



BUSINESS AND OFFICE TECHNOLOGIES: MICROSOFT OFFICE SPECIALIST, MICROSOFT OFFICE EXPERT

The Microsoft Office Specialist certificate program is designed to provide students with core-level competency in the Microsoft Office Suite, the most commonly found business software applications program in the current electronic workplace. Students with this certificate possess competencies in the basic functions and features of word processing, spreadsheet applications, database management, presentations, and desktop publishing programs within the Microsoft Office Suite.

Requirements for the Microsoft Office Specialist Certificate: (E350)

Table with 5 columns: Course, Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, 60A, 61, 63A, 64A, 400, 410A.

Student Name: \_\_\_\_\_
ID #: \_\_\_\_\_
Date: \_\_\_\_\_
Counselor: \_\_\_\_\_

Plus a minimum keyboarding speed of 35 wam for 5 minutes verified by the Business and Office Technologies Department Proficiency Certificate.

The Microsoft Office Expert certificate program is designed to provide students with expert-level competency in the Microsoft Office Suite, the most commonly found business software applications program in the current electronic workplace. Students with this certificate possess expert competencies in the advanced functions and features of word processing, spreadsheet applications, database management, presentations, and desktop publishing programs within the Microsoft Office Suite.

Table with 5 columns: Course, Description, GRADE, IP, NEED, UNITS. Rows include Same requirements as the Microsoft Office Specialist Certificate plus, BUSOT 60B, 62, 63B, 64B, 410B.

Table with 5 columns: Course, Description, GRADE, IP, NEED, UNITS. Row includes BUSOT 496ABCD Internships in Business and Office Technologies.

Plus a minimum keyboarding speed of 40 wam for 5 minutes verified by the Business and Office Technologies Department Proficiency Certificate.

COUNSELOR NOTES: [Empty table for notes]

\*Certificates of Career Preparation do not appear on the transcript.

In addition to completion of the MAJOR, there are other requirements for the degree, refer to the Chaffey College Graduation Requirement Sheet or see a counselor in the Counseling Center. All courses required for a certificate must be completed with a minimum grade of C.