

# Computer Applications and Office Management

## Degrees, Certificates and Awards

Associate in Science: Computer Applications and Office Management: Emphasis in Office Management

Associate in Science: Computer Applications and Office Management: Emphasis in Business Software Specialist

Certificate of Achievement: Computer Applications and Office Management: Emphasis in Business Software Specialist

Certificate of Achievement: Computer Applications and Office Management: Emphasis in Office Management

Skills Competency Award: Office Assistant

Skills Competency Award: Computer Proficiency Online

Skills Competency Award: Business Communications

## 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

## Program Student Learning Outcomes

1. Use the intermediate and advanced features of Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) proficiently, according to professional business standards
2. Integrate the programs in the Microsoft Office suite for maximum productivity
3. Use the Internet as a research tool

## Office Management Emphasis Certificate

1. Use the intermediate and advanced features of Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) proficiently, according to professional business standards
2. Integrate the programs in the Microsoft Office suite for maximum productivity
3. Write effective business correspondence
4. Utilize correct accounting procedures
5. Supervise and manage employees effectively
6. Use the Internet as a research tool

## Department Offices

*Division:* Business Education

Mindy Mass, *Chair* (BC-306, ext. 2260)

Melissa Moreno, *Dean*

(Wake Campus, Rm 1, (805) 683-8292)

## Faculty and Offices

Mindy Mass (BC-306, ext. 2260)

Jennifer Robinson (BC-309, ext. 3726)

## Requirements for Certificate of Achievement: Computer Applications and Office Management — Emphasis in Business Software Specialist

The Associate Degree will be awarded upon completion of both department and college requirements.

**Department Requirements (28.5-31.5 units)**

COMP 101 — Intro to Computer Applications .....4  
 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 139 — Social Networking for Business.....0.5  
 COMP 144B — Google World .....3

*Choose two courses from the following:*

ACCT 110 — Introduction to Accounting .....4  
 ACCT 160 — Accounting with QuickBooks .....3  
 BUS 101 — Introduction to Business .....3  
 COMP 150 — Voice Recognition .....1  
 MAT 103 — Introduction to Multimedia .....3  
 MAT 154 — Web Design II: Integration .....3  
 MKT 220/CIS 220 — Intro to Electronic Commerce.....3

*Optional:*

COMP 290 — COMP Work Experience ..... 1-4

*Complete each required course with a minimum grade of "C".*

**College Requirements**

For complete information, see "Graduation Requirements" in the *Catalog* Index.

**Requirements for AS Degree: Computer Applications and Office Management — Emphasis in Office Management**

The Associate Degree will be awarded upon completion of both department *and* college requirements.

**Department Requirements (40.5-48 units)**

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 — Beg Computer Keyboarding *or* .....3  
 COMP 153 — Review Computer Keyboarding .....2  
 COMP 161C — Business Career Success .....3  
 COMP 171 — Business English *or* .....3  
 COMP 271 — Business Communications.....3

*Select two courses from the following:*

COMM 161 — Communication in Organizations *or*  
 COMM 162 — Mediated Comm. in Organizations .....3  
 MGMT 101 — Introduction to Management .....3  
 MGMT 102 — Leadership in Organizations .....3

*Select three courses from the following:*

ACCT 160 — Accounting with QuickBooks .....3  
 COMP 139 — Social Networking for Business.....0.5  
 COMP 143 — Using Your iPhone.....1  
 COMP 144B — Google World .....3  
 COMP 163 — Receptionist Skills .....1  
 MAT 103 — Introduction to Multimedia .....3  
 MAT 154 — Web Design II: Integration .....3  
 MKT 220/CIS 220 — Intro to Electronic Commerce.....3

*Optional:*

COMP 290 — COMP Work Experience ..... 1-4

**Requirements for Certificate of Achievement: Computer Applications and Office Management — Emphasis in Office Management**

**Department Requirements (40.5-48 units)**

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 — Beg Computer Keyboarding *or* .....3  
 COMP 153 — Review Computer Keyboarding .....2  
 COMP 161C — Business Career Success .....3  
 COMP 171 — Business English *or* .....3  
 COMP 271 — Business Communications.....3

