

OFFICE PROFESSIONAL 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 first level position in a broad spectrum of office environments. The program provides the basic skills necessary to be a productive employee. It provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
Select one of the following:		1-3
BOT-100	Basic Keyboarding	
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	
BOT-102A & BOT-102B	Intermediate Keyboarding/Document Processing I and Intermediate Keyboarding/Document Processing II	
BOT-106	Effective Job Search	1
BOT-107	Office Systems and Procedures	2
BOT-110	Business English and Communication	3
BOT-114	Essential Word	1
BOT-115	Essential Excel	1
Total Units		9-11