

# COMPUTER APPLICATIONS AND OFFICE MANAGEMENT

The Computer Applications and Office Management Department (COMP) provides students with a broad range of computer application skills. COMP provides students with opportunities for 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).

COMP programs of study prepare students for positions in the office workplace including office management and business software specialists. Because computer applications are needed in so many different career areas, the programs and individual courses are relevant in many different career paths.

The Department offers degrees and certificates as well as Skills Competency Awards and also provides introductory courses (electives) for students in programs campus-wide.

## Programs of Study

### Associate Degrees

- Computer Applications and Office Management, Associate of Science (AS): Emphasis in Business Software Specialist (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management-as-business-software-specialist-emphasis/>)
- Computer Applications and Office Management, Associate of Science (AS): Emphasis in Office Management (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management-computer-applications-office-management-as-office-management-emphasis/>)

### Certificates of Achievement

- Computer Applications and Office Management, Certificate of Achievement (C): Emphasis in Business Software Specialist (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management/computer-applications-office-management-certificate-achievement-business-software-specialist-emphasis/>)
- Computer Applications and Office Management, Certificate of Achievement (C): Emphasis in Office Management (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management/computer-applications-office-management-certificate-achievement-office-management-emphasis/>)

### Skills Competency Awards

- Business Communications, Skills Competency Award (SCA) (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management/business-communications-skills-competency-award/>)
- Computer Proficiency Online, Skills Competency Award (SCA) (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management/computer-proficiency-online-skills-competency-award/>)
- Office Assistant, Skills Competency Award (SCA) (<https://catalog.sbccc.edu/academic-departments/computer-applications-office-management/office-assistant-skills-competency-award/>)

## Credit Courses Computer Applications and Office Management (COMP)

### COMP 101 Introduction to Computer Applications (4 Units)

Course Advisories: COMP 151A.

Hours: 72 (72 lecture)

Introduction to computer applications for use "at work and home." Microsoft Office, (Word, Excel, Access, PowerPoint) including Windows operating system, plus open source software, social networking and Web2.0 productivity tools for collaborative teamwork.

Transfer Information: CSU Transferable, UC Transferable

### COMP 103 Internet Communications (1 Unit)

Hours: 18 (18 lecture)

Introduction to Internet communications and how and when to (safely) use them, including the World Wide Web, search engines, e-mail, chat, discussion, blogs, social networking tools, Web2.0, and Instant messaging/texting.

Transfer Information: CSU Transferable

### COMP 107 Microsoft Word (4 Units)

Course Advisories: COMP 151AB.

Hours: 72 (72 lecture)

Designed for all computer users, course covers core features of Microsoft Word. Topics include page numbers, headers/footers, sections, styles, templates, outlines, graphics, Internet documents for Internet/intranet, columns, tables. Projects include reports, resumes, forms, letters, mailing labels, newsletters, web pages. Covers topics in Microsoft Certified Application Specialist (MCAS) certification. Taught by MCAS-certified instructor.

Transfer Information: CSU Transferable

### COMP 109 Microsoft Excel (4 Units)

Hours: 72 (72 lecture)

Covers core spreadsheet skills using Microsoft Excel and also introduces the student to some of the advanced features of Excel, including functions and formulas, creating workbooks/worksheets, formatting, graphs and charts.

Transfer Information: CSU Transferable

### COMP 111 Microsoft Access (4 Units)

Course Advisories: COMP 101.

Hours: 72 (72 lecture)

Introduction to the Microsoft Access database management system. This application course includes creating and maintaining database tables, creating macros, querying database tables, designing forms and creating reports.

Transfer Information: CSU Transferable

### COMP 112 Microsoft Powerpoint (4 Units)

Course Advisories: COMP 123.

Hours: 72 (72 lecture)

Plan, create, modify and deliver effective presentations on-screen, in-person and remotely on the Web, utilizing basic to expert features of Microsoft PowerPoint.

Transfer Information: CSU Transferable

**COMP 120 Being Successful with Canvas (1 Unit)**

Hours: 18 (18 lecture)

Introduction to online tools used in Canvas. Topics include Canvas discussion boards and e-mail, uploading assignments, managing files, troubleshooting hardware/software/ browser issues, and installing utilities, etc.

Transfer Information: CSU Transferable

**COMP 123 Introduction To Microsoft Word (1 Unit)**

Course Advisories: COMP 151A.

Hours: 18 (18 lecture)

Use of essential Word features to create and format documents quickly: research papers in MLA or APA style, fliers and resumes. For general student use in any course.

Transfer Information: CSU Transferable

**COMP 139 Social Networking for Business (0.5 Units)**

Hours: 9 (9 lecture)

Social networking tools such as Facebook, Twitter, LinkedIn, blogs, Wikipedia, and YouTube are being used by businesses worldwide. Learn how to use these tools effectively to promote, influence, and sell. Learn best practices, dos and don'ts.

Transfer Information: CSU Transferable

**COMP 144A Google World (1 Unit)**

Course Advisories: COMP 103.

Hours: 18 (18 lecture)

Students explore the newest applications in "Google world," such as Google Docs, forms, Calendar, Blogger, sites, and more. Can you really do everything online, free, with Google?

Transfer Information: CSU Transferable

**COMP 144B Google World (3 Units)**

Course Advisories: COMP 103.

Hours: 54 (54 lecture)

Students explore and learn to use the newest applications in "Google world" such as Google docs (documents, spreadsheets, presentations), forms, calendar, blogger, Wave, Reader, and more. Can you really do everything online, free, with Google?

Transfer Information: CSU Transferable

**COMP 151A Basic Computer Keyboarding (1.5 Unit)**

Hours: 27 (27 lecture)

Introduction to computer keyboarding skills that enable the student to work more effectively and quickly with a computer. Emphasis on touch keyboarding of alphabetic and numeric keys and symbols.

Transfer Information: CSU Transferable

**COMP 151AB Beginning Computer Keyboarding (3 Units)**

Hours: 54 (54 lecture)

Introduction to computer keyboarding skills that enable student to work more effectively and quickly. Emphasis on touch keyboarding of alpha and numeric keys. After developing basic keyboarding skills, student creates correspondence and reports using Microsoft Word.

Transfer Information: CSU Transferable

**COMP 161C Business Career Success (3 Units)**

Course Advisories: COMP 101.

Hours: 54 (54 lecture)

Soft skills required for a successful business career. Includes understanding the business environment, preparing a job search, job-finding and job-keeping skills, managing online persona, team dynamics, business-social skills, communication and presentation skills.

**COMP 171 Business English (3 Units)**

Hours: 54 (54 lecture)

Review of English fundamentals necessary to communicate effectively for personal and professional success, including grammar, sentence structure, punctuation and word usage, with practical writing applications such as reviews and reports, and using digital technology to communicate with others.

Transfer Information: CSU Transferable

**COMP 271 Business Communications (3 Units)**

Prerequisites: ENG 110 or ENG 110H.

Course Advisories: COMP 171.

Hours: 54 (54 lecture)

Develop excellent written and face-to-face communication skills for business. Write effective business documents including letters, reports, emails, resumes, messages. Learn strategies for communicating in Internet/digital environment (blogs, social networking, etc.).

Transfer Information: CSU Transferable

C-ID: BUS 115.