

Computer Applications & Office Management

Degrees, Certificates & Awards

Associate in Science: Computer Applications & Office Management: Emphasis in Business Software Specialist (*Pending approval by the California Community Colleges Chancellor's Office*)

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

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

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

Skills Competency Award: Office Assistant

Skills Competency Award: Computer Proficiency Online

Program Description

The Computer Applications and Office Management Department (COMP) 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

Department Offices

Division: Business Education

Department Chair: Mindy Mass (BC-308, ext. 2260)

Dean: Erika Endrijonas (A-218, ext. 2721)

Faculty & Offices

Mindy Mass, *Chair* (BC-308, ext. 2260)

A.R. Pete Diamond (BC-309, ext. 2503)

Carol Diamond (BC-310, ext. 2416)

Emeritus Faculty

Leni Gillis

Trudi R. Green

Marie Gressel

Myrna Harker

John Parker

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

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

Department Requirements (24.5-28 units)

COMP 101 — Microsoft Office	4
COMP 103 — Internet & E-mail	1
COMP 107 — Microsoft Word	4
COMP 109 — Microsoft Excel	4
COMP 111 — Microsoft Access	4
COMP 112 — Microsoft PowerPoint <i>or</i>	3
COMP 113A — Intro. to Microsoft PowerPoint <i>and</i>	1
COMP 113B — Advanced Microsoft PowerPoint	1.5
COMP 150 — Voice Recognition	1

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 202 — Integrating the Microsoft Office Suite	1

MAT 103 — Introduction to Multimedia3
 MAT 154 — Web Design II: Integration3
 MKT 220/CIS 220 — Intro to Electronic Commerce3

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 Certificate of Achievement: Computer Applications & Office Management — Emphasis in Office Management

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

Department Requirements (43.5-47 units)

ACCT 110 — Introduction to Accounting4
 BUS 101 — Introduction to Business3
 COMP 103 — Internet & E-mail1
 COMP 107 — Microsoft Word4
 COMP 109 — Microsoft Excel4
 COMP 111 — Microsoft Access4
 COMP 112 — Microsoft PowerPoint *or*3
 COMP 113A — Intro to Microsoft PowerPoint *and*1
 COMP 113B — Advanced Microsoft PowerPoint1.5
 COMP 150 — Voice Recognition1
 COMP 151AB — Beg Computer Keyboarding *or*3
 COMP 153 — Review Computer Keyboarding2
 COMP 161 — Office Careers1
 COMP 163 — Receptionist Skills1
 COMP 171 — Business English3
 COMP 271 — Business Communications3

Select two courses from the following:

COMM 161 — Bus and Professional Communication3
 MGMT 101 — Introduction to Management3
 MGMT 102 — Leadership in Organizations3

Select two courses from the following:

ACCT 160 — Accounting with Quickbooks3
 COMP 116 — Microsoft FrontPage3
 COMP 202 — Integrating the Microsoft Office Suite1
 MAT 103 — Introduction to Multimedia3
 MAT 154 — Web Design II: Integration3
 MKT 220/CIS 220 — Intro to Electronic Commerce3

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.

Skills Competency Award: Computer Proficiency Online

Department Requirements (16 units)

COMP 101 — Microsoft Office4
 COMP 103 — Internet and Email1
 COMP 107 — Microsoft Word4
 COMP 109 — Microsoft Excel4
 COMP 112 — Microsoft PowerPoint3

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 (12.5-14 units)

COMP 101 — Microsoft Office	4
COMP 103 — Internet and Email <i>or</i>	1
COMP 142 — Internet and E-mail for ESL.....	2
COMP 123 — Introduction to Microsoft Word	1
COMP 141 — Keyboarding for ESL Students <i>or</i>	2
COMP 151A – Basic Computer Keyboarding <i>or</i>	1.5
COMP 155 — Keyboarding Skill Development	1.5
COMP 161 — Office Careers	1
COMP 163 — Receptionist Skills	1
COMP 171 — Business English.....	3

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

Department Resources

Occupational Work Experience

Structured on-the-job work experience is combined with classroom instruction to enable the student to acquire skills and aptitudes necessary to progress in one’s chosen occupation. A student may enroll each semester, but evidence of new or expanded responsibilities or learning opportunities must be provided by the student and the student’s work supervisor. Satisfactory completion of specific job-oriented learning objectives and class attendance are essential requirements of the program.

A maximum of 16 units may be earned as elective credit for an Associate Degree. Up to six (6) units may be transferred to certain California State Universities and independent colleges.

Honors & 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.

Course Descriptions

COMP 100 — Introduction to Computers (0.5) F, S

Learn how to operate a computer from logging in, to navigating the desktop, opening/closing software, saving files, using CDs. By the end of the short course, student is confident in sitting down at a computer, opening applications, and saving materials.

