

# OFFICE ASSISTANT, SKILLS COMPETENCY AWARD (SCA)

or COMP 144B Google World

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**Total Units** **13.00-15.50**

## 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
<b>Department Requirements</b>		
COMP 101	Introduction to Computer Applications	4
COMP 103	Internet Communications	1
COMP 161C	Business Career Success	3
COMP 151A	Basic Computer Keyboarding	1.5
COMP 171	Business English	3
or COMP 271	Business Communications	
COMP 139	Social Networking for Business	0.5-3

## Learning Outcomes

1. Demonstrate the correct use of punctuation, capitalization and grammar in written documents.
2. Prepare basic business correspondence.
3. Use Word, Excel, Access and PowerPoint to complete basic business documents.
4. Upon completion of this award, students will be able to key 25 words per minute.