

COMP 100

THE KEY TO SUCCESS AT CSUN



WHEN WOULD I EVER USE

DIGITAL TOOLS

IN REAL LIFE? ←



COSMETOLOGISTS USE

- Sheets** to organize work schedules
- Drawings** to create logos for advertising
- Sites** to attract clients
- YouTube** to learn new makeup techniques



ADMINISTRATIVE ASSISTANTS USE

- Calendar** to schedule meetings
- Docs** to create letters, newsletters, flyers, and posters
- Sheets** to develop budgets



ELECTRICIANS USE

- Sheets** to track labor and give estimates
- Slides** to get approval from planning committees
- Drawings** to sketch lighting designs
- YouTube** to learn new techniques
- Calendar** to schedule installations



RETAIL ASSOCIATES USE

- Sheets** to track inventory
- Calendar** to make schedules
- Drawings** to create display signs for sales
- Forms** to request customer feedback



CONSTRUCTION WORKERS USE

- Sheets** to plan and budget project costs
- Docs** to create scope of work proposals
- Slides** to present design plans
- Forms** to collect prospective clients
- Sites** to share portfolios of work
- Gmail** to communicate with subcontractors



HR MANAGERS USE

- Docs** to create flyers and newsletters for recruiting
- Sheets** to track payroll
- Hangouts** to conduct long-distance interviews
- Slides** to present project plans



CHEFS USE

- Sheets** to keep food inventory
- Forms** to track the popularity of each dish
- Sites** to advertise their restaurants
- Docs** to record recipes and collaborate with other chefs
- Slides** to pitch investors for new locations



NURSES AND DOCTORS USE

- Sheets** to track and graph patients' vital signs
- Docs** to collect the latest medical research
- Search** to learn about the latest in healthcare
- Gmail** to communicate with patients
- Hangouts** to check on remote patients
- Sites** to create a recruitment portfolio



PHOTOGRAPHERS AND DESIGNERS USE

- Slides** to build portfolios with other artists
- Sites** to sell artwork
- Sheets** to track artwork creation for clients
- Drawings** to create logos and other brand materials
- Photos** to organize and share albums



HOUSEKEEPERS USE

- Sheets** to track materials and costs
- Docs** to advertise services
- Drawings** to create logos and business materials
- Calendar** to schedule clients
- Sites** to advertise services



JOURNALISTS AND WRITERS USE

- Docs** to collect notes and compose articles
- Sheets** to budget and track travel expenses
- Photos** to organize images for articles
- Slides** to present research findings
- Sites** to blog



MECHANICS USE

- Sheets** to track costs
- Forms** to collect customer feedback
- Docs** to draft bills and contracts
- Photos** to document damage for insurance

COMP 100
3 UNIT GENERAL EDUCATION
COURSE:
LIFELONG LEARNING
VALUABLE FOR ANY
CAREER

COMP 100
MS-EXCEL
MS-POWERPOINT
MS-WORD
SECURITY
PRIVACY—ETHICS
CONCEPTS

COMP 100
THE PERFECT COURSE FOR ANY
MAJOR!
SO USEFUL EVEN
CONSTRUCTION
MANAGEMENT
MAJOR REQUIRES IT!

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