

Department Requirements

(Total Department Units: 40.5-48)

2011-12 Course No.	Previous Course No.	Title <small>applies to SBCC GE areas</small>	Units	Institution & Course No	Grade	Units (s/q)	Term
• ACCT 110.....(10)		Introduction to Accounting.....	4.0				
• BUS 101.....(BUSAD 101/1)		Introduction to Business ^B	3.0				
• COMP 103.....(COMAP 103/CIS 110)		Internet Communications.....	1.0				
• COMP 107.....(COMAP 107/OIS 128)		Microsoft Word.....	4.0				
• COMP 109.....(COMAP 109/OIS 129)		Microsoft Excel.....	4.0				
• COMP 111.....(COMAP 111)		Microsoft Access.....	4.0				
• COMP 112.....(COMAP 112)		Microsoft PowerPoint.....	4.0				
• COMP 151AB... (COMAP 151AB/OIS 111AB/BOE 70AB)		Beg. Computer Keyboarding OR ...	3.0				
• COMP 153.....(COMAP 153/OIS 112/BOE 71)		Review Computer Keyboarding.....	2.0				
• COMP 161C.....(COMAP 161)		Business Career Success.....	3.0				
• COMP 171.....(COMAP 171/OIS 100/BOE 1)		Business English OR	3.0				
• COMP 271.....(COMAP 271/OIS 200/BOE 3)		Business Communication.....	3.0				

Select two courses from the following:

• COMM 161.....(27)		Bus. & Prof. Comm ^{D2,E4} OR	3.0				
• COMM 162.....(none)		Mediated Bus. & Prof. Comm ^{D2,E4}	3.0				
• MGMT 101.....(1)		Introduction to Management.....	3.0				
• MGMT 102.....(none)		Leadership in Organizations.....	3.0				

Select three courses from the following:

• ACCT 160.....(none)		Accounting with Quickbooks.....	3.0				
• COMP 139.....(none)		Social Networking for Business.....	0.5				
• COMP 143.....(none)		Using Your iPhone.....	1.0				
• COMP 144B.....(none)		Google World.....	3.0				
• COMP 163.....(COMAP 163)		Receptionist Skills.....	1.0				
• MAT 103.....(none)		Introduction to Multimedia.....	3.0				
• MAT 154.....(108)		Web Design II: Integration.....	3.0				
• MKT 220.....(BUSAD 220/MAT 220)		Intro. to Electronic Commerce OR	3.0				
• CIS 220.....(none)		Intro. to Electronic Commerce.....	3.0				

Optional:

• COMP 290.....(COMAP 290/BOE 61/OIS 290)		COMP Work Experience.....	1-4				
---	--	---------------------------	-----	--	--	--	--

Associate Degree Graduation Requirements: (1) Complete all department requirements with a “C” or better in each course. Candidates for an Associate Degree are also required to complete at least 20% of the department requirements through SBCC. Pass/No Pass grading is not permitted in those courses needed to fulfill department requirements; (2) Complete at least 18 units of General Education Requirements ([Areas A-D](#) of the SBCC General Education pattern); (3) Complete the SBCC Institutional Requirements ([Area E](#)); (4) Complete the Information Competency Requirement ([Area F](#)); (5) Complete a total of 60 degree-applicable units (SBCC courses numbered 100 and higher); (6) Maintain a cumulative GPA of 2.0 or better in all units attempted at SBCC; (7) Maintain a cumulative GPA of 2.0 or better in all college units attempted; and (8) Candidates for an Associate Degree are required to complete 15 units through SBCC.

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Mindy Mass, Department Chair, 965-0581, Ext. 2260. Check your degree progress with DARS U-Achieve at www.sbcc.edu/DARS.

SBCC AA/AS Degree Graduation Requirements (Must complete I, II, III and IV below)

I. General Education, Institutional & Information Competency (Institution & Course Number)	Grade	Units (s/q)	Term
A-D. General Education Requirements**			
A. Natural Sciences with Lab			
B. Social and Behavioral Science			
C. Humanities			
D. Language and Rationality			
D-1. English Composition			
D-2. Communication and Analytical Thinking			
E. SBCC Institutional Requirements**			
E-1. Mathematics			
<i>Plus complete three out of the four areas listed below (E-2 through E-5)</i>			
E-2. American Institutions			
E-3. Physical Education/Health Education			
E-4. Oral Communication			
E-5. Multicultural/Gender Studies			
F. Information Competency Requirement**			

**For specific course, unit, grade and other graduation requirements see the General Education, Institutional and Information Competency Requirements handout available in the Counseling department or visit <http://www.sbccc.edu/apply/files/gereq.pdf>

II. Unit and Grade Point Average Requirements: Refer to Graduation Requirements on the other side of this document.

	<i>Total Semester Units Attempted</i>	<i>Total Semester Units Completed</i>	<i>Grade Points</i>	<i>GPA</i>
SBCC				
Transfer				
Total				

III. Residency Requirements: 1) 15 units completed through SBCC? Yes No
 2) 20% of Department Requirements completed through SBCC? Yes No

IV. Department Requirements: Refer to the other side of this document for a list of required courses. Were all department requirements completed with a "C" or higher in each course? Yes No

Waivers/Substitutions: _____

Counselor Comments: _____

Student's Name: _____ Student ID: K _____

Counselor's Name: _____ Code: _____ Date: _____



Santa Barbara City College

COMP: Emphasis in Office Management

2011-12

Associate in Science Degree in COMP: Emphasis in Office Management

Upon completion of the degree in Office Management, the following competencies will be achieved:

- Use computer applications Word, Excel, Access, PowerPoint, Outlook and Google Docs proficiently in a business setting
- To successfully integrate the programs in the MS Office Suite for maximum productivity
- To write effective business correspondence
- To utilize correct accounting procedures
- To supervise and manage employees effectively
- To use the Internet as a research tool in business

Job Opportunities

This program will prepare students to manage a business office, whether as a manager of a department within a larger organization or as a small business owner.

