

OFFICE PROFESSIONAL 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 first level position in a broad spectrum of office environments. The program provides the basic skills necessary to be a productive employee. It 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.

Code	Title	Units
Select one of the following:		1-3
BOT-100	Basic Keyboarding	
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-110	Business English and Communication	3
BOT-114	Essential Word	1
BOT-115	Essential Excel	1
Total Units		9-11