



BUSINESS AND OFFICE TECHNOLOGIES:
MICROSOFT OFFICE EXCEL APPLICATIONS, WORD SPECIALIST

The Microsoft Office Excel Applications Certificate offers in-depth competency in utilizing business spreadsheet software to organize, manipulate, and graph numeric data. This program will prepare students for positions requiring expertise in the use of Microsoft Excel.

Requirements for the Microsoft Office Excel Applications

Certificate: (E355)

(Non-transcripted)

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40A, BUSOT 63, and BUSOT 452.

Plus three units from the following:

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Rows include BUS 49, BUSOT 60A, BUSOT 61, BUSOT 64A, and BUSOT 444.

The Microsoft Word Specialist Certificate offers in-depth competency in utilizing current business software. This program will prepare students for positions requiring expertise in the use of Microsoft Word.

Requirements for the Microsoft Word Specialist Certificate: (L352)

(Non-transcripted)

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, BUSOT 60A, BUSOT 60B, and BUSOT 455.

Recommended

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Row includes BUSOT 496ABCD Internships in Business and Office Technologies.

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

COUNSELOR NOTES: [Empty table for notes]

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.