

San José City College
Associate in Science Degree
2020-2021

COMPUTER APPLICATIONS

San José City College offers an Associate in Science (AS) degree and three levels of certificates: Certificate of Achievement - Level 1, 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.

CAREER OPTIONS:

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

Upon successful completion of this program, students will be able to:

1. Understand the components that constitute a computer information system. Identify various hardware, software, data, computer number systems, and procedures.
2. Demonstrate understanding of the impact and application of computers in business, government, and social organizations.
3. Receive and process written and oral technology-related information.
4. Recognize the influence of the Internet on business and terms relating to the World Wide Web.
5. Work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.

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

Business and Workforce Development Division
San José City College Web page

(408) 288-3131
www.sjcc.edu

Computer Applications

<u>MAJOR REQUIREMENTS</u>		<u>UNITS</u>
Required Courses: (15 Units)		
CA 040D	Microsoft Word Level 1	1
CA 045D	Microsoft Word Level 2	1
CA 050D	Microsoft Excel Level 1	1
CA 055D	Microsoft Excel Level 2	1
CA 060D	Microsoft Access Level 1	1
CA 065D	Microsoft Access Level 2	1
CA 070D	Microsoft PowerPoint Level 1	1
CA 075D	Microsoft PowerPoint Level 2	1
CA 080D	Microsoft Outlook	1
CA 100D	Microsoft Office	3
CIS 041	Introduction to Computer Information Systems	3
 Plus one of the following ACCTG courses (3-5 units):		
ACCTG020	Financial Accounting -OR-	5
ACCTG101	Bookkeeping for Small Business	3
Plus choose an additional 8 units from the following:		
ACCTG021	Managerial Accounting	5
ACCTG030	QuickBooks	3
ACCTG050	Personal Financial Planning	3
ART071	Introduction to Media Arts	3
ART072	Computer Graphics	3
ART078	Digital Video	3
ART079A	Web Design 1	3
ART079B	Web Design 2	3
BUS082	Introduction to Business	3
BUS113	Principles of Management	3
BUS135	Human Relations and Leadership	3
CIS047	Apache, PHP, MySQL	3
CIS062A	Introduction to PC Hardware and Diagnostics	2
MAJOR REQUIREMENTS		26-28
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS		24
PHYSICAL ACTIVITY		<u>1</u>
TOTAL REQUIRED UNITS		60