OFFICE ASSISTANT, LEVEL I CERTIFICATE OF PROFICIENCY

The following Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

This Certificate of Proficiency prepares a beginning student to work in a job that requires keyboarding skills, a basic knowledge of filing, and basic computer skills. It is designed for a student who has not had any computer training and lacks general office background and experience. Students who complete this program would qualify for positions as data entry clerks or entry level office clerical positions.

Program Learning Outcomes

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

1. Demonstrate knowledge, skills, and abilities to perform basic office tasks.
2. Demonstrate ethical and professional behavior in the workplace.

Certificate Requirements

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A	Keyboarding/Document Processing I	1.5
BOT-101B	Keyboarding/Document Processing II	1.5
Select one of the following:		1
BOT-103A & BOT-103B	Building Keyboarding Skill I and Building Keyboarding Skill II	
BOT-103B & BOT-103C	Building Keyboarding Skill II and Building Keyboarding Skill III	
BOT-104	Filing and Records Management	1
BOT-106	Effective Job Search	1.5
BOT-132	Google Applications for Business	3
Total Units		**10.5**