OFFICE ASSISTANT LEVEL II CERTIFICATE OF SPECIALIZATION

This certificate is designed for students who have completed the Office Assistant Level I certificate or have the equivalent in keyboarding and computer skills. It prepares students for advancement in office careers in which knowledge of Microsoft Office applications is required.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements

Code	Title	Units
BOT-102A & BOT-102B	Intermediate Keyboarding/Document Processing I and Intermediate Keyboarding/Document Processing II	3
BOT-107	Office Systems and Procedures	2
BOT-114	Essential Word	1
BOT-115	Essential Excel	1
BOT-116	Essential Access	1
BOT-117	Essential Powerpoint	1
Total Units		**9**

Certificate of Specialization

Students who complete the requirements above qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.