

COMPUTER APPLICATIONS - CERTIFICATE OF ACHIEVEMENT LEVEL 1

San José City College currently offers an Associate in Science (AS) degree and three levels of certificates: Certificate of Achievement - Level 1, Level 2, and Level 3, in Computer Applications. Students who complete all three certificates will be well-prepared for the Microsoft Office Specialist and Expert Level (MOS) Exams.

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 MOS. 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: 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, certificate, and major elective courses.

CAREER OPTIONS:

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

Program Learning Outcomes

- Recognize the components that constitute a computer information system.
- Demonstrate understanding of the impact and application of computers in business, government, and social organizations.
- Receive and process written and oral technology-related information.
- Recognize the influence of the Internet on business and terms relating to the World Wide Web.
- Work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.

Course	Title	Credits
Certificate Requirements		
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	3
Plus 3 units from the following:		
CA 055D	Microsoft Excel Level 2	1
CA 060D	Microsoft Access Level 1	1
CA 065D	Microsoft Access Level 2	1
BUS 007A	Business Language Skills	3
BUS 008	Business English and Writing	3
BUS 082	Introduction to Business	3
CIS 041	Introduction to Computer Information Systems	3
Total Units		12