

Skills Competency Award Requirements

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

Total Units Required: 13-17

<i>Current 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 101	(COMAP 101/CIS 109/OIS 142)	Intro. to Computer Applications	4.0	_____			
• COMP 103	(COMAP 103/CIS 110)	Internet Communications OR	1.0	_____			
COMP 142	(COMAP 142).....	Internet and E-Mail for ESL	2.0	_____			
• COMP 141	(COMAP 141).....	Keyboarding for ESL Students OR	2.0	_____			
COMP 151A	(COMAP 151A/OIS 111A/BOE 70A)...	Basic Computer Keyboarding OR	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 OR	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	_____			

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Mindy Mass, Department Co-Chair, 965-0581, Ext. 2260, or Jennifer Robinson, Department Co-Chair, Ext. 3726.

Associate Degrees and Certificates of Achievement (In alphabetical order) - For a complete list of programs of study (associate degrees, certificates, skills competency awards and department awards) and requirements, go to http://www.sbcc.edu/apply/degrees_certificates.php.

Accounting (AS)
 Accounting/Assistant Bookkeeper IV (C)
 Administration of Justice (AA/AS/C)-3 emph. avail (AS&C), 1(AA)
 Administration of Justice for Transfer (AS-T)
 Alcohol and Drug Counseling (AA/C)
 American Sign Language (AA)
 Animation and Gaming (AA/C)
 Anthropology (AA)
 Anthropology for Transfer (AA-T)
 Applied Photography (AA/C)
 Art (AA) - 2 emphases available
 Art History for Transfer (AA-T)
 Associate Child Care Teacher (C)
 Automotive Services & Technology (AS/C)

Biological Sciences (AA)
 Black Studies (AA)
 Business Administration (AA/C) – 3 emphases available for AA, 2 for C
 Business Administration for Transfer (AS-T)

Cancer Information Management (AS/C)
 Chemistry (AA)
 Chicano Studies (AA)
 Commercial Music (C)
 Communication (AA) - 2 emphases available
 Communication Studies for Transfer (AA-T)
 Computer App. & Office Mgmt (AS/C) - 2 emphases available
 Computer Information Systems (AS) – Emph. in System Admin. available
 Computer Network Engineering (AS/C)
 Computer Science (AS/C)
 Construction Technology (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)
 Diversity Issues in ECE (C)
 Drafting/CAD (AS/C)

Early Childhood Education (AS/C)
 Early Childhood Education for Transfer (AS-T)
 Economics (AA)
 Economics for Transfer (AA-T)
 Elementary Teacher Education (AA-T)
 Engineering (AA/AS)
 English (AA)
 English for Transfer (AA-T)
 Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
 Environmental Studies (AA)
 Ethnic Studies (AA)

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

Geography (AA)
 Geography for Transfer (AA-T)
 Geological Sciences (AS)
 Geology for Transfer (AS-T)
 Global Studies (AA)
 Graphic Design & Photography – Graphic Design Conc. (AA/C)

Health Information Technology (AS)
 Healthy Aging (AA)
 History (AA)
 History for Transfer (AA-T)
 Honors (C/C with highest honors) – 2 emphases available
 Hospitality (AS/C)
 Infant/Toddler Development (C)
 Interior Design (AA/C)
 International Business (AA/C)
 Introduction to Graphic Design (C)

Journalism (AA/C)
 Journalism for Transfer (AA-T)

Kinesiology for Transfer (AA-T)

Law & Society (AA) - Emphasis in Criminal Justice available
 Liberal Arts (AA) – Emphasis in Biomedical Sciences
 Liberal Arts & Sciences (AA) – 3 emphases available
 Liberal Studies (AA) – Emphasis in Education

Marine Diving Technician (AS/C)
 Marketing (AA/C)
 Mathematics (AA)
 Mathematics for Transfer (AS-T)
 Media Arts (AA/C)
 Medical Coding Specialist (C)
 Middle East Studies (AA)
 Music (AA)

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

PC Support/Network Management (C)
 Philosophy (AA)
 Philosophy for Transfer (AA-T)
 Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail.
 Physics (AA/AS)
 Physics for Transfer (AS-T)
 Political Science (AA)
 Political Science for Transfer (AA-T)
 Post-Professional Practice in ADC (C)
 Psychology (AA)
 Psychology for Transfer (AA-T)

Radiography (AS)
 Real Estate (AS/C)

School-Age Care (C)
 Sociology (AA)
 Sociology for Transfer (AA-T)
 Spanish (AA)
 Spanish for Transfer (AS-T)
 Studio Arts for Transfer (AA-T)

Theatre Arts (AA) - 3 emphases available
 Theatre Arts for Transfer (AA-T)
 Transfer – CSU General Education Breadth Pattern (C)
 Transfer – IGETC (C)

Vocational Nursing (AS/C)

Wastewater Technology Education (C)
 Water Technology Education (C)

Key: (AA)=Associate in Arts; (AA-T)=Associate in Arts for Transfer; (AS)=Associate in Science; (AS-T)= Associate in Science for Transfer; (C)=Certificate of Achievement



Santa Barbara City College

Office Assistant

2016-17

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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