BUSINESS COMMUNICATIONS, SKILLS COMPETENCY AWARD (SCA)

Requirements
Skills Competency Award Requirements

Complete all department requirements with a “C” or higher or “P” in each course. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 103</td>
<td>Internet Communications</td>
<td>1</td>
</tr>
<tr>
<td>COMP 107</td>
<td>Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>COMP 112</td>
<td>Microsoft Powerpoint</td>
<td>4</td>
</tr>
<tr>
<td>COMP 171</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>or COMP 271</td>
<td>Business Communications</td>
<td></td>
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</tbody>
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Select one course from the following: 1-3

- CIS/ENG 181 Technical And Professional Writing
- COMM 131 Fundamentals Of Public Speaking
  or COMM 131H-Fundamentals Of Public Speaking, Honors
- COMM 161 Communication in Organizations
  or COMM 162 Mediated Communication in Organizations
- COMP 161A Business Career Success
- COMP 161B Business Career Success
- COMP 161C Business Career Success

Total Units 13.00-15.00

Learning Outcomes
1. Use the Internet for research.
2. Use internet communication programs/tools successfully, wisely, and safely.
3. Create effective and appropriate written communications.
4. Use Word processing programs to produce written communications.
5. Use PowerPoint presentation program to produce effective presentations.
6. Produce and deliver powerful presentations in person and online.