

COMPUTER APPLICATIONS AND OFFICE MANAGEMENT, CERTIFICATE OF ACHIEVEMENT (C): EMPHASIS IN OFFICE MANAGEMENT

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

Certificate of Achievement Requirements

Complete all Department Requirements for the Certificate of Achievement with a C or better in each course. Candidates for a Certificate of Achievement are required to complete at least 20% of the department requirements through SBCC.

Code	Title	Units
Department Requirements		
ACCT 110	Introduction to Accounting	4
BUS 101	Introduction To Business	3
COMP 103	Internet Communications	1
COMP 107	Microsoft Word	4
COMP 109	Microsoft Excel	4

COMP 111	Microsoft Access	4
COMP 112	Microsoft Powerpoint	4
COMP 151AB	Beginning Computer Keyboarding	3
COMP 161C	Business Career Success	3
COMP 171	Business English	3
or COMP 271	Business Communications	
Complete two courses from the following:		6
COMM 161	Communication in Organizations	
or COMM 162	Mediated Communication in Organizations	
MGMT 101	Introduction To Management	
MGMT 102	Leadership in Organizations	
Complete three courses from the following:		2.5-9
ACCT 160	Accounting With Quickbooks	
COMP 139	Social Networking for Business	
COMP 144B	Google World	
MAT 103	Introduction to Multimedia	
MAT 154	Web Design II: Integration	
MKT/CIS 220	Introduction to Electronic Commerce	

Total Units **41.50-48.00**

Learning Outcomes

1. Demonstrate proficiency in Microsoft Word, Excel, and PowerPoint, Outlook and Google Docs.
2. Integrate the programs in the MS Office Suite for maximum productivity.
3. Write effective business correspondence.
4. Apply correct accounting procedures.
5. Supervise and manage employees with effective leadership and communication skills.
6. Utilize the Internet as a research tool in business.

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).