COMP 101 — Microsoft Office (4) F, S — CSU

*Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 151A*

Introduction to Microsoft Office, including the Windows operating system; Microsoft Word, Excel, Access and PowerPoint. (CAN CSCI 2)

COMP 103 — Internet & E-Mail (1) F, S — CSU

Skills Advisories: Eligibility for ENG 103

Introduction to the use of the Internet and electronic mail (e-mail). Topics include the World Wide Web, search engines, and getting and using e-mail.

COMP 105 — Microsoft Windows Vista (4) F, S

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151AB*

Fundamentals of using Windows Vista; working with multiple documents; file, document and folder management and Windows Explorer; modifying desktop work environment; and customizing the Windows Vista sidebar.

COMP 107 — Microsoft Word (4) F, S — CSU

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151AB*

Designed for all computer users, course provides instruction in the basic or core features of Microsoft Word. Topics include create, edit, print, format, align, page numbers, headers/footers, sections, styles, templates, outlines, documents for Internet/intranet, writing tools, columns, tables and draw. Covers the topics tested in Microsoft Office User Specialist (MOUS) certification. Taught by MOUS-certified instructor.

**COMP 108 — Microsoft Word —
New Features**

(0.5) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 107

Covers the new features of Microsoft Word that have been introduced into the latest version of the program. Recommended for current users who need to quickly make the transition to the new version.

COMP 109 — Microsoft Excel

(4) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151AB

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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 109

Covers the new features of Microsoft Excel that have been introduced into the latest version of the program. Recommended for current users who need to quickly make the transition to the new version.

COMP 111 — Microsoft Access

(4) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 101

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

(3) F, S — CSU

Skills Advisories: Eligibility for ENG 100 and ENG 103
Course Advisories: COMP 100 and COMP 123

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

**COMP 113A — Introduction to Microsoft
PowerPoint**

(1) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 100 and COMP 123
Hybrid Online alternative: 3, plus 6 hours online 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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 113A

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, publish to the Web, workgroup collaboration, and produce presentation in MS Producer.

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

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 112 or COMP 136A

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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 101 or COMP 107

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/CIS 118 — Visual Basic for Applications Programming

(4) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: CIS 101 and COMP 109 and COMP 111

Customizing and automating Microsoft Office applications, using Visual Basic for Applications (VBA). Recommended for expert Office users and PC support personnel.

COMP 120 — Using WebCT Online Tools

(1) F, S — CSU

Skills Advisories: Eligibility for English 103

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

COMP 121 — Intro to MS Windows Vista

(1) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

Introduction to the Microsoft Windows Vista operating system, including managing files and folders; customizing the Windows Vista sidebar with Gadgets; and using Windows Help and Support.

COMP 122 — Introduction to Computers for Multimedia

(0.5) F, S — CSU

How to operate a multimedia computer, from logging in to navigating the desktop, opening/closing software, saving media to and from discs, and using CDs. By the end of this intense seminar, the student is confident at the computer, opening applications and saving materials to disk.

COMP 123 — Introduction to Microsoft Word

(1) — CSU

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 151A

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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

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

COMP 125 — Composing & Writing on Computers

(1) F, S

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

Basic principles of word processing, using Word for Windows on the PC to format documents in the MLA or APA styles, to complete writing assignments in any class. Students meet in class for nine hours, as scheduled. For the remainder of the semester, students have priority use of the Business or LRC computer labs on a to-be-arranged basis for 27 hours.

COMP 127A — Microsoft Project: Basic

(1) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

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) F, S

Skills Advisories: Eligibility for ENG 103

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) F, S

Skills Advisories: Eligibility for ENG 103

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 130A — E-mail for Beginners
(0.3-0.5) F, S**

Skills Advisories: Eligibility for ENG 103

Introduction to e-mail basics. Topics include sending/receiving messages, mail etiquette, mail management, protecting privacy, account setup—traditional accounts (POP3) versus web-based.

**COMP 130B — E-mail for Beginners
(0.3-0.5) F, S**

Skills Advisories: Eligibility for ENG 103

Introduction to e-mail basics. Topics include sending/receiving messages, mail etiquette, mail management, protecting privacy, account setup—traditional accounts (POP3) versus Web-based.

**COMP 131A — Introduction to GroupWise:
Using Calendar & Mail Features
(0.5) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A*

GroupWise mail program, including mailing, receiving and storing messages; also making and responding to appointment requests, and creating personal notes and tasks.

**COMP 132A — Word I
(0.5) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 100 and COMP 151A*

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) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 132A and COMP 151A*

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

**COMP 132C — Word III
(0.5) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 132A and COMP 151A*

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 ENG 110H
Course Advisories: COMP 132C*

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 ENG 110H
Course Advisories: COMP 134C*

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 ENG 110H
Course Advisories: COMP 135C*

Automating Access applications, using Visual Basic for Applications programming.

