

OFFICE ASSISTANT LEVEL I CERTIFICATE OF SPECIALIZATION



This certificate prepares students for positions that require keyboarding skills, basic knowledge of filing, and basic computer skills. It is designed for students with no prior computer training and who lack general office background and experience. Upon completion, students will qualify for positions as data entry clerks or other entry level office clerical positions.

Program Learning Outcomes

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	3
BOT-104	Filing and Records Management	1
BOT-119	Windows for the Information Worker	2
BOT-132	Google Applications for Business	3
Total Units		10

Certificate of Specialization

Students who complete the requirements above qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.