Select two courses from the following:

COMM 161 — Communication in Organizations <b>or</b>	
COMM 162 — Mediated Comm. in Organizations .....	3
MGMT 101 — Introduction to Management .....	3
MGMT 102 — Leadership in Organizations .....	3

Select three courses from the following:

ACCT 160 — Accounting with QuickBooks .....	3
COMP 139 — Social Networking for Business.....	0.5
COMP 143 — Using Your iPhone.....	1
COMP 144B — Google World.....	3
COMP 163 — Receptionist Skills .....	1
MAT 103 — Introduction to Multimedia .....	3
MAT 154 — Web Design II: Integration .....	3
MKT 220/CIS 220 — Intro to Electronic Commerce.....	3

Optional:

COMP 290 — COMP Work Experience .....	1-4
---------------------------------------	-----

**Certificate of Achievement Requirements:** Complete all department requirements for the certificate 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.

### College Requirements

For complete information, see “Graduation Requirements” in the *Catalog* Index.

### Skills Competency Award: Computer Proficiency Online

#### Department Requirements (16-17 units)

COMP 101 — Intro to Computer Applications <b>or</b>	4
COMP 144B — Google World .....	3
COMP 103 — Internet Communications .....	1
COMP 107 — Microsoft Word .....	4
COMP 109 — Microsoft Excel.....	4
COMP 112 — Microsoft PowerPoint .....	4

*Students must complete the above courses with a grade of “C” or higher or credit in all courses.*

### Skills Competency Award: Office Assistant Department Requirements (13-17 units)

COMP 101 — Intro to Computer Applications .....	4
COMP 103 — Internet Communications <b>or</b> .....	1
COMP 142 — Internet and E-mail for ESL.....	2
COMP 141 — Keyboarding for ESL Students <b>or</b> .....	2
COMP 151A — Basic Computer Keyboarding <b>or</b> .....	1.5
COMP 155 — Keyboarding Skill Development .....	1.5
COMP 161C — Business Career Success .....	3
COMP 171 — Business English <b>or</b> .....	3
COMP 271 — Business Communications.....	3

Select one course from the following:

COMP 139 — Social Networking for Business.....	0.5
COMP 144B — Google World.....	3

*Students must complete the above courses with a grade of “C” or higher or credit in all courses.*

### Skills Competency Award: Business Communications

#### Department Requirements (13-15 units)

COMP 103 — Internet Communications .....	1
COMP 107 — Microsoft World .....	4
COMP 112 — Microsoft PowerPoint .....	4
COMP 171 — Business English <b>or</b> .....	3
COMP 271 — Business Communications.....	3

Select one course from the following:

CIS 181 — Technical and Professional Writing <b>or</b> .....	3
ENG 181 — Technical and Professional Writing .....	3
COMM 131 — Fundamentals of Public Speaking <b>or</b> .....	3
COMM 131H — Fundamentals of Public Speaking, Honors.....	3
COMM 161 — Communication in Organizations <b>or</b> .....	3
COMM 162 — Mediated Comm. in Organizations .....	3
COMP 161ABC — Business Career Success.....	1-3

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

## 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 webpages below provide information on the cost of attendance, program length (assuming a student attends full-time), financing options and historical student completion rates:

*Computer Applications and Office Management (COMP): Emphasis in Business Software Specialist*  
[www.sbcc.edu/financialaid/gainfulemployment/Computer%20Applications%20Office%20Management-COMP-Emphasis%20in%20Business%20Software%20Specialist.htm](http://www.sbcc.edu/financialaid/gainfulemployment/Computer%20Applications%20Office%20Management-COMP-Emphasis%20in%20Business%20Software%20Specialist.htm)

*Computer Applications and Office Management (COMP): Emphasis in Office Management*  
[www.sbcc.edu/financialaid/gainfulemployment/Computer%20Applications%20Office%20Management-COMP-Emphasis%20in%20Office%20Management.htm](http://www.sbcc.edu/financialaid/gainfulemployment/Computer%20Applications%20Office%20Management-COMP-Emphasis%20in%20Office%20Management.htm)

## Computer Applications and Office Management Courses

### COMP 100 — Introduction to Computers (0.5)

*Hours: 9 lecture*

Learn to operate a computer: log in, navigate the desktop, open/close software, save/find files and folders, and use various media and shortcuts.

