

**Taft College Certificate Requirements
OFFICE TECHNOLOGY**

This program is designed to prepare the student for employment in business occupations requiring general clerical skills. Upon successful completion of the required courses with a 2.0 (C) grade point average, a certificate of achievement will be awarded.

CERTIFICATE OF COMPLETION

<u>Required Courses:</u>		<u>Units</u>
___ BUS 1ABC	Beginning Keyboarding	2-3
___ BUS 54A	Office Procedures	2
___ COSC 32A	Basic Internet Skills & Concepts	1
___ COSC 39G	Microsoft Excel 2002 and	
___ COSC 40H	Microsoft Word 2002	3
	Total	8-9

CERTIFICATE OF ACHIEVEMENT

<u>Required Courses:</u>		<u>Units</u>
___ BUS 1ABC	Beginning Keyboarding	3
___ BUS 54A	Office Procedures	2
___ COSC 32A	Basic Internet Skills & Concepts	1
___ COSC 39G	Microsoft Excel 2002	1.5
___ COSC 40H	Microsoft Word 2002	1.5
___ ENGL 50	English Fundamentals or	
___ ENGL 1A	Composition & Reading	3
___ Mathematics*		3-4
	Total	15-16

*Business 50 or any degree applicable mathematics course

CERTIFICATE OF PROFICIENCY

<u>Required Courses:</u>		<u>Units</u>
___ BUS 2ABC	Intermediate Keyboarding	3
___ BUS 54A	Office Procedures	2
___ BUS 54B	Office Procedures	2
___ BUS 59	Electronic Machine Calculations	1
___ COSC 32A	Basic Internet Skills & Concepts	1
___ COSC 34G	Microsoft Access 2002	1.5
___ COSC 39G	Microsoft Excel 2002	1.5
___ COSC 40H	Microsoft Word 2002	1.5
___ ENGL 50	English Fundamentals OR	
___ ENGL 1A	Composition & Reading	3
___ Mathematics*		3-4
	Total	19.5-20.5

*Business 50 or any degree applicable mathematics course

Student must meet reading competency by placement in English 6 based on placement testing, or successful completion of three semester units of English 54 or a higher level reading course with grade of "C" or better.