



San Jose City College

Enter your institution 6-digit OPEID:

0128200

PROGRAM NAME & LENGTH: **Computer Applications 3 - 18 Months**

Enter Department of Education 6-digit CIP for program (Ex: 11.0101) and click on "Search CIP":

52.0401

CIP Program description:

The department of Computer Applications offers a degree and certificates in Computer Applications. The degree program requires a minimum of 60 units, of which at least 36 units must be in the CA program and at least 24 units must be General Education units. An Associate of Science Degree and two levels of certificates are available: Certificate of Achievement Level 2 and Certificate of Achievement Level 3. The certificate programs can be completed without the General Education requirements and includes the following courses:

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Microsoft Outlook

Microsoft Office Specialist Certification, the premier in Microsoft desktop certification, is a globally recognized standard for demonstrating desktop skills which helps to meet the demand for qualified and knowledgeable people in the modern workplace. Our courses and certificates will prepare students to take the Microsoft Office Specialist and Expert Level (MOS) Exams. Certified individuals report increased competence and productivity as well as increased credibility with their employers, co-workers, and clients. Employers around the world know that it is a smart decision to hire certified candidates and, certification can be an employee's ticket to better career opportunities.

After successful completion of the series of tests for MOS, students will receive certification authenticating their skills from the certifying agency. There is a registration fee that must be paid before students can take the desired tests.

Upon receiving an Associate of Science Degree, graduates should be able to demonstrate use of following skills: touch keyboarding, document composition/word processing, mail merge, using e-mail, scheduling appointments, using the internet to locate information, file and folder management, oral and written communication skills, preparing presentations, resume writing, creating a portfolio of business documents, and organization skills.

The Computer Applications Program provides in-depth training in careers such as:
Administrative Assistant
Office Manager
Word Processing Specialist
Office and Administrative Support
Database Designer
Document Specialist
Clerical/Office/Receptionist

Enter the name of the program, if different than the CIP program description provided above:

█

Select the level for this program: Certificate

Enter the program length in months: 18

RELATED OCCUPATIONS:

COST:

Enter the total tuition and required fees for the entire program completed in normal time:

1326

Enter the total estimated costs for books and supplies for the entire program:

3312

Enter the total annual room and board charges for living on campus:

Check here if your institution does not offer on-campus living

Enter the URL for program cost information available on your institution's website under Sec. 668.43(a):

█

DEBT AT PROGRAM COMPLETION:

Enter the number of students completing the program between July 1, 2009 and June 30, 2010:

0

Of the **XXX** [pre-populated from the response above] completers reported above, enter the number completing with any student loan debt: [The percentage of students completing the program with debt will be calculated using this field and the field above]

For all students (both borrowers and non-borrowers) completing the program between July 1, 2009 and June 30, 2010, enter the median cumulative debt for each of the following:

Federal student loan debt: **0**

Private loan debt: **n/a**

Institutional financing plan debt: **n/a**

PROGRAM COMPLETION IN NORMAL TIME:

Enter the normal time in months to complete program as published in your institution catalog:

24

Of the **XXX** *[pre-populated from response to the first question in the debt at program completion section]* students completing the program between July 1, 2009 and June 30, 2010, enter the number who completed the program within the normal time reported above:

n/a

JOB PLACEMENT:

Enter the job placement rate for program completers:

n/a %

For the job placement rate reported above, enter the following information to be included in the template as context for the job placement rate.