### COMP 101 — Introduction to Computer Applications (4) — CSU

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 151A*

*Hours: 72 lecture*

Introduction to computer applications for use “at work and at home.” Microsoft Office (Word, Excel, Access, PowerPoint), including Windows operating system, plus open source software, social networking and Web 2.0 productivity tools for collaborative teamwork.

### COMP 102 — Introduction to Digital Literacy I (1)

*Hours: 18 lecture*

Introduction to basic elements of computer/digital literacy. Includes using features of college’s web-based systems (Pipeline and Moodle) to communicate effectively and participate fully in college courses; managing, saving, retrieving and sharing files in a variety of digital formats; and basic word processing on a PC or Mac.

### COMP 103 — Internet Communications (1) — CSU

*Skills Advisories: Eligibility for ENG 103*

*Hours: 18 lecture*

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

### COMP 107 — Microsoft Word (4) — CSU

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151AB*

*Hours: 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, columns, tables. Projects include reports, resumes, forms, letters, mailing labels, newsletters, web pages. Covers topics in Microsoft certification. Taught by MS-certified instructor.

### COMP 108 — Microsoft Word: New Features (0.5) — CSU

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 107*

*Hours: 9 lecture*

Covers the new features in the latest version of Microsoft Word. Recommended for current users who need to make the transition to the new version quickly.

### COMP 109 — Microsoft Excel (4) — CSU

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151AB*

*Hours: 72 lecture*

Introduction to spreadsheets using Excel. Includes designing and building workbooks/worksheets, formatting, graphs, charts, decision-making, lists, data management and data exchange.

**COMP 110 — Microsoft Excel: New Features (0.5) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 109*

*Hours: 9 lecture*

Covers the new features in the latest version of Microsoft Excel. Recommended for current users who need to make the transition to the new version quickly.

**COMP 111 — Microsoft Access (4) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 101 with a minimum grade of "C".*

*Hours: 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.

**COMP 112 — Microsoft PowerPoint (4) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 123*

*Hours: 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.

**COMP 113A — Introduction to Microsoft PowerPoint (1) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 123*

*Hours: 18 lecture*

Plan, create, modify and enhance effective presentations with graphics, slide masters, layout, design templates, color schemes, animation, diagrams and speaker's notes; produce and deliver on-screen slide show.

**COMP 113B — Advanced Microsoft PowerPoint (1.5) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 113A*

*Hours: 18 lecture*

Expert features of Microsoft PowerPoint. Customize design templates, insert other presentations' slides and templates, add graphics, sound and animation. Integrate with other programs and the Web. Import Word tables, add links to other slides/presentations, link Excel charts, summary slides, meeting notes, action items, workgroup collaboration, and produce presentation in MS Producer.

**COMP 113Z — MS PowerPoint: New Features (.5) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 112 or 136A*

*Hours: 9 lecture*

Covers the new features of the latest version of Microsoft PowerPoint. Recommended for current users who need to make the transition to the new version quickly.

**COMP 114 — Introduction to Outlook (0.5) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 101 or 107*

*Hours: 9 lecture*

Introduction to Microsoft Outlook. Includes scheduling using an electronic calendar, communicating with e-mail, and managing contacts through the tasks and notes features.

**COMP 118 — Visual Basic for Applications Programming (4) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: CIS 101 and COMP 109 and 111*

*Hours: 72 lecture*

Fundamental concepts of application development using Visual Basic for Applications (VBA).

**COMP 120 — Being Successful with Moodle (1) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 18 lecture*

Introduction to tools used in Moodle. Topics include discussion boards and e-mail, uploading assignments,



managing files, trouble-shooting hardware/software/browser issues, and installing utilities, etc.

