

OFFICE ASSISTANT, LEVEL II 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 is designed for the student who has completed the Office Assistant, Level I Certificate of Proficiency or has the equivalent in keyboarding and computer skills. It prepares students to advance in an office career ladder in which knowledge of Microsoft Office applications is necessary. It is a certificate that leads to the full college certificate for the Administrative Assistant certificate and degree.

Code	Title	Units
BOT-102A	Intermediate Keyboarding/Document Processing I	1.5
BOT-102B	Intermediate Keyboarding/Document Processing II	1.5
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