COMPUTER APPLICATIONS

About the Program

San José City College offers an Associate in Science (AS) 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 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

Certificates/Degrees

- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:

Business and Workforce Development Division   (408) 288-3131

Associate Degree

- Computer Applications - Associate in Science (http://courseleaf.sjcc.edu/degrees-certificates/computer-applications/computer-applications-associate-science/)

Certificates

- Computer Applications - Certificate (http://courseleaf.sjcc.edu/degrees-certificates/computer-applications/computer-applications-certificate-achievement-level-1/)of Achievement Level 1 (http://courseleaf.sjcc.edu/degrees-certificates/computer-applications/computer-applications-certificate-achievement-level-1/)
- Computer Applications - Certificate of Achievement Level 2 (http://courseleaf.sjcc.edu/degrees-certificates/computer-applications/computer-applications-certificate-achievement-level-2/)
- Computer Applications - Certificate of Achievement Level 3 (http://courseleaf.sjcc.edu/degrees-certificates/computer-applications/computer-applications-certificate-achievement-level-3/)