**COMP 122 — Introduction to Computers for Multimedia**

**(0.5) — CSU**

*Hours: 15 (6 lecture, 9 lab)*

Introduction to college's Digital Arts Center and basic skills and rules for its use. Series of workshops are provided to open applications, manage files, find help, and be aware of lab rules. Topics are dynamic and change to reflect Digital Arts Center hardware, software and policy.

**COMP 123 — Introduction to Microsoft Word (1) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 151A*

*Hours: 54 lab*

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.

**COMP 124A — Microsoft Excel: Basic (1) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A*

*Hours: 18 lecture*

Short introduction to Excel basic features, including creating a worksheet, charts, formulas, functions and Web queries.

**COMP 127A — Microsoft Project: Basic (1) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A*

*Hours: 18 lecture*

Short introduction to Microsoft Project basic features, including working with tasks, scheduling tasks, and managing resources and calendars.

**COMP 129A — Searching the Web (0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 5.4 lecture*

Introduction to searching and researching on the World Wide Web. Topics include surveys of popular search

engines, search engine comparisons, search tips and techniques.

**COMP 129B — Searching the Web (0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 9 lecture*

Introduction to searching and researching on the World Wide Web. Topics include surveys of popular search engines, search engine comparisons, search tips and techniques.

**COMP 132A — Word I (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 100 and 151A*

*Hours: 9 lecture*

Introduction to Microsoft Word. Creating, saving, editing and formatting documents; auto-correct, auto-text, auto-format, move/copy, find/replace, indents, tabs, headers/footers, margins and page breaks.

**COMP 132B — Word II (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 132A with minimum grade of "P" and 151A with minimum grade of "C".*

*Hours: 9 lecture*

Microsoft Word topics, including managing multiple-section documents, headers and footers; and Mail Merge.

**COMP 132C — Word III (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 132A and 151A*

*Hours: 9 lecture*

Microsoft Word topics, including managing document production with tables, styles and templates.

**COMP 133A/CIS 133A — Visual Basic for Applications: Word (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 132C*

*Hours: 9 lecture*

Automating Word applications, using Visual Basic for applications programming.

**COMP 133B/CIS 133B — Visual Basic for Applications: Excel**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 134C*

*Hours: 9 lecture*

Automating Excel applications, using Visual Basic for applications programming.

**COMP 133C/CIS 133C — Visual Basic for Applications: Access**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 135C*

*Hours: 9 lecture*

Automating Access applications, using Visual Basic for applications programming.

**COMP 134A — Excel I**

**(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 151A*

*Hours: 9 lecture*

Introduction to Microsoft Excel. Creating and managing a simple Excel file containing formatted text and numbers, as well as simple function formulas.

**COMP 134B — Excel II**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 134A and 151A*

*Hours: 9 lecture*

Microsoft Excel topics, including graphs and charts, working with large and multiple worksheets and workbooks; customizing Excel; documenting and auditing; and collaborating with a workgroup.

**COMP 134C — Excel III**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 134B*

*Hours: 9 lecture*

Advanced Excel topics, including defining advanced formulas, creating data tables, working with PivotTables, performing what-if analyses, recording macros, and publishing worksheets as Web pages.

**COMP 135A — Access I**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A*

*Hours: 9 lecture*

Creating a database, managing records, and creating queries and custom forms, with introduction to table relationships.

**COMP 135B — Access II: Tables/Queries**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 135A*

*Hours: 9 lecture*

Managing table relationships, data entry rules, data integrity and complex queries.

**COMP 135C — Access III: Forms/Reports**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 135B*

*Hours: 9 lecture*

Enhance forms and reports in Access with controls, graphics, headers/footers, combo boxes, calculations, sub-forms, sub-reports and charts. Create Pivot Tables and Pivot Charts.

**COMP 135Z — MS Access: New Features**

**(.5) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 111 or 135A and 135C*

*Hours: 9 lecture*

Covers the new features of the latest version of Microsoft Access. Recommended for current users who need to make the transition to the new version quickly.

**COMP 136A — PowerPoint I**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 100 and 151A*

*Hours: 9 lecture*

Create and print basic slide presentations, with introduction to animation, clip art, drawing tools, tables and charts.

