

## 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. **In addition, in order to receive the Level II Skills Competency Award, students must have successfully completed the requirements specified in the SCA in Business Administration, Level I (12-13 units).**

### Total Units Required: 24-26

| <i>Current Course No.</i>  | <i>Previous Course No.</i> | <i>Title</i>                                     | <i>Units</i> | <i>Institution &amp; Course No.</i> | <i>Grade</i> | <i>Units (s/q)</i> | <i>Term</i> |
|--|----------------------------|--|--------------|-------------------------------------|--------------|--------------------|-------------|
| • BUS 103 .....  | (BUSAD 103/3).....         | Business Mathematics.....                        | 3.0          | _____                               |              |                    |             |
| • ENT 208 .....  | (BUS 208/MGMT 104).....    | Business Plan Development.....                   | 3.0          | _____                               |              |                    |             |
| • MGMT 102 .....   | (none) .....               | Leadership in Organizations .....                | 3.0          | _____                               |              |                    |             |
| <i>Plus 3 units of controlled electives selected from the following (cannot be the same as those controlled electives selected to complete the SCA in Business Administration, Level I):</i> |                            |  |              |                                     |              |                    |             |
| • ACCT 110 .....   | (none) .....               | Introduction to Accounting .....                 | 4.0          | _____                               |              |                    |             |
| • BLAW 110 .....   | (BULAW 110).....           | Legal Environment of Business .....              | 4.0          | _____                               |              |                    |             |
| • CIS 101 .....  | (none) .....               | Intro. to Computers and Information Systems..... | 4.0          | _____                               |              |                    |             |
| • COMM 151 .....   | (39).....                  | Intercultural Communication .....                | 3.0          | _____                               |              |                    |             |
| • COMM 161 .....   | (27).....                  | Communication in Organizations <b>OR</b> .....   | 3.0          | _____                               |              |                    |             |
| • COMM 162 .....   | (none) .....               | Mediated Communication in Organizations.....     | 3.0          | _____                               |              |                    |             |
| • CS 101 .....   | (COMSC 101/1) .....        | Computer Concepts.....                           | 4.0          | _____                               |              |                    |             |
| • ECON 101 .....   | (2).....                   | Microeconomics .....                             | 3.0          | _____                               |              |                    |             |
| • ECON 102 .....   | (1).....                   | Macroeconomics .....                             | 3.0          | _____                               |              |                    |             |
| • FIN 202.....   | (4).....                   | Managerial Finance .....                         | 3.0          | _____                               |              |                    |             |

### Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285 or Bonnie Chávez, Department Chair, 965-0581, Ext. 2508.

