Full Charge Bookkeeper Certificate

This program map represents one possible path for completing this program. **Please see a counselor** to create an educational plan that is customized to meet your needs. This path is not a guarantee of course availability or financial aid applicability.

Catalog: 2026-27

Total Units: 25-29

First Year

Semester 1

13-15 Units

CAT.	COURSE	TITLE	UNIT
Maj	ACCT 101	Fundamentals of College Accounting	3
Maj	ACCT 301	Financial Accounting	4
Maj	CISA 315*	Introduction to Electronic Spreadsheets	2
Maj	CISA 316*+	Intermediate Electronic Spreadsheets	2
ME		**Major Elective	2-4

*Take CISA 315 during the first 8 week term and CISA 316 during the second 8 week term.

+Prerequisite for CISA 316: CISA 315 with a grade of "C" or better

**Major Elective - A minimum of 6 units from the following (select one course this semester): ACCT 123, ACCT 343+, ACCT 361, BUS 105

+Prerequisite for ACCT 343: ACCT 101 or 301 with a grade of "C" or better; AND CISA 315 with a grade of "C" or better

Semester 2

12-14 Units

CAT.	COURSE	TITLE	UNIT
Maj	ACCT 311+	Managerial Accounting	4
Maj	ACCT 121+	Payroll Accounting	3
Maj	ACCT 341+	Computerized Accounting	3
ME		*Major Elective	2-4

+Prerequisite for ACCT 311: ACCT 301 with a grade of "C" or better

+Prerequisite for ACCT 121: ACCT 101 with a grade of "C" or better

+Prerequisite for ACCT 341: ACCT 101 or 301 with a grade of "C" or better

Legend

- **(H)** - Honors
- **Elec** - Elective
- **GE** - General Education
- **Maj** - Required Core
- **ME** - Major Elective

Disclaimer

Every effort has been made to ensure that what is listed in the SCC Program Paths are accurate. The courses, the course sequencing, and the programs are subject to change without notice by the administration of the Los Rios Community College District and Sacramento City College at the discretion of the district and Sacramento City College. Further, Sacramento City College reserves the right to amend any course or program.

PLEASE SEE AN SCC COUNSELOR.

Certificate of Achievement Requirements

Certificates of Achievement require a grade of "C" or better in each major course.

Important Links

- SCC General Counseling
- Accounting
- Business & Industry Meta Majors

*Major Elective - A minimum of 6 units from the following (select one or two course not already completed in the previous term to total 6 units completed): ACCT 123, ACCT 343+, ACCT 361, BUS 105

+Prerequisite for ACCT 343: ACCT 101 or 301 with a grade of "C" or better; AND CISA 315 with a grade of "C" or better

Published May 15, 2026