

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 |