**COMP 137A — Introduction to MS Publisher (0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 151A*

*Hours: 9 lecture*

Use Publisher to create letterhead, flyers and a newsletter. Work with shapes and WordArt, and convert material to a website.

**COMP 137B/MAT 109 — Informational Graphics for the Web (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 132B*

*Hours: 9 lecture*

Overview of how to create and publish Web pages, using informational graphics, from existing office application files (MS Word, Excel, PowerPoint, etc.).

**COMP 138A — Introduction to Visio (0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 151A*

*Hours: 9 lecture*

Learn basic techniques, create a basic flow diagram, organizational chart and custom stencils, and use cross-functional flowcharting.

**COMP 139 — Social Networking for Business (0.5) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 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.

**COMP 140 — ESL with the Internet (2)**

*Course Advisories: ESL 42*

*Hours: 36 lecture*

Introduction to use of the Internet and e-mail for students in ESL Levels 2 and 3 for English language development. Topics include sending e-mails, using online bulletin boards, searching the Internet, navigating a website, evaluating websites, and using English language-acquisition websites.

**COMP 141 — Keyboarding for ESL Students (2)**

*Course Advisories: ESL 62*

*Hours: 36 lecture*

Introduction to computer keyboarding skills for students in ESL Levels 4 and 5. Emphasis on touch keyboarding of letter and number keys and the numeric keypad. After developing basic keyboarding skills, student creates a simple report and letter using Microsoft Word.

**COMP 142 — Internet and E-mail for ESL (2)**

*Course Advisories: ESL 62*

*Hours: 72 (18 lecture, 54 lab)*

Introduction to the use of the Internet and electronic communication for students in ESL Levels 4 and 5. Topics include the World Wide Web, search engines, and e-mail features, such as sending and receiving attachments, filtering, and storing messages in folders; and blogs, messaging, etc.

**COMP 143 — Using Your iPhone (1) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 103*

*Hours: 18 lecture*

Tap into the full potential of the iPhone for school, work and play by using the installed features, as well as the massive world of iPhone Apps.

**COMP 144A — Google World (1) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 103*

*Hours: 18 lecture*

Students explore the newest applications in "Google World," such as Google docs, forms, calendar, blogger, Wave, Reader and more. Can one really do everything online, free, with Google?

**COMP 144B — Google World (3) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 103*

*Hours: 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 one really do everything online, free, with Google?



**COMP 148A — Topics in Personal Productivity  
Technology Tools: Tablet PCs and MS OneNote  
(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 100*

*Hours: 9 lecture*

Learn to choose and use tablet PCs and MS One-Note to increase personal productivity.

**COMP 148B — Topics in Personal Productivity  
Technology Tools: Handheld Computers  
(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 100*

*Hours: 9 lecture*

Learn to choose and use the latest hand-held computers to increase personal productivity.

**COMP 148C — Topics in Personal Productivity  
Technology Tools: Podcasting and Digital Dictation  
(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 100*

*Hours: 9 lecture*

Learn to choose and use podcasting and digital dictation to increase personal productivity.

**COMP 148D — Topics in Personal Productivity  
Technology Tools: Voice Recognition  
(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 100*

*Hours: 9 lecture*

Learn to choose and use voice recognition to increase personal productivity.

**COMP 148E — Productivity Tools:  
Free/Open-Source/Web-Based  
(0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 100*

*Hours: 9 lecture*

Learn to choose and use Productivity Freeware open-source software and web-based tools to increase personal productivity.

**COMP 149/MAT 149 — Social Networking  
and Social Media  
(3) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Hours: 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.

**COMP 150 — Voice Recognition  
(1)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 123*

*Hours: 18 lecture*

Learn to dictate directly to the computer using your voice. Achieve input speeds of over 100 words per minute. Train computer to recognize your voice. Edit and give commands using voice.

**COMP 151A — Basic Computer Keyboarding  
(1.5) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 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.

**COMP 151AB — Beginning Computer Keyboarding  
(3) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 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.

**Keyboarding Program Note:** All *Schedule of Classes* "TBA" keyboarding courses are self-paced, individualized programs. Students may schedule TBA classes during the semester when the COMP Tutorial Lab is open.

