

Total Units Required: 11-12

<i>2011-12 Course No.</i>	<i>Previous Course No.</i>	<i>Title</i>	<i>Units</i>	<i>Institution & Course No.</i>	<i>Grade</i>	<i>Units (s/q)</i>	<i>Term</i>
• BUS 101	(BUSAD 101/1)	Introduction to Business.....	3.0	_____			
• ENT 204	(BUS 204/MGMT 103/3)	Managing Entrepreneurial Operations	2.0	_____			
• MGMT 101	(1)	Introduction to Management.....	3.0	_____			
<i>Plus 3 units of controlled electives selected from the following:</i>							
• ACCT 110	(none).....	Introduction to Accounting	4.0	_____			
• BLAW 110	(BULAW 110)	Legal Environment of Business	4.0	_____			
• CIS 101	(none).....	Intro. to Computers & Information Systems.....	4.0	_____			
• COMM 151	(39)	Intercultural Communication	3.0	_____			
• COMM 161	(27)	Business and Professional Communication OR	3.0	_____			
• COMM 162	(none).....	Mediated Business & Professional Comm	3.0	_____			
• CS 101	(COMSC 101/1).....	Computer Concepts	3.0	_____			
• ECON 101	(2)	Microeconomics	3.0	_____			
• ECON 102.....	(1)	Macroeconomics	3.0	_____			
• FIN 202.....	(4)	Managerial Finance	3.0	_____			
• MGMT 109	(none).....	Human Resource Management.....	3.0	_____			

Skills Competency Award Requirements: Students must complete the above courses with a grade of C or higher or pass in all courses. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285 or Bonnie Chávez, Department Chair, 965-0581, Ext. 2508. Check your Skills Competency Award 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)	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)
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)	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)
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)	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
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)	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)
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)	Native American Studies (AA) Natural History (AA/D) Nursing - ADN (AS)
Film Production (AA) Film Studies (AA) Finance (AA/C) French (AA)	Office Assistant (SCA)
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)	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)
Health Care IT Workforce Training (SCA) Health Information Technology (AS) Help Desk and Desktop Support (SCA) – 2 levels available	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)

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



Santa Barbara City College

Business Administration, Level I 2011-12

Skills Competency Award in Business Administration, Level I

Upon completion of the Skills Competency Award in Business Administration, Level I, the following competencies will be achieved:

- Utilize the basic steps necessary to investigate and evaluate new business opportunities.
- Apply the basic steps in the strategic planning process necessary for the development of a new business venture.
- Utilize a four (4) square SWOT matrix to strategically assess the internal and external business environment.
- Make use of the steps necessary to effectively manage a diverse workforce.
- Manage the value-chain in an organization as a means of achieving superior quality, efficiency and responsiveness to the customer.

Job Opportunities

This program will prepare students for working in the areas of entry level manager, supervisor, entrepreneur: small business owner.

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Educational Excellence***