**COMP 134A — Excel I
(0.5) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 100 and COMP 151A*

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) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 134A and COMP 151A*

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) F, S**

*Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 134B*

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) F, S

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

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

COMP 135B — Access II: Tables/Queries

(0.5) F, S

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 135A

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

COMP 135C — Access III: Forms/Reports

(0.5) F, S

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 135B

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) F, S — CSU

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 111 or COMP 135A and COMP 135B and COMP 135C

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) F, S

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 100 and COMP 151A

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) F, S

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 151A

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) S

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

COMP 138A — Introduction to Visio

(0.5) F, S

Skills Advisories: Eligibility for ENG 103
Course Advisories: COMP 151A

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

COMP 140 — ESL with the Internet

(2)

Course Advisories: ESL 42

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

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 & E-mail for ESL

(2) F, S

Course Advisories: ESL 62

Introduction to the use of the Internet and electronic mail (e-mail) 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 messages, and storing messages in folders.

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

(0.5) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 100

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) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 100

Learn to choose and use Handheld Computers to increase personal productivity.

COMP 148C — Topics in Personal Productivity Technology Tools: Podcasting & Digital Dictation

(0.5) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 100

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) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 100

Learn to choose and use Voice Recognition to increase personal productivity.

COMP 148E — Topics in Personal Productivity Technology Tools: Business Productivity Freeware

(0.5) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 100

Learn to choose and use Business Productivity Freeware to increase personal productivity.

COMP 150 — Voice Recognition (1)

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 123

Learn to dictate directly to your 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) F, S — CSU

Skills Advisories: Eligibility for ENG 103

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) F, S — CSU

(3) F, S — CSU

Skills Advisories: Eligibility for ENG 103

Introduction to computer keyboarding skills that enable student to work more effectively and quickly with a computer. 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) F, S — CSU

Skills Advisories: Eligibility for ENG 103

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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

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) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: COMP 151A

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) F, S

Skills Advisories: Eligibility for ENG 110 or ENG 110H

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

COMP 161 — Office Careers (1) F, S

Preparation to begin a high-tech business office career. Includes understanding the office environment, planning a career, preparing a job search, and managing time and stress effectively.

COMP 163 — Receptionist Skills (1) F, S

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

Co-requisite: ACCT 170

Skills Advisories: Eligibility for ENG 110 or ENG 110H

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

COMP 171 — Business English (3) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H

Review of English fundamentals necessary for personal and business success: grammar, sentence structure, punctuation and word usage, with practical writing applications, such as reviews, reports and compositions on assigned topics.

COMP 200 — Career Horticulture and Computers (1) F, S — CSU

Course Advisories: COMP 101 and COMP 103

Horticulture students and professionals learn the role of the computer and the Internet as tools to enhance professional success. Use of computers and the Internet in plant identification, soils, greenhouse operations, landscape construction, maintenance, integrated pest management and irrigation. Also covered are personal digital assistance, digital cameras, scanners, CD-ROMs, GPS and digital video cameras.

COMP 202 — Integrating the MS Office Suite (1) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H

Course Advisories: COMP 103 and COMP 105 and COMP 107 and COMP 109 and COMP 113A

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 and FrontPage.

COMP 211A-Z — Advanced Topics in Microsoft Word (0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

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 the application.

COMP 211A — Word: Page Layout with Tables

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

Learn powerful page layout techniques by harnessing Word's built-in table creation tools—all easier than tabbing across the page! Create 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) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

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) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

Use Word to build your novel or family history, dissertation or thesis, operations manual, or a business or academic report. Use Layout/Structure features, including styles, table of contents, outline view, page setup, choosing fonts, controlling line, paragraph and page breaks.

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

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

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

COMP 211E — Word Graphics

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 132A

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 212A-Z — Advanced Topics in Microsoft Excel

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 134A

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 & Functions

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 134A

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 & Graphs

(0.3) F, S

Skills Advisories: Eligibility for ENG 103

Course Advisories: COMP 134A

Make data easier to understand and summarize. Make spreadsheets professionally presentable. Discover unexpected trends or patterns in information. Use MS Excel Charting and Graphing tools to visually interpret spreadsheet data.

COMP 271 — Business Communications

(3) S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H

Course Advisories: COMP 171

Principles, methods and the psychological motivations behind letter writing. Proficiency in writing successful letters, memos, summaries and reports; resume development.

COMP 290 — Work Experience in Computer Applications and Office Management
(1-4) F, S — CSU

Skills Advisories: Eligibility for ENG 110 or ENG 110H

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) F, S

Skills Advisories: Eligibility for ENG 110 or ENG 110H

Limitation 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.

For complete information, see "Independent Study" in the *Catalog Index*.