**COMP 153 — Review Computer Keyboarding  
(2) — CSU**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 108 lab*

Review of basic keyboarding skills and computer principles, including techniques, alphabetic and number keys, plus correspondence, reports and tables in MS Word. Course assumes touch keyboarding skills.

**COMP 155 — Keyboarding Skill Development I (1.5) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A*

*Hours: 81 lab*

For the student who already knows the computer keyboard by touch, this course provides skill development to build speed and accuracy.

**COMP 156 — Keyboarding Skill Development II (1.5) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A*

*Hours: 81 lab*

For the student who already knows the computer keyboard by touch, this course provides continuing skill development to build speed and accuracy.

**COMP 158 — Computer Keyboarding Skills (0.5)**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 9 lecture*

Introduction to the computer keyboard to develop basic “touch” control keyboarding skills.

**COMP 161ABC — Business Career Success (1.0 [A], 2.0 [B], 3.0 [C])**

*Skills Advisories: Eligibility for ENG 100 and 103*

*Hours: 18-54 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 163 — Receptionist Skills (1)**

*Skills Advisories: Eligibility for ENG 103*

*Hours: 18 lecture*

Preparation for employment as a receptionist/front office employee. Includes handling telephone and mail, presenting a professional image, using voice mail, fax machines, e-mail, copiers, etc.

**COMP 170 — Introduction to Great Plains (0.5) — CSU**

*Corequisites: ACCT 170*

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Hours: 9 lecture*

Introduction to the basic features of MS Great Plains Dynamics computerized accounting application program.

**COMP 171 — Business English (3) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Hours: 54 lecture*

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

**COMP 185A — MS Word I, Version 2010 (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A with a minimum grade of “C”.*

*Hours: 9 lecture*

Introduction to Microsoft Word V. 2010. Creating and saving documents, basic document editing and formatting, and using proofing tools.

**COMP 185B — MS Word II, Version 2010 (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 185A with a minimum grade of “P” and COMP 151A with a minimum grade of “C”.*

*Hours: 9 lecture*

Microsoft Word version 2010 topics, including managing multiple-section documents, headers and footers and mail merge.

**COMP 185C — MS Word III, Version 2010 (0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 185A with a minimum grade of “P” and COMP 151A with a minimum grade of “C”.*

*Hours: 9 lecture*

Microsoft Word version 2010 topics, including mail merge, forms, footnotes, endnotes, indices and bookmarks, and macros.

**COMP 200 — Career Horticulture and Computers  
(1) — CSU**

*Course Advisories: COMP 101 and 103*

*Hours: 18 lecture*

Career horticulture students and professionals learn the role of the computer and the Internet as tools to enhance professional success. Plant identification, soils, greenhouse operations, landscape construction, maintenance, integrated pest management, and irrigation. Professional use of digital cameras, scanners, GPS, etc.

**COMP 202 — Integrating the MS Office Suite  
(1) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 103 and 107 and 109 and 113A - all with minimum grades of "C".*

*Hours: 18 lecture*

For intermediate to advanced users of MS Office, course focuses on the integrative and groupware features of the Office Suite. Includes sharing data between applications and collaborating with others, using Outlook, Office Binder, Excel, PowerPoint, word, online meetings.

**COMP 203A — MS Excel I, Version 2010  
(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 100 and 151A with a minimum grade of "C".*

*Hours: 9 lecture*

Create and manage a simple Excel file containing formatted text and numbers, as well as simple function formulas.

**COMP 203B — MS Excel II, Version 2010  
(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 203A and 151A with a minimum grade of "C".*

*Hours: 9 lecture*

Microsoft Excel version 2010 topics, including graphs and charts, large and multiple worksheets and workbooks; customizing Excel; documenting and auditing; and collaborating with a workgroup.

**COMP 203C — MS Excel III, Version 2010  
(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A with a minimum grade of "C" and COMP 203B with a minimum grade of "P".*

*Hours: 9 lecture*

Advanced Excel topics, including defining advanced formulas, creating data tables, working with PivotTables, performing what-if analyses, recording macros, and publishing worksheets as Web pages.

