

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
- Credit for Work Experience

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)
Diane Hollems, *Dean*

Faculty and Offices

Mindy Mass, *Chair* (BC-306, ext. 2260)
 Carol Diamond (BC-310, ext. 2416)

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 Certificate of Achievement: 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 — Bus and Professional Communication or	
COMM 162 — Mediated Bus and Professional Communication.....	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
---------------------------------------	-----

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 (17 units)

COMP 101 — Intro to Computer Applications **or**4
 COMP 144B — Google World3
 COMP 103 — Internet Communications1
 COMP 107 — Microsoft Word4
 COMP 109 — Microsoft Excel4
 COMP 112 — Microsoft PowerPoint4

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 Applications4
 COMP 103 — Internet Communications **or**1
 COMP 142 — Internet and E-mail for ESL2
 COMP 141 — Keyboarding for ESL Students **or**2
 COMP 151A — Basic Computer Keyboarding **or**1.5
 COMP 155 — Keyboarding Skill Development1.5
 COMP 161C — Business Career Success3
 COMP 171 — Business English **or**3
 COMP 271 — Business Communications3

Select one course from the following:

COMP 139 — Social Networking for Business0.5
 COMP 144B — Google World3

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 Communications1
 COMP 107 — Microsoft World4

COMP 112 — Microsoft PowerPoint4
 COMP 171 — Business English **or**3
 COMP 271 — Business Communications3
Select one course from the following:
 CIS 181 — Technical and Professional Writing **or**3
 ENG 181 — Technical and Professional Writing3
 COMM 131 — Fundamentals of Public Speaking **or**3
 COMM 131H — Fundamentals of Public Speaking, Honors3
 COMM 161 — Business and Professional Communications **or**3
 COMM 162 — Mediated Business and Professional Communications3
 COMP 161ABC — Business Career Success 1-3

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 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.

Course Descriptions

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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/CIS 118 — Visual Basic for
Applications Programming**

(4) — CSU

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

Course Advisories: CIS 101 and COMP 109 and 111

Hours: 72 lecture

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

**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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 or 110GB

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 handheld 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 or 110GB

Hours: 54 lecture

Use and creation of media content as it applies to social networking in media-related fields and professions. Through a variety of social networking applications, students learn how the creation of media content helps to establish network communities of shared interests for professional media designers/producers. Includes online applications—Wikis, Youtube, Vimeo, Flickr, Myspace, Facebook, Digg, 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 or 110GB

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 or 110GB

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])

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 or 110GB

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 or 110GB

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)

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

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

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)

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

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

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)

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

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

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 or 110GB

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, this 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)

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

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

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)

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

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

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)

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

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

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 the 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 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)

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

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

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)

Course Advisories: COMP 230A

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

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)

Course Advisories: COMP 230B

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

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 or 110GB

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, emails, 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 or 110GB

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)

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

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.

Hours: 48-192 lab

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