

BUSINESS COMMUNICATIONS, SKILLS COMPETENCY AWARD (SCA)

Overview

The Business Communications Skills Competency Award will assist all businesspeople to become more effective and successful communicators in their written and verbal communications.

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.

Code	Title	Units
Department Requirements		
COMP 103	Internet Communications	1
COMP 107	Microsoft Word	4
COMP 112	Microsoft Powerpoint	4
COMP 171	Business English	3
or COMP 271	Business Communications	
Complete one course from the following:		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 161C	Business Career Success	
Total Units		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.