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: 16-17

Current Course No.	Previous Course No.	Title	Units	Institution & Course No.	Grade	Units (s/q)	Term
• COMP 101	(COMAP 101/CIS 109/OIS 142)	Intro. to Computer Applic *OR*	4.0				
COMP 144B	(None)	Google World	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 112	(COMAP 112)	Microsoft PowerPoint	4.0				

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.

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)
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

Computer Proficiency Online

2016-17

Skills Competency Award in Computer Proficiency Online

Upon completion of the Computer Proficiency Online Skills Competency Award, the following competencies will be achieved:

- Proficiency in using Microsoft Word for all word processing needs.
- Proficiency in using Microsoft Excel to create spreadsheets and charts/graphs.
- Proficiency in using Microsoft PowerPoint for in-person and online presentations.
- Ability to work with existing databases using Microsoft Access and to understand database concepts and procedures.
- Proficiency in using Google Docs
- Proficiency in working in an online environment and using online communication tools.
- Proficiency with file management processes for organization of electronic files.

Job Opportunities

These courses provide essential computer skills that are needed in any job or career that requires computer proficiency. Examples of jobs that require computer proficiency include sales and marketing executives, accountants, lawyers, teachers, doctors, engineers, medical professionals and small business owners.

SBCC: Your Open Door to Educational Excellence