

OFFICE SOFTWARE SPECIALIST LEVEL II 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 as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement.

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-118	Integrated Office Projects	1
BOT-120	Comprehensive Word, Level I	1
or BOT-114	Essential Word	
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-123	Comprehensive Excel, Level I	1
or BOT-115	Essential Excel	
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-126	Comprehensive Access, Level I	1
or BOT-116	Essential Access	
BOT-127	Comprehensive Access, Level II	1
BOT-129	Comprehensive PowerPoint, Level I	1
or BOT-117	Essential Powerpoint	
BOT-130	Comprehensive PowerPoint, Level II	1
Total Units		12

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.