**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](http://www.sbcc.edu/apply/degrees_certificates.php).**

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| Accounting (AS)  | Health Information Technology (AS)                                     |
| Accounting/Assistant Bookkeeper IV (C)                                   | Healthy Aging (AA)   |
| Administration of Justice (AA/AS/C)-3 emph. avail (AS&C), 1(AA)          | History (AA)   |
| Administration of Justice for Transfer (AS-T)                            | History for Transfer (AA-T)  |
| Alcohol and Drug Counseling (AA/C)                                       | Honors (C/C with highest honors) – 2 emphases available                |
| American Sign Language (AA)  | Hospitality (AS/C)   |
| Animation and Gaming (AA/C)  | Infant/Toddler Development (C)   |
| Anthropology (AA)  | Interior Design (AA/C)   |
| Anthropology for Transfer (AA-T)   | International Business (AA/C)  |
| Applied Photography (AA/C)   | Introduction to Graphic Design (C)                                     |
| Art (AA) - 2 emphases available  | Journalism (AA/C)  |
| Art History for Transfer (AA-T)  | Journalism for Transfer (AA-T)   |
| Associate Child Care Teacher (C)   | Kinesiology for Transfer (AA-T)  |
| Automotive Services & Technology (AS/C)                                  | Law & Society (AA) - Emphasis in Criminal Justice available            |
| Biological Sciences (AA)   | Liberal Arts (AA) – Emphasis in Biomedical Sciences                    |
| Black Studies (AA)   | Liberal Arts & Sciences (AA) – 3 emphases available                    |
| Business Administration (AA/C) – 3 emphases available for AA, 2 for C    | Liberal Studies (AA) – Emphasis in Education                           |
| Business Administration for Transfer (AS-T)                              | Marine Diving Technician (AS/C)  |
| Cancer Information Management (AS/C)                                     | Marketing (AA/C)   |
| Chemistry (AA)   | Mathematics (AA)   |
| Chicano Studies (AA)   | Mathematics for Transfer (AS-T)  |
| Commercial Music (C)   | Media Arts (AA/C)  |
| Communication (AA) - 2 emphases available                                | Medical Coding Specialist (C)  |
| Communication Studies for Transfer (AA-T)                                | Middle East Studies (AA)   |
| Computer App. & Office Mgmt (AS/C) - 2 emphases available                | Music (AA)   |
| Computer Information Systems (AS) – Emph. in System Admin. available     | Native American Studies (AA)   |
| Computer Network Engineering (AS/C)                                      | Natural History (AA)   |
| Computer Science (AS/C)  | Nursing - ADN (AS)   |
| Construction Technology (AS/C)   | PC Support/Network Management (C)                                      |
| Cosmetology (AS/C)   | Philosophy (AA)  |
| Creative Writing (C) – 2 emphases available                              | Philosophy for Transfer (AA-T)   |
| Culinary Arts (AS/C)   | Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail. |
| Database Programming and Applications Development (C)                    | Physics (AA/AS)  |
| Diagnostic Medical Sonography (C)  | Physics for Transfer (AS-T)  |
| Diversity Issues in ECE (C)  | Political Science (AA)   |
| Drafting/CAD (AS/C)  | Political Science for Transfer (AA-T)                                  |
| Early Childhood Education (AS/C)   | Post-Professional Practice in ADC (C)                                  |
| Early Childhood Education for Transfer (AS-T)                            | Psychology (AA)  |
| Economics (AA)   | Psychology for Transfer (AA-T)   |
| Economics for Transfer (AA-T)  | Radiography (AS)   |
| Elementary Teacher Education (AA-T)                                      | Real Estate (AS/C)   |
| Engineering (AA/AS)  | School-Age Care (C)  |
| English (AA)   | Sociology (AA)   |
| English for Transfer (AA-T)  | Sociology for Transfer (AA-T)  |
| Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C | Spanish (AA)   |
| Environmental Studies (AA)   | Spanish for Transfer (AS-T)  |
| Ethnic Studies (AA)  | Studio Arts for Transfer (AA-T)  |
| Film Production (AA)   | Theatre Arts (AA) - 3 emphases available                               |
| Film and Media Studies (AA)  | Theatre Arts for Transfer (AA-T)                                       |
| Finance (AA/C)   | Transfer – CSU General Education Breadth Pattern (C)                   |
| French (AA)  | Transfer – IGETC (C)   |
| Geography (AA)   | Vocational Nursing (AS/C)  |
| Geography for Transfer (AA-T)  | Wastewater Technology Education (C)                                    |
| Geological Sciences (AS)   | Water Technology Education (C)   |
| Geology for Transfer (AS-T)  |  |
| Global Studies (AA)  |  |
| Graphic Design & Photography – Graphic Design Conc. (AA/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 Administration, Level II 2016-17**

### **Skills Competency Award in Business Administration, Level II**

Upon completion of the Skills Competency Award in Business Administration, Level II, the following competencies will be achieved:

- Employ the appropriate techniques necessary to positively influence employee morale and motivation.
- Distinguish between cross-cultural and gender-based perspectives in order to effectively serve in a leadership capacity.
- Develop a formal business plan for the creation of a new business venture.
- Analyze the availability of capital, labor, raw materials, and other key resources necessary for the creation (continuation) of a new/existing business venture.
- Assess the market potential of a new product/service within the marketplace.
- Calculate the cost of various methods of finance charges and deferred payment.
- Analyze the key variables found in a balance sheet and income statement.

### **Job Opportunities**

This program will prepare students for working in the areas of entry level manager, supervisor, small business owner.

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