

COMP: Emphasis in Office Management 2017-18

Associate Degree Graduation Requirements

(1) Complete all department requirements with a “C” or better or “P” in each course (at least 20% of the department requirements must be completed through SBCC); (2) Complete at least 18 units of General Education Requirements ([Areas A-D](#) of the SBCC General Education pattern); (3) Complete the SBCC Institutional Requirements ([Area E](#)); (4) Complete the Information Competency Requirement ([Area F](#)); (5) Complete a total of 60 degree-applicable units (SBCC courses numbered 100 and higher); (6) Maintain a cumulative GPA of 2.0 or better in all units attempted at SBCC; (7) Maintain a cumulative GPA of 2.0 or better in all college units attempted; and (8) Complete 15 units through SBCC.

Department Requirements (Total Department Units: 40.5-48)

<i>Current Course No.</i>	<i>Previous Course No.</i>	<i>Title</i> <small>applies to SBCC GE areas</small>	<i>Units</i>	<i>Institution & Course No</i>	<i>Grade</i>	<i>Units (s/q)</i>	<i>Term</i>
• ACCT 110(10)Introduction to Accounting4.0	_____			
• BUS 101(BUSAD 101/1)Introduction to Business ^B3.0	_____			
• COMP 103(COMAP 103/CIS 110)Internet Communications1.0	_____			
• COMP 107(COMAP 107/OIS 128)Microsoft Word4.0	_____			
• COMP 109(COMAP 109/OIS 129)Microsoft Excel4.0	_____			
• COMP 111(COMAP 111)Microsoft Access4.0	_____			
• COMP 112(COMAP 112)Microsoft PowerPoint4.0	_____			
• COMP 151AB(COMAP 151AB/OIS 111AB/BOE 70AB)Beg. Computer Keyboarding OR3.0	_____			
• COMP 153(COMAP 153/OIS 112/BOE 71)Review Computer Keyboarding2.0	_____			
• COMP 161C(COMAP 161)Business Career Success3.0	_____			
• COMP 171(COMAP 171/OIS 100/BOE 1)Business English OR3.0	_____			
• COMP 271(COMAP 271/OIS 200/BOE 3)Business Communication3.0	_____			

Select two courses from the following:

• COMM 161(27)Comm. in Organizations ^{D2,E4} OR3.0	_____			
• COMM 162(none)Mediated Comm in Org ^{D2,E4}3.0	_____			
• MGMT 101(1)Introduction to Management3.0	_____			
• MGMT 102(none)Leadership in Organizations3.0	_____			

Select three courses from the following:

• ACCT 160(none)Accounting with Quickbooks3.0	_____			
• COMP 139(none)Social Networking for Business0.5	_____			
• COMP 143(none)Using Your iPhone1.0	_____			
• COMP 144B(none)Google World3.0	_____			
• COMP 163(COMAP 163)Receptionist Skills1.0	_____			
• MAT 103(none)Introduction to Multimedia3.0	_____			
• MAT 154(108)Web Design II: Integration3.0	_____			
• MKT 220(BUSAD 220/MAT 220)Intro. to Electronic Commerce OR3.0	_____			
• CIS 220(none)Intro. to Electronic Commerce3.0	_____			

Optional:

• COMP 290(COMAP 290/BOE 61/OIS 290)COMP Work Experience1-4	_____			
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Additional Program Information

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

SBCC AA/AS Degree Graduation Requirements (Must complete I, II, III and IV below)

I. General Education, Institutional & Information Competency (Institution & Course Number) Grade Units (s/q) Term

A-D. General Education Requirements**			
A. Natural Sciences with Lab			
B. Social and Behavioral Science			
C. Humanities			
D. Language and Rationality			
D-1. English Composition			
D-2. Communication and Analytical Thinking			
E. SBCC Institutional Requirements**			
E-1. Mathematics			
<i>Plus complete three out of the four areas listed below (E-2 through E-5)</i>			
E-2. American Institutions			
E-3. Physical Education/Health Education			
E-4. Oral Communication			
E-5. Multicultural/Gender Studies			
F. Information Competency Requirement**			

**For specific course, unit, grade and other graduation requirements see the General Education, Institutional and Information Competency Requirements handout available in the Counseling department or visit <http://www.sbcc.edu/apply/files/gereq.pdf>

II. Unit and Grade Point Average Requirements: Refer to Graduation Requirements on the other side of this document.

	<i>Total Semester Units Attempted</i>	<i>Total Semester Units Completed</i>	<i>Grade Points</i>	<i>GPA</i>
SBCC				
Transfer				
Total				

III. Residency Requirements: 1) 15 units completed through SBCC? Yes No
 2) 20% of Department Requirements completed through SBCC? Yes No

IV. Department Requirements: Refer to the other side of this document for a list of required courses. Were all department requirements completed with a "C" or higher or "P" in each course? Yes No

Waivers/Substitutions: _____

Counselor Comments: _____

Student's Name: _____ Student ID: K_____

Counselor's Name: _____ Code: _____ Date: _____



Santa Barbara City College

COMP: Emphasis in Office Management

2017-18

Associate in Science Degree in COMP: Emphasis in Office Management

Upon completion of the degree 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