

OFFICE SOFTWARE SPECIALIST, 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 is interested in working in an administrative support capacity and needs thorough knowledge of word processing, electronic spreadsheet, database, and presentation software as well as software integration techniques. Students who complete this proficiency certificate may continue taking courses and earn the Executive Assistant Certificate of Proficiency.

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-118 or BOT-132	Integrated Office Projects Google Applications for Business	1-3
BOT-120 or BOT-114	Comprehensive Word, Level I Essential Word	1
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-123 or BOT-115	Comprehensive Excel, Level I Essential Excel	1
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-126 or BOT-116	Comprehensive Access, Level I Essential Access	1
BOT-127	Comprehensive Access, Level II	1
BOT-129 or BOT-117	Comprehensive PowerPoint, Level I Essential PowerPoint	1
BOT-130	Comprehensive PowerPoint, Level II	1
Total Units		12-14