Special Instructional Programs

Professional Development Center

The Professional Development Center (PDC) provides coordination and administration for credit-based, short-term workplace training and contract education. Most courses are offered in an on-campus, Professional Development Studies and Computer Applications and Office Management departments, and are delivered in half-day and one-day training formats. See Professional Development Studies courses in this Catalog. Workshops focus on particular issues such as Customer Service, Handling Difficult Situations, Leadership, Teamwork and Microsoft software applications. The PDC also coordinates ESL and Workforce Development programs. For more information about the center, contact Dr. Diane Hollems, Dean of Educational Programs, at (805) 683-8281 or e-mail hollems@sbcc.edu.

Honors Program

SBCC has established an Honors Program emphasizing a rigorous and interdisciplinary approach to general education. The courses developed meet the needs of students whose academic goals and interests are not satisfied by regular courses. Students who enroll in the Honors curriculum will gain the opportunity to pursue their educational goals with time and place flexibility. These courses are offered online and should not require on-campus attendance. Online courses comprise equivalent content and satisfy the same academic requirements as their on-campus counterparts.

Summer Programs

Language programs may be available during the summer for 4-6 weeks intensive study. Students will take a course taught by a university instructor and may receive up to 6 units of college credit. Non-language summer programs have included film studies and production in Italy, Thailand and Australia, photography in Cuba, Paris and London, communication in Australia, India and Brazil, as well as other disciplines and destinations. New programs are continuously being developed.

Summer Programs

Although fully online courses do not require specific time-and-place commitments, some partially online courses require varying levels of on-campus attendance, as determined by the instructor:

- Fully online courses do not require proctored exams. These can be accomplished via virtual proctoring.
- On-campus courses require attendance at on-campus orientations and exams, or have regular meeting times.

Please check the online course descriptions at http://www.sbcc.edu/distanceeducation/onlinesubmit.php for information on each section’s attendance requirements.

Full Online Programs

The following online degrees and certificates are offered completely online:
- Cancer Information Management (A.S., Cert.)
- Computer Information Systems (A.S.)
- Computer Information Systems: Emphasis in Health Information Technology (A.S.)
- Film Studies (A.A.)
- Health Information Technology (A.S.)

Liberal Arts & Sciences: Arts & Humanities Emphasis (A.A.)
- Liberal Arts & Sciences: Business Emphasis (A.A.)
- Liberal Arts & Sciences: Social and Behavioral Sciences Emphasis (A.A.)
- Liberal Arts Emphasis in Film (A.A.)
- Computer Proficiency Online (Cert.)
- Medical Coding Specialist (Cert.)
- Computer Proficiency (SCA)
- Help Desk & Desktop Support Level 1 (SCA)

Information Technology Management (SCA)
Microsoft SQL Services Database Administration (SCA)
Technical Writing (SCA)

Technical Requirements

In order to log on to your course websites, all students taking online courses must have access to a computer/mobile device with internet connection and a recommended Web browser. Information on specific requirements is located at www.sbcc.edu/distanceeducation/index.php. Please note that Modern Languages courses may require that a student use a computer/mobile device with sound capabilities. We strongly encourage you to take the assessment to determine whether you are ready to take an online course. You can find this at http://online.sbcc.edu/support/orientation/media/orientationObjectives/page1.php.

Support for Classes

While taking online classes, students will be able to seek support from several sources. For example, technical assistance is available through Student Technical Support at ext. 2494 or online@sbcc.edu. Accessibility assistance for disabled students is available from the College’s Disability Services Programs (DSPS) at www.sbcc.edu/dsp. You should find additional student services embedded in the college’s authorized learning management system.

Additional Information

A wealth of information about distance education can be found on the college’s distance education Web site at www.sbcc.edu/distanceeducation. This site includes information on the advantages of distance learning, links to the locations of each semester’s online courses, lists the full online programs and degrees, links directly to student technical support, provides frequently asked questions (FAQ), links directly to the campus portal, details steps to enrollment, includes comprehensive information on preparation for distance education, details technical support, provides information on academic standards/policies and special instructional programs.