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 certificating 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 (408) 288-3131
San José City College Web page www.sjcc.edu

Prepared by the SJCC Articulation Office and is subject to change without notice. This major sheet should be used for advisory purposes only. See a counselor for assistance in preparing your individual course plan. It is ultimately the individual student’s responsibility to ensure that all requirements are met.
## Computer Applications

### Major Requirements

#### Required Courses: (15 Units)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 040D</td>
<td>Microsoft Word Level 1</td>
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<td>CA 045D</td>
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<td>CA 060D</td>
<td>Microsoft Access Level 1</td>
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<td>CA 070D</td>
<td>Microsoft PowerPoint Level 1</td>
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<td>Microsoft Outlook</td>
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<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
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<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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#### Plus one of the following ACCTG courses (3-5 units):

- ACCTG020 Financial Accounting -OR-
- ACCTG101 Bookkeeping for Small Business

#### Plus choose an additional 8 units from the following:

- ACCTG021 Managerial Accounting
- ACCTG030 QuickBooks
- ACCTG050 Personal Financial Planning
- ART071 Introduction to Media Arts
- ART072 Computer Graphics
- ART078 Digital Video
- ART079A Web Design 1
- ART079B Web Design 2
- BUS082 Introduction to Business
- BUS113 Principles of Management
- BUS135 Human Relations and Leadership
- CIS047 Apache, PHP, MySQL
- CIS062A Introduction to PC Hardware and Diagnostics

### Total Required Units

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<td>Major Requirements</td>
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<td>General Education Pattern/Graduation</td>
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<td>Physical Activity</td>
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