

# 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 educaci—n 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 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  
Business Communications  
Computer Applications & Office Management  
Computer Information Systems  
Computer Proficiency Online  
Database Programming & Applications Development  
Entrepreneurship, Levels I-II  
Entrepreneurship: Web Design, Levels I-III  
Finance  
International Business  
Marketing

Office Assistant  
Real Estate  
Sales & 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  
Radiographic & Imaging Sciences (RT)  
Vocational Nursing (LVN)

### Human Services

School of Justice Studies  
Alcohol & 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 & Drug Counseling

### Technologies

Animation  
Automotive Service & Technology  
Baking & Pastry  
Cisco Networking Associate  
Cisco Networking Professional  
Computer Network Engineering  
Construction Trades  
Culinary Arts  
Drafting/CAD  
Environmental Horticulture  
Fire Technology  
Graphic Design & 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 career and technical education is to provide the student with entry-level job skills for 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 Career and Technical Education 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 = 75 hours, 2 units = 150 hours, 3 units = 225 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  
 Alcohol & Drug Counseling  
 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](http://www.assist.org), 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](http://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 Eligibility Requirements for Transfer Admission**

### **I. Non-California Residents**

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