

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #161
AND
CERRITOS COMMUNITY COLLEGE DISTRICT**

January 23, 2024

Cerritos Community College District and California School Employees Association (CSEA) and its Chapter #161, hereinafter known as the parties, have met, and conferred regarding Microsoft Office Specialist (MOS) Training.


Whereas, Article 25 (25.1.a-d) of the CSEA Agreement defines the intent of professional growth for permanent unit employees with the means to:

- a. gain new skills and broaden their opportunity for promotion as well as assist in the development of their skills and talents in relationship to their current job duties through coursework taken at an accredited community college, college or university, or adult education program.
 - b. develop their skills and talents in relationship to their current job duties or within their job family through participation in conferences, seminars, workshops, institutes and conventions.
 - c. gain knowledge of any subject offered at Cerritos College through any course offered in the current semester schedule of classes.
 - d. pursue coursework toward an associate's, bachelor's, master's, or doctoral degree from an accredited college or university.
1. The District and CSEA mutually agree that professional growth is critical to employee success.
 2. Therefore, in order to support CSEA unit employees, the District will provide an opportunity to voluntarily participate in 28-hours of Microsoft Office Specialist (MOS) Training for a period not to exceed once a week for 2-hours over a period of 14-weeks beginning February 2024 (ending May 31, 2024).
 3. The District will allow for appropriate School Business release in order to participate in this training. Herein incorporated by reference as Attachment 1 is the overview and course curriculum.
 4. Unit employees are expected to complete the entire training in order to be eligible for the certification test.
 5. Unit employees who do not complete the entire training will not be eligible to claim School Business, and will have to provide the District with a BP-7 using leave accruals (i.e., PN or vacation).
 6. The outcome of this training will not be used in any unit members evaluation process.

Executed this 23rd day of January 2024 at Norwalk, California.


[Signatures on next page]

Cerritos Community College District:



Mercedes Gutierrez (Jan 23, 2024 09:14 PST)

Mercedes Gutierrez, Ed.D.
Vice President, Human Resources

California School Employees Association and
its Chapter #161:


Irlanda Lopez (Jan 23, 2024 09:28 PST)

Irlanda Lopez
CSEA President


Jerome Wilson (Jan 23, 2024 09:28 PST)

Jerome Wilson
CSEA Labor Relations Representative

MS OFFICE SPECIALIST: ASSOCIATE TRAINING PROPOSAL #1

Course: Microsoft Office Specialist: Associate (Microsoft 365 Apps) Certification Program

Total Hours: 28 (suggested format: 2-hour Zoom meetings, once a week for 14 weeks)

To earn this certification, you must pass all three of the following exams:

1. MO-100: Microsoft Word (Office 2019) Exam
2. MO-400: Microsoft Outlook (Office 2019) Exam
3. MO-210: Microsoft Excel (Microsoft 365 Apps) Exam

TRAINING

1. 8-Hour Microsoft Office Specialist: Word Associate (Office 2019) Training

This course prepares you to take the MO-100: Microsoft Word (Office 2019) Exam

- Manage documents
- Insert and format text, paragraphs, and sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage document collaboration

Suggested hours: 2-hour Zoom meetings, once a week for 4 weeks

(Skip one week to take the exam before starting the Outlook training)

2. 8-Hour Microsoft Office Specialist: Outlook Associate (Office 2019) Training

This course prepares you to take the MO-400: Microsoft Outlook (Office 2019) Exam

- Manage Outlook settings and processes
- Manage messages
- Manage schedules
- Manage contacts and tasks

Suggested hours: 2-hour Zoom meetings, once a week for 4 weeks

(Skip one week to take the exam before starting the Excel training)

3. 12-Hour Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) Training

This course prepares you to take the MO-210: Microsoft Excel (Microsoft 365 Apps) Exam

- Creating and managing worksheets and workbooks
- Creating cells and ranges

- Creating tables
- Applying formulas and functions
- Creating charts and objects

Suggested hours: 2-hour Zoom meetings, once a week for 6 weeks

COSTS

1. Instructional Cost – Economic Development will invoice the District: \$7,000 (\$250/hour)
2. Exams and course materials – the District is responsible to purchase the following exams and course materials:
 - **Exam Fee:** \$100/exam/person (In-person exam. See online exam fees below)
 - Candidates can register and pay for the exams and get reimbursed by the District or the District can purchase bulk exam vouchers.
 - **Textbooks:** (Highly recommended to keep 20 classroom sets for each topic for participants to borrow during training)
 - MS Word MO-100 Exam Study Guide: <https://a.co/d/cWi8ipR>
 - MS Office MO-400 Exam Study Guide: <https://a.co/d/eEfbeGd>
 - MS Excel MO-210 Exam Study Guide: <https://a.co/d/9qMwFao>
 - **GMetrix** (Optional for online practice tests): Approximately \$75 per computer station
 - GMetrix deliver industry-leading, Certiport Approved, practice tests. A performance- based assessment and test preparation tool to help individuals achieve IT certification credentials.
 - **To Schedule and Pay for the Exam:** Certiport, Pearson VUE
 - Candidates will schedule and pay for their exam here <https://certiport.pearsonvue.com/Certifications/Microsoft/Schedule>
 - For in-person exam, locate a Certiport location <https://www.certiport.com/Locator>
 - For online exam, purchase an online proctoring session for \$35 in additional to the exam fee <https://store.certiport.com/p/12007901>

Tentative Training Dates: February 9, 2023

Maximum headcount per course: 20