

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: 13-15

<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 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 & Professional Writing OR	3.0	_____			
ENG 181	(none)	Technical & 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)	Communication in Organizations OR	3.0	_____			
COMM 162.....	(none)	Mediated Comm. in Organizations	3.0	_____			
• COMP 161ABC	(COMAP 161/COMP 161)	Business Career Success	1-3	_____			

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

Business Communications

2016-17

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***