

Business Administration, Level II

2011-12

Total Units Required: 22-24

2011-12 Course No.	Previous Course No.	Title	Units	Institution & Course No.	Grade	Units (s/q)	Term
• BUS 103	(BUSAD 103/3)	Business Mathematics	3.0				
• ENT 208	(BUS 208/MGMT 104)	Business Plan Development	2.0				
• MGMT 102	(none)	Leadership in Organizations	3.0				
<p><i>Plus 3 units of controlled electives selected from the following (cannot be the same as those controlled electives selected to complete the SCA in Business Administration, Level I):</i></p>							
• ACCT 110	(none)	Introduction to Accounting	4.0				
• BLAW 110	(BULAW 110)	Legal Environment of Business	4.0				
• CIS 101	(none)	Intro. to Computers and 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. **In addition, in order to receive the Level II Skills Competency Award, students must have successfully completed the requirements specified in the SCA in Business Administration, Level I (11-12 units).**

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.sbcc.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

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Skills Competency Award in Business Administration, Level II

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

- Employ the appropriate techniques necessary to positively influence employee morale and motivation.
- Distinguish between cross-cultural and gender-based perspectives in order to effectively serve in a leadership capacity.
- Develop a formal business plan for the creation of a new business venture.
- Analyze the availability of capital, labor, raw materials, and other key resources necessary for the creation (continuation) of a new/existing business venture.
- Assess the market potential of a new product/service within the marketplace.
- Calculate the cost of various methods of finance charges and deferred payment.
- Analyze the key variables found in a balance sheet and income statement.

Job Opportunities

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

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