COMPUTER APPLICATIONS AND OFFICE MANAGEMENT, ASSOCIATE IN SCIENCE (AS): EMPHASIS IN BUSINESS SOFTWARE SPECIALIST

Requirements

Associate Degree Graduation Requirements

Complete all of the following:

1. All Department Requirements listed below with a “C” or better or “P” in each course (at least 20% of the department requirements must be completed through SBCC).
2. A minimum of 18 units of SBCC General Education Requirements (Areas A-D) and Institutional Requirements (Area E) and Information Competency Requirement (Area F)
3. A total of 60 degree-applicable units (SBCC courses numbered 100 and higher).
4. Maintain a cumulative GPA of 2.0 or better in all units attempted at SBCC.
5. Maintain a cumulative GPA of 2.0 or better in all college units attempted.
6. A total of 12 units through SBCC.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 101</td>
<td>Introduction to Computer Applications</td>
<td>4</td>
</tr>
<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 109</td>
<td>Microsoft Excel</td>
<td>4</td>
</tr>
<tr>
<td>COMP 111</td>
<td>Microsoft Access</td>
<td>4</td>
</tr>
<tr>
<td>COMP 112</td>
<td>Microsoft Powerpoint</td>
<td>4</td>
</tr>
<tr>
<td>COMP 139</td>
<td>Social Networking for Business</td>
<td>0.5</td>
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<tr>
<td>COMP 144B</td>
<td>Google World</td>
<td>3</td>
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</tbody>
</table>

Select two courses from the following: 4-7

- ACCT 110  Introduction to Accounting
- ACCT 160  Accounting With Quickbooks
- BUS 101  Introduction To Business
- MAT 103  Introduction To Multimedia
- MAT 154  Web Design II: Integration
- MKT/CIS 220  Introduction To Electronic Commerce

Optional:

- COMP 290  Work Experience In Computer Applications And Office Management

Total Units: 28.50-31.50

Learning Outcomes

1. Use computer applications Word, Excel, Access, PowerPoint, Outlook and Google Docs proficiently in a business setting.
2. To successfully integrate computer programs in the MS Office Suite or Google Docs for maximum productivity as a power end user.
3. To use the Internet as a research tool.

Recommended Sequence

Make an appointment with your SBCC academic counselor through Starfish to create a Student Education Plan that reflects a recommended course sequence for this program that is tailored to your individual needs.

How to schedule an Academic Counseling appointment (http://www.sbcc.edu/starfish/howtos/starfish_appt_how_to.pdf).