

COMPUTER PROFICIENCY ONLINE, SKILLS COMPETENCY AWARD (SCA)

COMP 112	Microsoft Powerpoint	4
Total Units		16.00-17.00

Learning Outcomes

1. Demonstrate proficiency in Microsoft Word, Excel, and PowerPoint.
2. Demonstrate the ability to work with existing databases using Microsoft Access and to understand database concepts and procedures.
3. Demonstrate the ability to work in an online environment and use online communication tools.

Overview

The Computer Applications and Office Management Department (COMP) is in business—the technology education business. We live in a culture governed by the demands of digital life. This digital life blurs and transforms old boundaries between work and home, public and private. It requires ever-increasing levels of technology literacy and competency. Computer software tools and devices constantly evolve and expand, as well as the skills needed to use them.

COMP serves that need across the entire arc of digital life—whether your career is still in preparation (pre-career), in progress (workforce training), or in transition (changing careers or retirement).

Our mission is to develop “technology-savvy adults” who possess literacy and competency in software productivity applications and tools that are part and parcel of our everyday lives—in the office, in the home office and in personal living.

The COMP Department is designed to meet the needs of all students and working professionals with a desire to improve their computer skills. SBCC can design a personalized program of study to meet your needs for:

- An introductory course
- A workshop to update your skills
- An advanced skills class
- A Skills Competency Award
- A Certificate of Achievement
- Professional certification
- An Associate in Science Degree

You can take COMP courses in the way that best fits your lifestyle and schedule. Class formats include:

- On-campus/traditional
- Evening
- Online/distance learning
- Self-paced lab instruction
- Short courses
- Credit for Work Experience

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 101 or COMP 144B	Introduction to Computer Applications Google World	3-4
COMP 103	Internet Communications	1
COMP 107	Microsoft Word	4
COMP 109	Microsoft Excel	4