COMPUTER APPLICATIONS AND OFFICE MANAGEMENT

Program Description
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

Honors and Awards
The Computer Applications and Office Management Department selects one student each year as Outstanding Student. The selection is made by the faculty in the department and is based on academic excellence or service to the department. No applications by students are required.

Program Cost and Outcome
For planning purposes, the website below provides information on the cost of attendance, program length (assuming a student attends full-time), financing options and historical student completion rates:
http://www.sbcc.edu/financialaid/gainfulemployment
catalog.sbcc.edu/academic-departments/computer-applications-office-management/computer-applications-office-management-as-business-software-specialist-emphasis

Credit Courses
Computer Applications and Office Management (COMP)

COMP 101 Introduction to Computer Applications (4 Units)
Course Advisories: COMP 151A.
Skills Advisories: Eligibility for ENG 103.
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)
Skills Advisories: Eligibility for ENG 103.
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

Programs of Study
- Computer Proficiency Online, Skills Competency Award (SCA) (https://catalog.sbcc.edu/academic-departments/computer-applications-office-management/computer-proficiency-online-skills-competency-award)
- Office Assistant, Skills Competency Award (SCA) (https://catalog.sbcc.edu/academic-departments/computer-applications-office-management/office-assistant-skills-competency-award)
COMP 107 Microsoft Word (4 Units)
Course Advisories: COMP 151AB.
Skills Advisories: Eligibility for ENG 110 or ENG 110H.
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)
Skills Advisories: Eligibility for ENG 110 or ENG 110H.
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.
Skills Advisories: Eligibility for ENG 110 or ENG 110H.
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.
Skills Advisories: Eligibility for ENG 103.
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 118 Visual Basic for Applications Programming (4 Units)
Same as: CIS 118
Course Advisories: CIS 101 and COMP 109 and COMP 111.
Skills Advisories: Eligibility for ENG 110 or 110H.
Hours: 72 (72 lecture)
Fundamental concepts of application development using Visual Basic for Applications (VBA)
Transfer Information: CSU Transferable

COMP 120 Being Successful with Canvas (1 Unit)
Skills Advisories: Eligibility for ENG 103.
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.
Skills Advisories: Eligibility for ENG 103.
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)
Skills Advisories: Eligibility for ENG 103.
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.
Skills Advisories: Eligibility for ENG 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.
Skills Advisories: Eligibility for ENG 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 149 Social Networking and Social Media (3 Units)
Same as: MAT 149
Skills Advisories: Eligibility for ENG 110 or 110H.
Hours: 54 (54 lecture)
Through a variety of social networking applications, students learn about how the creation and use of media content help to establish network communities of shared professional and personal interests. Includes online applications Wikis, Youtube, Facebook, etc., and their use across media-oriented platforms.
Transfer Information: CSU Transferable

COMP 151A Basic Computer Keyboarding (1.5 Unit)
Skills Advisories: Eligibility for ENG 103.
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)
Skills Advisories: Eligibility for ENG 103.
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 161A Business Career Success (1 Unit)**
Course Advisories: COMP 101.
Skills Advisories: Eligibility for ENG 98 and 103.
Hours: 18 (18 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 161B Business Career Success (2 Units)**
Course Advisories: COMP 101.
Skills Advisories: Eligibility for ENG 100 and 103.
Hours: 36 (36 lecture)
Soft skills required for a successful business career: 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 161C Business Career Success (3 Units)**
Course Advisories: COMP 101.
Skills Advisories: Eligibility for ENG 98 and 103.
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)**
Skills Advisories: Eligibility for ENG 110 or ENG 110H.
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)**
Course Advisories: COMP 171.
Skills Advisories: Eligibility for ENG 110 or 110H.
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

**COMP 290 Work Experience In Computer Applications And Office Management (1-4 Units)**
Skills Advisories: Eligibility for ENG 110 or 110H.
Hours: 300 (300 lab)
Consists of supervised employment for students whose career objectives, course of study and employment complement each other. Students must accomplish specific course objectives. Class meetings on campus are scheduled each semester. Course restricted to 3 repetitions. Transfer Information: CSU Transferable

**COMP 299 Independent Study In Computer Applications And Office Management (1-4 Units)**
Limitations on Enrollment: Completion of a minimum of 12 units at SBCC, with a 2.5 G.P.A., and a minimum of 6 units, with a 3.0 G.P.A. within the department (COMP).
Skills Advisories: Eligibility for ENG 110 or 110H.
Hours: 192 (192 lab)
Student works under guidance and direction of sponsoring faculty member on project consistent with interests and abilities. Minimal weekly meetings with faculty sponsor required. Course may be taken for one to four units of credit; each unit of credit requires student to devote approximately three hours per week to the project. Transfer Information: CSU Transferable