

COMPUTER APPLICATIONS

San José City College offers an Associate in Science degree and two levels of certificates: Certificate of Achievement - Level 2 and Certificate of Achievement - Level 3 in Computer Applications.

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 in 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.

A grade of "C" or better is required for all major and certificate courses.

Upon completion of program students will be able to:

- Recognize the components that constitute a computer information system. Identify various hardware, software, data, computer number systems, and procedures.
- Demonstrate understanding of the impact and application of computers in business, government, and social organizations. Students solve common business problems with computer applications and the internet.
- Receive and process written and oral technology related information. Students Interpret technology communication concepts including wired and wireless networks, servers and clients, users interfaces, operating systems, applications, utilities, and programming languages.
- Recognize the influence of the Internet on business and terms relating to the World Wide Web. Students perform the fundamental functions that operating systems and applications software provides. Students demonstrate skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will recognize a programming language and demonstrate steps involved in developing an application.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Student demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Meeta Upadhyay, meeta.upadhyay@sjcc.edu
Business and Workforce Development Division
San José City College Web page

408-288-3131
www.sjcc.edu

Computer Applications

CAREER OPTIONS:

- Administrative Assistant
- Clerical/Office/Receptionist
- Database Manager
- Office Manager
- Office and Administrative Support

CERTIFICATE OF ACHIEVEMENT - LEVEL 2:

			<u>UNITS</u>
CA	010A	Computer Keyboarding	1
CA	011	Speed and Accuracy	1
CA	015A	Business Documents	2
CA	020D	Microsoft Windows	1
CA	030A	Internet for Beginners	1
CA	040D	Microsoft Word Specialist	1
CA	045D	Microsoft Word Expert	1
CA	050D	Microsoft Excel Specialist	1
CA	055D	Microsoft Excel Expert	1
CA	065D	Microsoft Access Expert	1
CA	070D	Microsoft PowerPoint Specialist	1
CA	075D	Microsoft PowerPoint Expert	1
CA	080D	Microsoft Outlook	1
CA	100D	Microsoft Office	3
BUS	007A	Business Language Skills	<u>3</u>
TOTAL			20

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:

COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 2			20
BUS	008	Business English and Writing	3
CA	060D	Microsoft Access Specialist	1
Plus one of the following ACCTG courses:			
ACCTG	020	Financial Accounting - OR -	5
ACCTG	101	Bookkeeping for Small Business	3
Plus choose an additional <u>8 units</u> from the following course list:			
ACCTG	030	QuickBooks	3
ART	071	Introduction to Media Arts	3
BUS	113	Principles of Management	3
BUS	135	Human Relations and Leadership	3
CIS	062A	Intro to PC Hardware and Diagnostics	<u>2</u>
TOTAL			35-37

A.S. DEGREE REQUIREMENTS:

COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 3			35-37
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS			24
PHYSICAL ACTIVITY			<u>1</u>
TOTAL REQUIRED UNITS			60-63