

## 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: 28.5-31.5)

<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 &amp; Course No.</i>	<i>Grade</i>	<i>Units (s/q)</i>	<i>Term</i>
• COMP 101	..... (COMAP 101/CIS 109/OIS 142)	Introduction to Computer Applications	4.0				
• 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 139	..... (none)	Social Networking for Business	0.5				
• COMP 144B	..... (none)	Google World	3.0				
<i>Select two courses from the following:</i>							
• ACCT 110	..... (10)	Introduction to Accounting	4.0				
• ACCT 160	..... (none)	Accounting with Quickbooks	3.0				
• BUS 101	..... (BUSAD 101/1)	Introduction to Business <sup>B</sup>	3.0				
• COMP 150	..... (COMAP 150)	Voice Recognition	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)	Introduction to Electronic Commerce <b>OR</b>	3.0				
• CIS 220	..... (none)	Introduction 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.

**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**

<b>A-D.    General Education Requirements**</b>			
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			
<b>E.    SBCC Institutional Requirements**</b>			
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			
<b>F.    Information Competency Requirement**</b>			

\*\*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 Business Software Specialist

*2017-18*

**Associate in Science Degree in COMP: Emphasis in Business Software Specialist**

Upon completion of the degree 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 computer programs in the MS Office Suite or Google Docs for maximum productivity as a power end user
- To use the Internet as a research tool

**Job Opportunities**

A wide variety of career opportunities offer the well-trained professional the opportunity to function as a vital, integral part of the information management team. Positions are available in government agencies, large corporate offices, or small private companies. Completion of a variety of responsibilities requiring organization, communication, administrative and computer skills, and professionalism under supervision will be a part of the job description. Emphasis will be on ability to proficiently use Microsoft Office Professional.

Note: This degree was first approved by the CCC Chancellor's Office in Spring 2010.

