

Career and Technical Education Programs

The lack of English language skills will not be a barrier to enrollments in Career and Technical Education Programs.

Posibles dificultades con el inglés no son una barrera para matricularse en programas de carreras académicas o educación técnica.

Career and Technical Education (CTE) Curricula

Santa Barbara City College offers a variety of programs and courses in career and technical education. These include the short-duration Skills Competency and Departmental Award programs and Certificates of Achievement and two-year Associate in Science Degree programs. Subject areas include Business Education, Health and Human Services, and Technologies. Specific award, certificate or degree programs in these occupational areas are listed in the "Programs of Study" table in this *Catalog*. Programs of study are offered in these areas:

Business Education

Accounting
 Accounting Assistant/Bookkeeper, Levels I-IV
 Accounting Information Systems, Levels I-III
 Bookkeeping
 Business Administration, Levels I and II
 Business Administration: Pre-Transfer
 Business Administration: Emphasis in Management
 Computer Applications and Office Management
 Computer Information Systems
 Computer Proficiency Online
 Database Programming and Applications Development
 Entrepreneurship – Levels I-II
 Entrepreneurship: Web Design – Levels I-II
 Finance
 International Business
 Marketing
 Office Assistant
 Real Estate
 Sales and Marketing

Health

Acute Care CNA
 Associate Degree Nursing (ADN)
 Cancer Information Management (CIM)
 Certified Nursing Assistant (CNA)
 Diagnostic Medical Sonography (DMS)
 Home Health Aide (HHA)
 Emergency Medical Technician (EMT)
 Health Information Technology (HIT)
 Medical Coding Specialist
 Medical Reimbursement Specialist
 Radiographic and Imaging Sciences (RT)
 Vocational Nursing (LVN)

Human Services

School of Justice Studies
 Alcohol and Drug Counseling
 Associate Child Care Teacher
 Cosmetology
 Diversity Issues in Early Childhood Education
 Early Childhood Education
 School-Age Care
 Infant/Toddler Development
 Esthetician
 Post-professional Practice in Alcohol and Drug Counseling

Technologies

Animation
 Automotive Service and Technology
 Baking and Pastry
 Cisco Networking Associate
 Cisco Networking Professional
 Computer Network Engineering
 Construction Trades
 Culinary Arts
 Drafting/CAD
 Environmental Horticulture
 Fire Technology
 Graphic Design and Photography
 Hospitality
 Hospitality Operations Specialist
 Human Resource Hospitality Specialist
 Interior Design
 Landscape Operations
 Marine Diving Technologies
 Media Arts
 PC Support/Network Management
 Personal Chef Training
 Sustainable Horticulture
 Water Science

Specialty programs in Cooperative Education and job-site training allow students to combine classroom studies with on-the-job experiences.

The main thrust of occupational and career education is to provide the student with entry-level job skills so there is a smooth and productive transition to the business and industrial workplace.

Although the requirements in the majors are generally fixed, students have a wide range of courses from which to choose in meeting General Education requirements. *Counselors should be consulted for variations and assistance with planning programs.*

Cooperative Work Experience

Santa Barbara City College offers three types of Cooperative Work Experience — General Work Experience, International Work Experience, and Occupational Work Experience:

General Work Experience 290 assists students to acquire good work habits, attitudes and career awareness in actual job settings. Units are based on the number of hours worked throughout the semester: For paid work, 1 unit = 60 hours, 2 units = 120 hours, 3 units = 180 hours. There are no regular class meetings, but students are required to complete a number of assignments throughout the semester.

International Work Experience assists students to acquire desirable work habits in foreign job settings and to develop an understanding of the role of international business, the foreign country's work habits, economy, labor laws, and cultural/political factors that affect employment.

By satisfactorily completing the International Work Experience/Internship course, a student may earn up to six units per semester. Units are based on the number of hours worked throughout the semester: For paid work, 1 unit = 75 hours, 2 units = 150 hours, and 3 units = 225. For volunteer work, 1 unit = 60 hours, 2 units = 120 hours, 3 units = 180 hours.

