

OFFICE SOFTWARE SPECIALIST LEVEL II CERTIFICATE OF SPECIALIZATION



This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement.

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-100 | Basic Keyboarding | 1 |
| BOT-118 | Integrated Office Projects | 1 |
| BOT-120 | Comprehensive Word, Level I | 1 |
| or BOT-114 | Essential Word | |
| BOT-121 | Comprehensive Word, Level II | 1 |
| BOT-122 | Comprehensive Word, Level III | 1 |
| BOT-123 | Comprehensive Excel, Level I | 1 |
| or BOT-115 | Essential Excel | |
| BOT-124 | Comprehensive Excel, Level II | 1 |
| BOT-125 | Comprehensive Excel, Level III | 1 |
| BOT-126 | Comprehensive Access, Level I | 1 |
| or BOT-116 | Essential Access | |
| BOT-127 | Comprehensive Access, Level II | 1 |
| BOT-129 | Comprehensive PowerPoint, Level I | 1 |
| or BOT-117 | Essential Powerpoint | |
| BOT-130 | Comprehensive PowerPoint, Level II | 1 |
| Total Units | | 12 |

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.