

Skills Competency Award Requirements

Students must complete all courses with a grade of C or higher or Pass. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.

Total Units Required: 13

<i>Current 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	_____			

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Cornelia Alsheimer-Barthel, Department Chair, 965-0581, Ext. 2686.

Associate Degrees and Certificates of Achievement (In alphabetical order) - For a complete list of programs of study (associate degrees, certificates, skills competency awards and department awards) and requirements, go to http://www.sbcc.edu/apply/degrees_certificates.php.

Accounting (AS)
 Accounting/Assistant Bookkeeper IV (C)
 Administration of Justice (AA/AS/C)-3 emph. avail (AS&C), 1(AA)
 Administration of Justice for Transfer (AS-T)
 Alcohol and Drug Counseling (AA/C)
 American Sign Language (AA)
 Animation and Gaming (AA/C)
 Anthropology (AA)
 Anthropology for Transfer (AA-T)
 Applied Photography (AA/C)
 Art (AA) - 2 emphases available
 Art History for Transfer (AA-T)
 Associate Child Care Teacher (C)
 Automotive Services & Technology (AS/C)

Biological Sciences (AA)
 Black Studies (AA)
 Business Administration (AA/C) – 3 emphases available for AA, 2 for C
 Business Administration for Transfer (AS-T)

Cancer Information Management (AS/C)
 Chemistry (AA)
 Chicano Studies (AA)
 Commercial Music (C)
 Communication (AA) - 2 emphases available
 Communication Studies for Transfer (AA-T)
 Computer App. & Office Mgmt (AS/C) - 2 emphases available
 Computer Information Systems (AS) – Emph. in System Admin. available
 Computer Network Engineering (AS/C)
 Computer Science (AS/C)
 Construction Technology (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)
 Diversity Issues in ECE (C)
 Drafting/CAD (AS/C)

Early Childhood Education (AS/C)
 Early Childhood Education for Transfer (AS-T)
 Economics (AA)
 Economics for Transfer (AA-T)
 Elementary Teacher Education (AA-T)
 Engineering (AA/AS)
 English (AA)
 English for Transfer (AA-T)
 Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
 Environmental Studies (AA)
 Ethnic Studies (AA)

Film Production (AA)
 Film and Media Studies (AA)
 Finance (AA/C)
 French (AA)

Geography (AA)
 Geography for Transfer (AA-T)
 Geological Sciences (AS)
 Geology for Transfer (AS-T)
 Global Studies (AA)
 Graphic Design & Photography – Graphic Design Conc. (AA/C)

Health Information Technology (AS)
 Healthy Aging (AA)
 History (AA)
 History for Transfer (AA-T)
 Honors (C/C with highest honors) – 2 emphases available
 Hospitality (AS/C)
 Infant/Toddler Development (C)
 Interior Design (AA/C)
 International Business (AA/C)
 Introduction to Graphic Design (C)

Journalism (AA/C)
 Journalism for Transfer (AA-T)

Kinesiology for Transfer (AA-T)

Law & Society (AA) - Emphasis in Criminal Justice available
 Liberal Arts (AA) – Emphasis in Biomedical Sciences
 Liberal Arts & Sciences (AA) – 3 emphases available
 Liberal Studies (AA) – Emphasis in Education

Marine Diving Technician (AS/C)
 Marketing (AA/C)
 Mathematics (AA)
 Mathematics for Transfer (AS-T)
 Media Arts (AA/C)
 Medical Coding Specialist (C)
 Middle East Studies (AA)
 Music (AA)

Native American Studies (AA)
 Natural History (AA)
 Nursing - ADN (AS)

PC Support/Network Management (C)
 Philosophy (AA)
 Philosophy for Transfer (AA-T)
 Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail.
 Physics (AA/AS)
 Physics for Transfer (AS-T)
 Political Science (AA)
 Political Science for Transfer (AA-T)
 Post-Professional Practice in ADC (C)
 Psychology (AA)
 Psychology for Transfer (AA-T)

Radiography (AS)
 Real Estate (AS/C)

School-Age Care (C)
 Sociology (AA)
 Sociology for Transfer (AA-T)
 Spanish (AA)
 Spanish for Transfer (AS-T)
 Studio Arts for Transfer (AA-T)

Theatre Arts (AA) - 3 emphases available
 Theatre Arts for Transfer (AA-T)
 Transfer – CSU General Education Breadth Pattern (C)
 Transfer – IGETC (C)

Vocational Nursing (AS/C)

Wastewater Technology Education (C)
 Water Technology Education (C)

Key: (AA)=Associate in Arts; (AA-T)=Associate in Arts for Transfer; (AS)=Associate in Science; (AS-T)= Associate in Science for Transfer; (C)=Certificate of Achievement



Santa Barbara City College

Bookkeeping

2016-17

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).

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