

# OFFICE SOFTWARE SPECIALIST LEVEL I CERTIFICATE OF SPECIALIZATION



This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software. These courses may also be applied to the Office Assistant Level II certificate.

## 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          |
| Select one of the following: |   | 1-2        |
| BOT-114                      | Essential Word  |            |
| BOT-120<br>& BOT-121         | Comprehensive Word, Level I<br>and Comprehensive Word, Level II             |            |
| Select one of the following: |   | 1-2        |
| BOT-115                      | Essential Excel   |            |
| BOT-123<br>& BOT-124         | Comprehensive Excel, Level I<br>and Comprehensive Excel, Level II           |            |
| Select one of the following: |   | 1-2        |
| BOT-116                      | Essential Access  |            |
| BOT-126<br>& BOT-127         | Comprehensive Access, Level I<br>and Comprehensive Access, Level II         |            |
| Select one of the following: |   | 1-2        |
| BOT-117                      | Essential Powerpoint  |            |
| BOT-129<br>& BOT-130         | Comprehensive PowerPoint, Level I<br>and Comprehensive PowerPoint, Level II |            |
| <b>Total Units</b>           |   | <b>5-9</b> |

## 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.