

Business Communications

2011-12

Total Units Required: 13-15

<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>
• COMP 103	(COMAP 103/CIS 110).....	Internet Communications	1.0				
• COMP 107	(COMAP 107/OIS 128).....	Microsoft Word	4.0				
• COMP 112	(COMAP 112)	Microsoft PowerPoint	4.0				
• 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>Plus choose one of the following:</i>							
• CIS 181.....	(none)	Technical and Professional Writing OR ..	3.0				
ENG 181	(none)	Technical and Professional Writing.....	3.0				
• COMM 131	(23)	Fundam. of Public Speaking OR	3.0				
COMM 131H....	(131HR/23HR)	Fundam. of Public Speaking, Honors	3.0				
• COMM 161	(27)	Business & Professional Comm OR	3.0				
COMM 162.....	(none)	Mediated Business & Prof. Comm	3.0				
• COMP 161ABC	(COMAP 161/COMP 161)	Business Career Success	1-3				

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 Mindy Mass, Department Chair, 965-0581, Ext. 2260. 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)	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 Communications

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Skills Competency Award in Business Communications

The Business Communications Skills Competency Award will assist all businesspeople to become more effective and successful communicators in their written and verbal communications. Upon completion of the Skills Competency Award, the following competencies will be achieved:

- Use the Internet for research.
- Use internet communication programs/tools successfully, wisely, and safely.
- Create effective and appropriate written communications.
- Use Word processing programs to produce written communications.
- Use PowerPoint presentation program to produce effective presentations.
- Produce and deliver powerful presentations in person and online.

Job Opportunities

This program will prepare students for working in the areas of communications specialist/editors, marketing professionals, social media managers, business writers, administrative specialists, sales professionals.

SBCC: Your Open Door to Educational Excellence