

**SANTA BARBARA CITY COLLEGE**  
**ACCOUNTING ASSISTANT/BOOKKEEPER, LEVEL III: CERTIFICATE OF**  
**ACHIEVEMENT: NARRATIVE**  
**(TOP CODE: 0502.00)**  
**(PCAH GOAL: CTE)**

**Item 1. Program Goals and Objectives**

The Accounting Assistant/Bookkeeper: Level III Certificate of Achievement has been developed in accordance with Santa Barbara City College's core principles, mission statement and institutional learning outcomes. The program is fully supported by the SBCC Academic Senate, Curriculum Advisory Committee as well as the SBCC administration and Board of Trustees.

There are a variety of career opportunities for students completing the Accounting Assistant/Bookkeeper: Level III Certificate of Achievement. Students may find employment at:

1. Accounting Assistant/Bookkeeper, under minimum or little supervision (depending on experience), for proprietorships, small partnerships, or small corporations, using manual or computerized accounting systems;
2. Accounting Clerk or Accounting Data Processor, under minimum or little supervision (depending on experience), for small proprietorships, partnerships or corporations.

**Program Student 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.
5. Use computer technology and applications to record, report, and analyze business transactions and their effects on operating, investing, and financing activities.

**Item 2. Catalog Description**

The Accounting Assistant/Bookkeeper: Level I Certificate of Achievement provides students with the foundational knowledge in GAAP-based accounting to be applied to an entry-level position.

To earn this certificate, students must meet the following requirements:

1. Complete all Department Requirements for the Certificate of Achievement (30 units in the major) with a C or better or “Pass” in each course.
2. A minimum of 6 units must be taken through SBCC.

Potential careers students may enter upon completion of program include:

1. Accounting Assistant/Bookkeeper, under minimum or little supervision (depending on experience), for proprietorships, small partnerships, or small corporations, using manual or computerized accounting systems;
2. Accounting Clerk or Accounting Data Processor, under minimum or little supervision (depending on experience), for small proprietorships, partnerships or corporations.

### Item 3. Program Requirements

Course Number	Course Title	Units	Sequence
ACCT 110	Introduction to Accounting	4	1st
ACCT 160	Accounting with Quickbooks	3	2nd
ACCT 130	Payroll Accounting	4	2nd
COMP 109	Microsoft Excel	4	1st
COMP 171 OR COMP 271	Business English OR Business Communications	3	1st
ACCT 230	Financial Accounting	5	2nd
ACCT 240	Managerial Accounting	4	3rd
FIN 202	Managerial Finance	3	3rd

CTE Program - the set of requirements must reflect the thinking of the advisory committee, as indicated in advisory committee minutes that are submitted as part of the proposal. If the CTE program requirements do not reflect the advisory committee’s recommendation, then the college must explain its departure from those recommendations.

### Item 4. Master Planning

The Accounting Assistant/Bookkeeper: Level II Certificate of Achievement is designed to meet the needs of the local college community. The Accounting Assistant/Bookkeeper: Level II Certificate of Achievement is fully supported by the SBCC Academic Senate, Curriculum Advisory Committee, administration and Board of Trustees. It has been developed by the Business Administration department in accordance with Santa Barbara City College’s goals reflected in the Educational Master Plan. The Accounting department is responsible for

administering the program and for ensuring that it undergoes regular review of curriculum and requirements as part of the department's Program Evaluation Plan.

**Item 5. Enrollment and Completer Projections**

		2018-19		2019-20	
Course Number	Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ACCT 110	Introduction to Accounting	13	308	12	269
ACCT 160	Accounting with Quickbooks	2	34	2	35
ACCT 130	Payroll Accounting	1	10	1	12
COMP 109	Microsoft Excel	2	47	2	42
COMP 171 OR COMP 271	Business English OR Business Communications	3	71	2	58
ACCT 230	Financial Accounting	13	362	17	508
ACCT 240	Managerial Accounting	7	218	8	245
FIN 202	Managerial Finance	3	55	2	37

CTE Program - the enrollment and completer projections must be compared to the net annual labor demand projection entered into the CCC Curriculum Inventory field and stated in the Labor Market Information and Analysis provided as Supporting Documentation (see Required Supporting Documentation section below). The data must demonstrate adequate demand for the completer projections

**Item 6. Place of Program in Curriculum/Similar Programs**

In addition to the Accounting Assistant/Bookkeeper: Level III Certificate of Achievement, the Accounting department at Santa Barbara City College currently offers an AS in Accounting and a Certificate of Achievement in Accounting Assistant/Bookkeeper: Level IV. The department is developing a series of certificates that represent a successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to careers in Bookkeeping/Accounting Assistant.

## Item 7. Similar Programs at Other Colleges in Service Area

In our region, Region 6, Allan Hancock, Antelope Valley, Cuesta, College of the Canyons, Ventura and Moorpark offer a variety of degrees and certificate programs under TOP Code 0502.00. SBCC students will be urged to work closely with an academic counselor to select the most appropriate general education option for their educational goal.