**COMP 211A-Z — Advanced Topics in  
Microsoft Word**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Series of short one-day workshops covering a variety of advanced topics in Microsoft Word. Workshop topics are dynamic and change to reflect industry trends and new versions of an application.

**COMP 211A — Word: Page Layout with Tables  
(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Learn powerful page layout techniques by harnessing Word's built-in table creation tools—all easier than tabbing across the page. Create a variety of tables, adjust columns and row widths, align tables, split/merge cells/apply borders/shading.

**COMP 211B — Mail Merge: Personalize Form Letters  
(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Complete holiday mailings more easily. Use MS Word mail merge tools to automate the process of document production for form letters. Manage mailing lists and labels.

**COMP 211C — Long Documents: Styles, TOC, Page Setup**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Using Word to create a novel, family history, dissertation, thesis, operations manual, or a business or academic report in Word. Layout/structure features including styles, table of contents, outline view, page set-up, choosing fonts and controlling line, paragraph and page breaks.

**COMP 211D — Long Documents: Advanced Graphics, Numbers, X-Refs**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Use Word features to build your novel, family history, dissertation, thesis, operations manuals, business/academic reports. Features include graphics, cross-references, foot/endnotes, section breaks, headers/footers, indexing, auto-numbering and inserting fields.

**COMP 211E — Word Graphics**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Make the most of the graphics that can be added into Word documents: the Clip Art Organizer, WordArt and other graphic enhancements that are included in MS Office.

**COMP 211F — Word Productivity Shortcuts**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 132A*

*Hours: 5.4 lecture*

Improve your Word skills and save time with tips, tricks, shortcuts. Effectively use tabs, indents, spell check, simple tables and headers/footers; and insert large chunks of text quickly.

**COMP 212A-Z — Advanced Topics in Microsoft Excel**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 134A*

*Hours: 5.4 lecture*

Series of short one-day workshops covering a variety of advanced topics in Microsoft Excel. Workshop topics are dynamic and change to reflect industry trends and new versions of the application.

**COMP 212A — Excel: Power Formulas and Functions**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 134A*

*Hours: 5.4 lecture*

Improve spreadsheets by making formulas easier to understand and by building commonly used financial functions. Produce everyday calculations and statistics more easily.

**COMP 212B — Excel: Analyze with Charts and Graphs**

**(0.3)**

*Skills Advisories: Eligibility for ENG 103*

*Course Advisories: COMP 134A*

*Hours: 5.4 lecture*

Make data easier to understand and summarize: and spreadsheets professionally presentable; discovering unexpected trends or patterns in information; and using Excel charting/graphing tools to visually interpret spreadsheet data..

**COMP 230A — MS Access I, Version 2010**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 151A with a minimum grade of "C".*

*Hours: 9 lecture*

Create a database, managing records, and creating queries and custom forms, with introduction to table relationships.

**COMP 230B — Access II, Version 2010:**

**Tables/Queries**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 230A*

*Hours: 9 lecture*

Create relational databases, working with related tables, subforms, data integrity, advanced forms and reports, advanced queries and charts.

**COMP 230C — MS Access III, Version 2010: Forms/Reports**

**(0.5)**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 230B*

*Hours: 9 lecture*

Develop and access applications with advanced controls, dialog boxes, macros, custom toolbars, menus and shortcuts. Create custom switchboard, test application performance, and establish basic database security.

**COMP 271 — Business Communications**

**(3) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Course Advisories: COMP 171*

*Hours: 54 lecture*

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

**COMP 290 — Work Experience in Computer Applications and Office Management**

**(1-4) — CSU**

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Hours: 60-300 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.

**COMP 299 — Independent Study in Computer Applications and Office Management**

**(1-4)**

*Limitation on Enrollment: Completion of a minimum of 12 units at SBCC, with a 2.5 GPA, and a minimum of 6 units, with a 3.0 GPA within the department.*

*Skills Advisories: Eligibility for ENG 110 or 110H*

*Hours: 48-192 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.