applications to record, report, and analyze business transactions and their effects on operating, investing, and financing activities.
- Prepare financial reports and communiqués using standard Business English.
- 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 (<https://www.sbcc.edu/counselingcenter/counselingappointments.php>).