### REQUIRED SUPPORTING DOCUMENTATION

#### Labor Market and Analysis:

<https://docs.google.com/document/d/1d-JhZd4msw86-qDI-GyvDhoI4B-fiPpuAJHQiNcIXzk/edit>

Advisory Committee Recommendation –

# Accounting Advisory Board Meeting Minutes

Tuesday, 06.09.2020

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## Attendees

Carola Smith, *Dean, Business Division, Educational Programs, SBCC*  
Cornelia Alsheimer-Barthel, *Accounting Department Chair, SBCC*  
Ben Reyes, *Accounting Instructor, Santa Barbara City College*  
Laura Woyach, *Accounting Instructor, Santa Barbara City College*  
Eva Schmidt, *Accounting Instructor, Santa Barbara City College*  
Colby Sellman, *Accounting Instructor, Santa Barbara City College*  
Carolyn Terry, *Accounting Instructor, Santa Barbara City College*  
Suzanne Doherty, *Economics Career Connection, UCSB*  
Bruce Belfiore, *Senior Research Executive & CEO, Benchmark Portal*  
Tim Standridge, *Bookkeeping Services, Tim Standridge*  
Tami Erickson, *Director of Financial Services, Robert Half Finance*  
Grace Twedt, *Administrative Assistant, Educational Programs*

## **I. Introductions**

## **II. Discussion**

### **A. Overview of current Accounting degree programs**

- 1) Carola Smith, Dean of Educational Programs, gave a brief overview of SBCC Business Programs and Accounting programs. Carola shared that the Accounting Advisory Board was created for the primary purpose of establishing a direct line of communication between Santa Barbara City College's Accounting Department and local industry professionals to ensure that SBCC adequately prepares its students to enter the workforce and/or to transfer to a 4-year institution. The Accounting department is in the process of updating the accounting curriculum and of developing three new Accounting Certificate of Achievement degree programs. The purpose of the meeting is to get input regarding the proposed curriculum changes to ensure that SBCC is providing its students with the necessary information and skills to succeed in their chosen careers in today's job market.
- 2) Carola shared that many of our Accounting students most likely end up transferring as either Business Administration or Economics majors. She reported that we have a relatively low number of students that complete the Accounting Associate Degree in Science and our skills competency award programs. The Accounting faculty reviewed the current curriculum last fall. There is currently a large unit requirement for the degree, which is probably one of the main reasons for why there are such few degree completers.

### **B. Review of proposed curriculum changes and certificate programs**

- Accounting Associate Degree in Science
  - Accounting Associate/Bookkeeper Certificate of Achievement, Level I
  - Accounting Associate/Bookkeeper Certificate of Achievement, Level II
  - Accounting Associate/Bookkeeper Certificate of Achievement, Level III
- 1) Cornelia reviewed the Associate Degree program and course listings with the Advisory Board. The newly proposed curriculum for the Associate Degree lists

both required classes and electives, which total to 25-29 units for the revised Associate degree. The proposed program is a significantly streamlined Accounting program. Cornelia shared that the department is also planning to develop 3 stackable certificates to replace existing skills competency awards. The certificates are primarily intended for students who do not necessarily plan to go to a 4-year institution, but who may choose to immediately go into the workforce.

- 2) Carola shared that the proposed certificate programs are state-approved programs. Part of the approval process requires input from industry professionals and submitting labor market data to a regional consortium. The consortium determines whether there is a need for these programs within the local labor market.
- 3) The Accounting Advisory Board reviewed the proposed curriculum changes for the Accounting Associate Degree in Science and the certificate programs. There was a consensus to move the proposed curriculum forward for state approval with the amended changes.

### **C. Discussion of existing skill gaps**

- 1) The Advisory Board discussed the existing skill gaps in entry-level accounting professionals entering the workforce. The following are some of the skills gaps that were identified:
  - a) The knowledge of business and how numbers actually affect other parts of the business. The department needs to place a strong emphasis on the Intro to Business elective in the Accounting Associate degree so that students understand pieces of an organization and how to create a business that is profitable and functional.
  - b) Strong understanding of QuickBooks, either the online or desktop version. QuickBooks recent version either 2016 or 2019.
  - c) Excel and Powerpoint skills
  - d) Presentation skills - being comfortable with getting in front of a CEO and presenting
  - e) Critical thinking - teaching students how to work through a problem
  - f) Transferring to a 4-year institution - connecting with undergraduate advising - Taking courses Econ 1, Econ II, Econ IIIA and Econ IIIB while at SBCC would be beneficial before transferring.

**Action Items**

1. Submit proposed curriculum for Accounting Associate Degree in Science and Certificate of Achievement programs to regional consortium.

**Next Meeting**

TBD 2021

**Regional Consortia meeting minutes showing program recommendation**