

OFFICE PROFESSIONAL CERTIFICATE OF SPECIALIZATION



This certificate is designed for students interested in entry-level positions in a broad spectrum of office environments. Utilizing a short-term, intensive format, students are provided with the basic skills necessary to be productive employees. The curriculum provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

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
Select one of the following:		
BOT-100	Basic Keyboarding	1-3
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	
BOT-102A & BOT-102B	Intermediate Keyboarding/Document Processing I and Intermediate Keyboarding/Document Processing II	
BOT-106	Effective Job Search	1
BOT-107	Office Systems and Procedures	2
BOT-114	Essential Word	1
BOT-115	Essential Excel	1
BUS-128	Business Communication	3
Total Units		9-11

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.