Certificate of Achievement Requirements

Complete all department requirements with a "C" or better in each course. Candidates for a Certificate of Achievement are required to complete at least 20% of the department requirements through SBCC.

Department Requirements
(Total Department Units: 40.5-48)

Current Course No.	Previous Course No.	Title	Units	Institution & Course No.	Grade	Units (s/q)	Term
• ACCT 110	(10)	Introduction to Accounting	4.0				
• BUS 101	(BUSAD 101/1)	Introduction to Business	3.0				
• COMP 103	(COMAP 103/CIS 110)	Internet Communications	1.0				
• COMP 107	(COMAP 107/OIS 128)	Microsoft Word	4.0				
• COMP 109	(COMAP 109/OIS 129)	Microsoft Excel	4.0				
• COMP 111	(COMAP 111)	Microsoft Access	4.0				
• COMP 112	(COMAP 112)	Microsoft PowerPoint	4.0				
• COMP 151AB	(COMAP 151AB/OIS 111AB/BOE 70AB)	Beg. Computer Keyboarding **OR**	3.0				
COMP 153	(COMAP 153/OIS 112/BOE 71)	Review Computer Keyboarding	2.0				
• COMP 161C	(COMAP 161)	Business Career Success	3.0				
• 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				

Select two courses from the following:

• COMM 161	(27)	Comm. in Organizations **OR**	3.0				
COMM 162	(none)	Mediated Comm. in Organiz	3.0				
• MGMT 101	(1)	Introduction to Management	3.0				
• MGMT 102	(none)	Leadership in Organizations	3.0				

Select three courses from the following:

• ACCT 160	(none)	Accounting with Quickbooks	3.0				
• COMP 139	(none)	Social Networking for Business	0.5				
• COMP 143	(none)	Using Your iPhone	1.0				
• COMP 144B	(none)	Google World	3.0				
• COMP 163	(COMAP 163)	Receptionist Skills	1.0				
• MAT 103	(none)	Introduction to Multimedia	3.0				
• MAT 154	(108)	Web Design II: Integration	3.0				
• MKT 220	(BUSAD 220/MAT 220)	Intro. to Electronic Commerce **OR**	3.0				
CIS 220	(none)	Intro. to Electronic Commerce	3.0				

Optional:

• COMP 290	(COMAP 290/BOE 61/OIS 290)	COMP Work Experience	1-4				

Additional Program Information

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

Santa Barbara City College

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)	Health Information Technology (AS)
Accounting/Assistant Bookkeeper IV (C)	Healthy Aging (AA)
Administration of Justice (AA/AS/C)–3 emph. avail (AS&C), 1(AA)	History (AA)
Administration of Justice for Transfer (AS-T)	History for Transfer (AA-T)
Alcohol and Drug Counseling (AA/C)	Honors (C/C with highest honors) – 2 emphases available
American Sign Language (AA)	Hospitality (AS/C)
Animation and Gaming (AA/C)	Infant/Toddler Development (C)
Anthropology (AA)	Interior Design (AA/C)
Anthropology for Transfer (AA-T)	International Business (AA/C)
Applied Photography (AA/C)	Introduction to Graphic Design (C)
Art (AA) - 2 emphases available	Journalism (AA/C)
Art History for Transfer (AA-T)	Journalism for Transfer (AA-T)
Associate Child Care Teacher (C)	Kinesiology for Transfer (AA-T)
Automotive Services & Technology (AS/C)	Law & Society (AA) - Emphasis in Criminal Justice available
Biological Sciences (AA)	Liberal Arts (AA) – Emphasis in Biomedical Sciences
Black Studies (AA)	Liberal Arts & Sciences (AA) – 3 emphases available
Business Administration (AA/C) – 3 emphases available for AA, 2 for C	Liberal Studies (AA) – Emphasis in Education
Business Administration for Transfer (AS-T)	Marine Diving Technician (AS/C)
Cancer Information Management (AS/C)	Marketing (AA/C)
Chemistry (AA)	Mathematics (AA)
Chicano Studies (AA)	Mathematics for Transfer (AS-T)
Commercial Music (C)	Media Arts (AA/C)
Communication (AA) - 2 emphases available	Medical Coding Specialist (C)
Communication Studies for Transfer (AA-T)	Middle East Studies (AA)
Computer App. & Office Mgmt (AS/C) - 2 emphases available	Music (AA)
Computer Information Systems (AS) – Emph. in System Admin. available	Native American Studies (AA)
Computer Network Engineering (AS/C)	Natural History (AA)
Computer Science (AS/C)	Nursing - ADN (AS)
Construction Technology (AS/C)	PC Support/Network Management (C)
Cosmetology (AS/C)	Philosophy (AA)
Creative Writing (C) – 2 emphases available	Philosophy for Transfer (AA-T)
Culinary Arts (AS/C)	Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail.
Database Programming and Applications Development (C)	Physics (AA/AS)
Diagnostic Medical Sonography (C)	Physics for Transfer (AS-T)
Diversity Issues in ECE (C)	Political Science (AA)
Drafting/CAD (AS/C)	Political Science for Transfer (AA-T)
Early Childhood Education (AS/C)	Post-Professional Practice in ADC (C)
Early Childhood Education for Transfer (AS-T)	Psychology (AA)
Economics (AA)	Psychology for Transfer (AA-T)
Economics for Transfer (AA-T)	Radiography (AS)
Elementary Teacher Education (AA-T)	Real Estate (AS/C)
Engineering (AA/AS)	School-Age Care (C)
English (AA)	Sociology (AA)
English for Transfer (AA-T)	Sociology for Transfer (AA-T)
Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C	Spanish (AA)
Environmental Studies (AA)	Spanish for Transfer (AS-T)
Ethnic Studies (AA)	Studio Arts for Transfer (AA-T)
Film Production (AA)	Theatre Arts (AA) - 3 emphases available
Film and Media Studies (AA)	Theatre Arts for Transfer (AA-T)
Finance (AA/C)	Transfer – CSU General Education Breadth Pattern (C)
French (AA)	Transfer – IGETC (C)
Geography (AA)	Vocational Nursing (AS/C)
Geography for Transfer (AA-T)	Wastewater Technology Education (C)
Geological Sciences (AS)	Water Technology Education (C)
Geology for Transfer (AS-T)	
Global Studies (AA)	
Graphic Design & Photography – Graphic Design Conc. (AA/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

COMP: Emphasis in Office Management
2017-18

Certificate of Achievement in COMP: Emphasis in Office Management

Upon completion of the certificate in Office Management, the following competencies will be achieved:

- Use computer applications Word, Excel, Access, PowerPoint, Outlook and Google Docs proficiently in a business setting
- To successfully integrate the programs in the MS Office Suite for maximum productivity
- To write effective business correspondence
- To utilize correct accounting procedures
- To supervise and manage employees effectively
- To use the Internet as a research tool in business

Job Opportunities

This program will prepare students to manage a business office, whether as a manager of a department within a larger organization or as a small business owner.

SBCC: Your Open Door to Educational Excellence