Skills Competency Award Requirements

Students must complete all courses with a grade of C or higher or Pass. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.

Total Units Required: 13-17

<table>
<thead>
<tr>
<th>Current Course No.</th>
<th>Previous Course No.</th>
<th>Title</th>
<th>Units</th>
<th>Institution &amp; Course No.</th>
<th>Grade</th>
<th>Units(s/q)</th>
<th>Term</th>
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<tbody>
<tr>
<td>COMP 101 ..........</td>
<td>(COMAP 101/CIS 109/OIS 142) ......</td>
<td>Intro. to Computer Applications ......</td>
<td>4.0</td>
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<td>COMP 103 ..........</td>
<td>(COMAP 103/CIS 110) ................</td>
<td>Internet Communications <strong>OR</strong> ......</td>
<td>1.0</td>
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<tr>
<td>COMP 142 ..........</td>
<td>(COMAP 142) .........................</td>
<td>Internet and E-Mail for ESL ..........</td>
<td>2.0</td>
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<td>COMP 141 ..........</td>
<td>(COMAP 141) .........................</td>
<td>Keyboarding for ESL Students <strong>OR</strong> ....</td>
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<tr>
<td>COMP 151A .......</td>
<td>(COMAP 151A/OIS 111A/BOE 70A) ...</td>
<td>Basic Computer Keyboarding <strong>OR</strong> ....</td>
<td>1.5</td>
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<td>COMP 155 ..........</td>
<td>(COMAP 155/BOE 75/OIS 113) .......</td>
<td>Keyboarding Skill Development .......</td>
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<tr>
<td>COMP 161C ........</td>
<td>(COMAP 161) .........................</td>
<td>Business Career Success ...............</td>
<td>3.0</td>
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<td>COMP 171 ..........</td>
<td>(COMAP 171/BOE 1/OIS 100).........</td>
<td>Business English <strong>OR</strong> ...............</td>
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<td>COMP 271 ..........</td>
<td>(COMAP 271/OIS 200/BOE 3) .......</td>
<td>Business Communication ...............</td>
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</tbody>
</table>

Plus select one of the following courses:

- COMP 139 .......... (None) ................................................. | Social Networking for Business........ | 0.5   |        |            |      |
- COMP 144B ........ (None) ................................................. | Google World ..................................... | 3.0   |        |            |      |

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Mindy Mass, Department Chair, 965-0581, Ext. 2260.
Associate Degrees and Certificates of Achievement (In alphabetical order) - For a complete list of programs of study (associate degrees, certificates, skills competency awards and department awards) and requirements, go to http://www.sbcc.edu/apply/degrees_certificates.php.

Accounting (AS)
Accounting/Assistant Bookkeeper IV (C)
Administration of Justice (AA/AS/C) – 3 emph. avail (AS&C), 1 (AA)
Administration of Justice for Transfer (AS-T)
Alcohol and Drug Counseling (AA/C)
Animation and Gaming (AA/C)
Anthropology (AA)
Applied Photography (AA/C)
Art (AA) - 2 emphases available
Art History for Transfer (AA-T)
Associate Child Care Teacher (C)
Automotive Services & Technology (AS/C)
Biological Sciences (AA)
Black Studies (AA)
Business Administration (AA/C) – 3 emphases available for AA, 2 for C
Business Administration for Transfer (AS-T)
Cancer Information Management (AS/C)
Chemistry (AA)
Chicano Studies (AA)
Commercial Music (C)
Communication (AA) - 2 emphases available
Communication Studies for Transfer (AA-T)
Computer App. & Office Mgmt (AS/C) - 2 emphases available
Computer Information Systems (AS/C) – Emph. in System Admin. available
Computer Network Engineering (AS/C)
Computer Science (AS/C)
Construction Technology (AS/C)
Cosmetology (AA/C)
Creative Writing (C) – 2 emphases available
Culinary Arts (AS/C)
Database Programming and Applications Development (C)
Diagnostic Medical Sonography (C)
Diversity Issues in ECE (C)
Draughting/CAD (AS/C)
Early Childhood Education (AS/C)
Economics (AA)
Engineering (AA/AS)
English (AA)
Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
Environmental Studies (AA)
Ethnic Studies (AA)
Film Production (AA)
Film and Media Studies (AA)
Finance (AA/C)
French (AA)
Geography (AA)
Geological Sciences (AS)
Global Studies (AA)
Graphic Design & Photography – Graphic Design Concentration (AA/C)
Health Information Technology (AS)
History (AA)
History for Transfer (AA-T)
Honors (C/C with highest honors) – 2 emphases available
Hospitality (AS/C)
Infant/Toddler Development (C)
Interior Design (AA/C)
International Business (AA/C)
Introduction to Graphic Design (C)
Journalism (AA/C)
Journalism for Transfer (AA-T)
Kinesiology for Transfer (AA-T)
Law & Society (AA) - Emphasis in Criminal Justice available
Liberal Arts (AA) – Emphasis in Biomedical Sciences
Liberal Arts & Sciences (AA) – 3 emphases available
Liberal Studies (AA) – Emphasis in Education
Marine Diving Technician (AS/C)
Marketing (AA/C)
Mathematics (AA/C)
Mathematics for Transfer (AS-T)
Media Arts (AA/C)
Medical Coding Specialist (C)
Middle East Studies (AA)
Music (AA)
Native American Studies (AA)
Natural History (AA)
Nursing – ADN (AS)
PC Support/Network Management (C)
Philosophy (AA)
Philosophy for Transfer (AA-T)
Physics (AA/AS)
Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail.
Physics for Transfer (AS-T)
Political Science (AA)
Political Science for Transfer (AA-T)
Post-Professional Practice in ADC (C)
Psychology (AA)
Psychology for Transfer (AA-T)
Radiography (AS)
Real Estate (AS/C)
School-Age Care (C)
Sociology (AA)
Sociology for Transfer (AA-T)
Spanish (AA)
Spanish for Transfer (AS-T)
Studio Arts for Transfer (AA-T)
Theatre Arts (AA) - 3 emphases available
Theatre Arts for Transfer (AA-T)
Transfer – CSU General Education Breadth Pattern (C)
Transfer – IGETC (C)
Vocational Nursing (AS/C)
Wastewater Technology Education (C)
Water Technology Education (C)

Key: (AA)=Associate in Arts; (AA-T)=Associate in Arts for Transfer; (AS)=Associate in Science; (AS-T)=Associate in Science for Transfer; (C)=Certificate of Achievement

Skills Competency Award in Office Assistant

Upon completion of the Office Assistant Skills Competency Award, the following competencies will be achieved:

- Key 25 wpm.
- Use correct punctuation, capitalization and grammar in written documents.
- Prepare basic business correspondence.
- Use Word, Excel, Access and PowerPoint to complete basic business documents.
- Handle telephone and mail professionally.
- Use voice mail, fax machines, e-mail and copiers for entry-level office assignments.

Job Opportunities

This program will prepare students for working in the areas of receptionist, office assistant, administrative clerk, and file clerk.