

Department Requirements (Total Department Units: 40.5-48)

<i>2011-12</i> Course No.	<i>Previous</i> Course No.	<i>Title</i>	<i>Units</i>	<i>Institution &</i> Course No.	<i>Grade</i>	<i>Units</i> (s/q)	<i>Term</i>
• ACCT 110.....	(10)	Introduction to Accounting.....	4.0				
• BUS 101.....	(BUSAD 101/1)	Introduction to Business	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... COMP 153	(COMAP 151AB/OIS 111AB/BOE 70AB)	Beg. Computer Keyboarding	3.0				
	(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				
<i>Select two courses from the following:</i>							
• COMM 161	(27)	Bus. & Professional Comm OR	3.0				
COMM 162.....	(none).....	Mediated Bus. & Prof. Comm	3.0				
• MGMT 101	(1)	Introduction to Management.....	3.0				
• MGMT 102	(none).....	Leadership in Organizations	3.0				
<i>Select three courses from the following:</i>							
• 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				

Certificate of Achievement Requirements: Complete all department requirements with a “C” or better in each course. Candidates for a Certificate of Achievement are 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.

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 certificate progress with DARS U-Achieve at www.sbccc.edu/DARS.

Programs of Study (In alphabetical order)

Accounting (AS)
 Accounting/Assistant Bookkeeper I-IV [I-III (D); IV (C)]
 Accounting Information Systems I-III (SCA)
 Acute Care CNA (SCA)
 Administration of Justice (AA/AS/C) – 3 emph. available for AS & C, 1 for AA
 Advanced Studies in Alcohol and Drug Counseling (SCA)
 Alcohol and Drug Counseling (AA/C)
 Animation (AA/C)
 Anthropology (AA)
 Applied Photography (AA/C)
 Art (AA) - 2 emphases available
 Associate Child Care Teacher (C)
 Automotive Services & Technology (AS/C)

Baking and Pastry (SCA)
 Biological Sciences (AA)
 Bio-Medical Sciences (D)
 Black Studies (AA)
 Bookkeeping (SCA)
 Business Admin. (AA/C/SCA) – 3 emphases available for AA, 2 for C, 2 for SCA
 Business Communications (SCA)

Cancer Information Management (AS/C)
 Certified Nursing Assistant (SCA)
 Chemistry (AA)
 Chicano Studies (AA)
 Cisco Networking Associate (SCA)
 Cisco Networking Professional (SCA)
 Commercial Diving (SCA)
 Commercial Music (C)
 Communication (AA) - 2 emphases available
 Computer App. & Office Managem. (AS/C) - 2 emphases available
 Computer Information Systems (AS) – Emph. in System Administration available
 Computer Network Engineering (AS/C)
 Computer Networking Technology (SCA)
 Computer Proficiency Online (SCA)
 Computer Science (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)
 Digital Darkroom and Color Management for RGB (SCA)
 Diversity Issues in ECE (C)
 Drafting/CAD (AS/C)

Early Childhood Education (AS/C)
 Economics (AA)
 Emergency Medical Technician/Basic (SCA)
 Engineering (AA/AS)
 English (AA)
 Entrepreneurship (SCA) – 3 emphases available
 Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
 Environmental Studies (AA)
 Esthetician (SCA) – 2 levels available
 Ethnic Studies (AA)

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

Game Design (D)
 Geography (AA)
 Geological Sciences (AA)
 Global Studies (AA)
 Graphic Design & Photography – Graphic Design Concentration (AA/C)
 Graphic Design (C)
 Great Books Curriculum (D)

Health Care IT Workforce Training (SCA)
 Health Information Technology (AS)
 Help Desk and Desktop Support (SCA) – 2 levels available

History (AA)
 Home Health Aide (SCA)
 Honors (C/C with highest honors) – 2 emphases available
 Hospitality (AS/C)
 Hospitality Operations Specialist (SCA)
 Human Resource Hospitality Specialist (SCA)

Infant/Toddler Development (C)
 Information Technology Management (SCA)
 Interior Design (AA/C)
 International Business (AA/C)
 International Marketing Communication (SCA)
 Introduction to Teaching English as a Foreign Language (SCA)

Journalism (AA/C) – 3 emphases available

Landscape Operations (SCA)
 Law & Society (AA) - Emphasis in Criminal Justice available
 Liberal Arts & Sciences (AA) – 4 emphasis available
 Liberal Studies (AA) – Emphasis in Education

Manicure (SCA)
 Marine Diving Technician (AS/C)
 Marine Science (D)
 Marketing (AA/C)
 Mathematics (AA)
 Media Arts (AA/C)
 Media Design and Development (SCA)
 Medical Coding Specialist (C)
 Microsoft Office Development (SCA)
 Microsoft SQL Server Database Administration (SCA)
 Microsoft Windows System Administration and Security (SCA)
 Middle East Studies (AA)
 Mobile Application Developer (SCA)
 Mobile Device Administration (SCA)
 Mobile Media Core (SCA)
 Music (AA/D)

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

Office Assistant (SCA)

PC Support/Network Management (C)
 Personal Chef Training (SCA)
 Philosophy (AA)
 Photo Design (SCA) – 3 awards available
 Physical Education (AA) - 3 emphases available
 Physics (AA/AS)
 Political Science (AA)
 Post-Professional Practice in ADC (C)
 Print and Color Management for CMYK (SCA)
 Psychology (AA)

Radiography (AS)
 Real Estate (AS/C)

Sales and Marketing (SCA)
 School-Age Care (C)
 Sociology (AA)
 Spanish (AA)
 Sustainable Horticulture (SCA)

Technical Writing (SCA)
 Theatre Arts (AA) - 3 emphases available and 1 department award
 Transfer – CSU General Education Breadth Pattern (C)
 Transfer – IGETC (C)

Virtualization System Administration (SCA)
 Vocational Nursing (AS/C)

Water Science (C) - 4 options available
 Web Journalism (SCA)
 Web Marketing and Media Design (SCA)
 Web Programming (SCA)
 Web Server Administration (SCA)



Santa Barbara City College

COMP: Emphasis in Office Management

2011-12

Certificate of Achievement in COMP: Emphasis in Office Management

Upon completion of the certificate 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.

SBCC: Your Open Door to Educational Excellence

Key: (AA)=Associate in Arts; (AS)=Associate in Science; (C)=Certificate of Achievement; (D)=Department Award; (SCA)= Skills Competency Award