

San José City College
Certificate of Achievement
Level 1
2020-2021

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.

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

CAREER OPTIONS:

1. Administrative Assistant
2. Clerical/Office/Receptionist
3. Database Manager
4. Office Manager
5. Office and Administrative Support

Upon successful completion of program students will be able to:

1. Recognize 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>CERTIFICATE OF ACHIEVEMENT - LEVEL 1:</u>			<u>UNITS</u>
CA	040D	Microsoft Word Level 1	1
CA	045D	Microsoft Word Level 2	1
CA	050D	Microsoft Excel Level 1	1
CA	070D	Microsoft PowerPoint Level 1	1
CA	075D	Microsoft PowerPoint Level 2	1
CA	080D	Microsoft Outlook	1
CA	100D	Microsoft Office	<u>3</u>
 Plus 3 units from the following courses:			
BUS	007A	Business Writing Skills	3
BUS	008	Business English and Writing	3
BUS	082	Introduction to Business	3
CA	055D	Microsoft Excel Level 2	1
CA	060D	Microsoft Access Level 1	1
CA	065D	Microsoft Access Level 2	1
CIS	041	Introduction to Computer Information Systems	<u>3</u>
 TOTAL REQUIRED UNITS			 12