Program Information

The Accounting Clerk certificate provides fundamental occupational training and preparation for entry-level accounting clerk positions. The program includes basic accounting courses and specialized courses designed for the accounting workplace, including small business technology and basic business principles courses. All courses in this certificate apply toward the requirements of the Full Charge Bookkeeper certificate. The Full Charge Bookkeeper certificate program provides advanced occupational training in accounting and preparation for supervisory accounting positions. The program provides a strong background in financial and managerial accounting, basic business principles, and business technology.

Suggested Sequence

First Semester
- ACCT 101 Fundamentals of College Accounting .......................... 3
- BUS 105 Business Mathematics ............................................. 3
- BUSTEC 100.1* Keyboarding Skills: Beginning ......................... 1
- BUSTEC 101* Computer Keyboarding: 10-Key ....................... 1
- CISA 305* Beginning Word Processing ................................. 2
- CISA 310* Introduction to Electronic Spreadsheets .................. 1

Second Semester
- ACCT 131* Fundamentals of Payroll Administration ................. 1.5
- ACCT 132* Intermediate Payroll Administration ...................... 1.5
- ACCT 290* Accounting Clerk Practicum .................................. 2
- ACCT 341* Computerized Accounting .................................... 2
- ACCT 343* Computer Spreadsheet Apps for Acct .................... 2
- BUS 100 English for the Professional .................................... 3

Third Semester (if continuing to Full Charge Bookkeeper)
- ACCT 109* Intro to Ethics and Fraud in Accounting .................. 1.5
- ACCT 134* California Payroll Administration ......................... 1.5
- ACCT 138* Small Business Taxes ......................................... 2
- ACCT 301 Financial Accounting ........................................... 4
- BUS 310 Business Communications ...................................... 3

Fourth Semester
- ACCT 292* Full Charge Bookkeeper Practicum ....................... 2
- ACCT 311 Managerial Accounting ......................................... 4
- BUS 300 Introduction to Business ......................................... 3
- BUS 340 Business Law ....................................................... 3

Career Opportunities

Career opportunities with the Accounting Clerk certificate would include accounting clerk or entry-level bookkeeper positions such as: accounts payable clerk, accounts receivable clerk, billing clerk, payroll assistant, assistant bookkeeper, or office assistant. Career opportunities with the Full Charge Bookkeeper certificate would include higher level accounting positions, such as full charge bookkeeper, accountant, or accounting supervisor.

Want More Information?

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* indicates class is offered in 8-week (half-semester) format
$ indicates class is only offered at SCC in the Spring
IN indicates class is only offered at SCC infrequently
BOOKKEEPING

Required Classes

Accounting Clerk

Required Program Units
ACCT 101 Fundamentals of College Accounting .......... 3
ACCT 131* Fundamental Payroll Administration .......... 1.5
ACCT 132* Intermediate Payroll Administration .......... 1.5
ACCT 290* Accounting Clerk Practicum .................... 2
ACCT 341* Computerized Accounting .................... 2
ACCT 343*IN Computer Spreadsheet Apps for Acct ...... 2
BUS 100 English for the Professional .................... 3
BUS 105 Business Mathematics ............................ 3
BUSTEC 100.1* Keyboarding Skills: Beginning .......... 1
BUSTEC 101* Computer Keyboarding: 10-Key .......... 1
CISA 305* Beginning Word Processing .................. 2
CISA 310* Introduction to Electronic Spreadsheets .... 1
Total Units Required 23

Full Charge Bookkeeper

Required Program Units
All of the required classes from the Accounting Clerk program, plus the following ......................... 23
ACCT 109*IN Intro to Ethics and Fraud in Acct .......... 1.5
ACCT 134*IN California Payroll Administration .......... 1.5
ACCT 138*IN Small Business Taxes ...................... 2
ACCT 292*IN Full Charge Bookkeeper Practicum ........ 2
ACCT 301 Financial Accounting .......................... 4
ACCT 311 Managerial Accounting .......................... 4
BUS 300 Introduction to Business ....................... 3
BUS 310 Business Communications ....................... 3
BUS 340 Business Law ..................................... 3
Total Units Required 47

* indicates class is offered in 8-week (half-semester) format
IN indicates class is only offered at SCC infrequently
S indicates class is only offered at SCC in the Spring

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Submit an Application for Graduation to Admission & Records at the beginning of your last semester of classes.

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