

# BUSINESS TECHNOLOGIES: MICROSOFT EXCEL, MICROSOFT WORD, MICROSOFT OFFICE

**PROGRAM DESCRIPTION:**

The Microsoft Excel Certificate of Career Preparation 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.

The Microsoft Word Certificate of Career Preparation offers in-depth competency in utilizing current business word processing software. This certificate prepares students for employment in positions requiring expertise in Microsoft Word.

The Microsoft Office Certificate of Achievement program is designed to provide students with competencies in the commonly-used business software application programs in the current electronic workplace, including word processing, spreadsheet applications, database management, presentations, contract management, and desktop publishing programs.

**CAREER AT A GLANCE:**

### HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You like to check completed work for typing errors
- You are comfortable answering and sharing information over the telephone
- You can follow instructions
- You like using a computer to do your work
- You are good at keeping records
- You like set procedures and routines
- You like to work with data and details

*Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.*

### WHERE CAN I WORK?

Educational Institutions	Government Agencies
Small Businesses	Legal Services
Hospitals	Non-Profit Organizations
City/County Offices	

*For more information visit: [www.labormarketinfo.edd.ca.gov/OccGuides](http://www.labormarketinfo.edd.ca.gov/OccGuides)*

### HOW DO I GET STARTED?

- Start taking introductory business technology courses
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Update resume to include technology, office and software proficiencies
- Practice interpersonal skills

### WHAT CAN I DO WITH THIS CERTIFICATE?

<i>Position Title</i>	<i>CA Median Salary</i>
Office Clerk	\$33,900
Office Assistant	\$40,490
Receptionist	\$30,510
Secretary	\$40,490
Administrative Assistant	\$40,490
Word Processor	\$46,210
Typist	\$46,210
Data Entry Keyer	\$32,020
Office Technician	\$30,510
Desktop Publisher	\$50,210
Administrative Technician	\$40,490
Staff Assistant	\$40,490
Customer Service Representative	\$37,260
Retail Associate	\$24,780

### WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Operations Manager	\$111,390
Human Resources Specialist	\$42,000

*For more information about careers, education and training requirements, salary data, and job outlooks visit [www.onetonline.org](http://www.onetonline.org).*

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**MAJOR AND COURSE REQUIREMENTS:**

**LEGEND:** G=Grade    IP=In Progress    N=Need    **Bold: Prerequisites**    Plain Text: No Prerequisites

***Requirements for the Microsoft Excel Certificate: (B006)***

		Grade	IP	Need	Units
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 63	Microsoft Office Excel- Comprehensive				3
BUSTEC 64	Microsoft Office Access- Comprehensive				3
BUSTEC 452	Administrative Financial Bookkeeping (or ACCTG 1A, Financial Accounting, 4)				3

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

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

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

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

***Plus three units from the following:***

		Grade	IP	Need	Units
BUSTEC 50	Filing and Records Management				3
BUSTEC 60A	Microsoft Office Word- Specialist				3
BUSTEC 61	Microsoft Office PowerPoint				1.5
BUSTEC 400	Job Search and Interviewing Techniques				1.5

**COUNSELOR NOTES:**

***Requirements for the Microsoft Word Certificate: (B352)***

		Grade	IP	Need	Units
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 60A	Microsoft Office Word- Specialist				3
<b>BUSTEC 60B</b>	<b>Microsoft Office Word- Expert</b>				3
BUSTEC 455	Fundamentals of English for Business				3

\$46 per unit for CA Residents

***Plus one course from the following:***

		Grade	IP	Need	Units
BUSTEC 400	Job Search and Interviewing Techniques				1.5
BUSTEC 460	Proofreading: Text-Editing Skills				3

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.

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<i>Requirements for the Microsoft Office Certificate: (L354)</i>		Grade	IP	Need	Units
BUSTEC 40B	Computer Keyboarding: Speed and Accuracy Development				3
BUSTEC 60A	Microsoft Office Word—Specialist				3
<b>BUSTEC 60B</b>	<b>Microsoft Office Word—Expert</b>				3
BUSTEC 61	Microsoft Office PowerPoint				1.5
BUSTEC 62	Microsoft Office Outlook				1.5
BUSTEC 63	Microsoft Office Excel—Comprehensive				3
BUSTEC 64	Microsoft Office Access—Comprehensive				3
BUSTEC 400	Job Search and Interviewing Techniques				1.5
BUSTEC 410	Microsoft Office Publisher—Comprehensive				3
BUSTEC 455	Fundamentals of English for Business				3

**Plus, a minimum keyboarding speed of 35 wpm for five minutes with five or fewer errors, as verified by the Business and Applied Technology Department Proficiency Certificate.**