Career and Technical Education Work Experience combines on-the-job training with classroom instruction, enabling the student to acquire knowledge, skills and attitudes necessary to enter and/or progress in a chosen occupation. Class attendance in a regularly scheduled weekly coordinating class is required by some SBCC departments.

For each semester that a student is enrolled in Cooperative Work Experience, it is required that the student provide evidence of new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Satisfactory completion of specific job-oriented learning objectives is required for determining the student's progress and improvement of performance on the job.

By satisfactorily completing a Work Experience course, a student may earn from 1-4 college units. A maximum of 16 Work Experience units may be applied as electives toward the 60 units required for an Associate in Arts or an Associate in Science Degree.

Credits are based on the number of hours worked during the semester: 1 credit = 75 paid hours or 60 volunteer hours.

Prerequisites for Career and Technical Education Work Experience Courses

The Occupational Work Experience class must be directly related to the student's stated major and the college program in which he/she is enrolled.

Career and Technical Education Departments Offering Work Experience

ADN Nursing
Automotive Service/Technology
Business Administration
Computer Applications & Office Management
Computer Information Systems
Cosmetology
Drafting/CAD
Early Childhood Education
Environmental Horticulture
Graphic Design & Photography
School of Culinary Arts & Hotel Management
Interior Design
Marine Diving Technologies
Multimedia Arts & Technologies
School of Justice Studies

Job Referral Services

The Career Center receives numerous job orders from employers in the community and provides referrals for full- and part-time jobs and internships. It also provides a website listing information on all on-campus student jobs and maintains an online job referral system.

Every spring the Center sponsors an annual Job Fair that invites local employers and allows students to learn about career opportunities and to apply for job openings. Additional information about job referral is available at the Career Center, located in the Student Services Building, Room 282, or by calling 965-0581, ext. 2331.

Transfer Curricula

The large majority of SBCC courses have been reviewed and approved for transfer by four-year colleges and universities through formal articulation agreements. These courses apply to one or more General Education, lower division major and/or elective requirements. These transferable courses have University of California (UC) and/or California State University (CSU) designations in this *Catalog*. These same designations also appear in the *Schedule of Credit Classes*, which is published each semester.

Most majors at four-year colleges and universities require completion of one or more lower division courses as preparation for the upper division. Nearly all of these lower division requirements can be met through transferable SBCC courses. Students can complete four-year institution General Education requirements prior to transfer.

Articulation agreements, available at www.assist.org and in the Transfer Center, identify which courses apply to General Education and lower division requirements at four-year universities. Students can complete many of the lower division requirements for majors offered by UC, CSU or independent institutions, even if SBCC does not offer the major.

Students can qualify for transfer to a multitude of four-year majors not specifically offered at SBCC. Students should check the catalog of the college of intended transfer and meet with a counselor for additional information about major programs and requirements.

Articulation with Four-Year Institutions

To assist the student with transfer to four-year institutions, articulation agreements have been established with most California State Universities, University of California campuses and some independent California colleges and out-of-state institutions. These agreements define the courses at Santa Barbara City College that satisfy many lower division major requirements and General Education requirements at four-year institutions.

ASSIST Transfer Articulation Information

ASSIST is a computerized student transfer articulation information system that can be accessed over the World Wide Web. It displays reports of how California community college courses can be applied when transferred to California State Universities and University of California campuses.

ASSIST is the official repository of articulation for California's public colleges and universities, and therefore provides the most accurate and up-to-date information available about student transfer in California.

ASSIST may be accessed at www.assist.org.

Transfer Recognition Award

The Transfer Recognition Award is granted to any student who has completed a minimum of 24 units at Santa Barbara City College prior to transfer and has presented a letter of acceptance from an accredited four-year college or university. An application must be submitted by the student to the SBCC Transfer Center.

UC Minimum Transfer Admission Requirements

I. Non-California Residents

The minimum admission requirements for nonresidents are very similar to those for residents. Please consult with the Admissions Office at one of the University campuses for details. In all cases, however, nonresidents must have a minimum grade point average of 2.8 or higher in all UC transferable college coursework.