

# Office Assistant

2011-12

## Total Units Required: 13-17

<i>2011-12 Course No.</i>	<i>Previous Course No.</i>	<i>Title</i>	<i>Units</i>	<i>Institution &amp; Course No.</i>	<i>Grade</i>	<i>Units (s/q)</i>	<i>Term</i>
• COMP 101 .....	(COMAP 101/CIS 109/OIS 142) .....	Intro. to Computer Applications .....	4.0	_____			
• COMP 103 .....	(COMAP 103/CIS 110) .....	Internet Communications <b>OR</b> .....	1.0	_____			
COMP 142 .....	(COMAP 142).....	Internet and E-Mail for ESL .....	2.0	_____			
• COMP 141 .....	(COMAP 141).....	Keyboarding for ESL Students <b>OR</b> .....	2.0	_____			
COMP 151A .....	(COMAP 151A/OIS 111A/BOE 70A)...	Basic Computer Keyboarding <b>OR</b> .....	1.5	_____			
COMP 155 .....	(COMAP 155/BOE 75/OIS 113).....	Keyboarding Skill Development.....	1.5	_____			
• COMP 161C.....	(COMAP 161).....	Business Career Success .....	3.0	_____			
• COMP 171 .....	(COMAP 171/BOE 1/OIS 100).....	Business English <b>OR</b> .....	3.0	_____			
COMP 271 .....	(COMAP 271/OIS 200/BOE 3).....	Business Communication .....	3.0	_____			
<i>Plus select one of the following courses:</i>							
• COMP 139 .....	(None).....	Social Networking for Business.....	0.5	_____			
• COMP 144B.....	(None).....	Google World.....	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 Mindy Mass, Department Co-Chair, 965-0581, Ext. 2260. Check your Skills Competency Award progress with DARS U-Achieve at [www.sbccc.edu/DARS](http://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)

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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)

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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)

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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)

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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)

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

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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)

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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)

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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)

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Journalism (AA/C) – 3 emphases available

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

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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)

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

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Office Assistant (SCA)

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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)

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Radiography (AS)  
 Real Estate (AS/C)

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

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

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

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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

# Office Assistant

## 2011-12

### Skills Competency Award in Office Assistant

Upon completion of the Office Assistant Skills Competency Award, the following competencies will be achieved:

- Key 25 wpm.
- Use correct punctuation, capitalization and grammar in written documents.
- Prepare basic business correspondence.
- Use Word, Excel, Access and PowerPoint to complete basic business documents.
- Handle telephone and mail professionally.
- Use voice mail, fax machines, e-mail and copiers for entry-level office assignments.

### Job Opportunities

This program will prepare students for working in the areas of receptionist, office assistant, administrative clerk, and file clerk.

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