OFFICE SOFTWARE SPECIALIST, LEVEL I 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 working knowledge of word processing, electronic spreadsheet, database, and presentation software. These courses may also be applied to the Office Assistant Level II Certificate of Proficiency.

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

Code	Title	Units
BOT-100	Basic Keyboarding	1
Select one of the following:		1-2
BOT-114	Essential Word	
BOT-120 & BOT-121	Comprehensive Word, Level I and Comprehensive Word, Level II	
Select one of the following:		1-2
BOT-115	Essential Excel	
BOT-123 & BOT-124	Comprehensive Excel, Level I and Comprehensive Excel, Level II	
Select one of the following:		1-2
BOT-116	Essential Access	
BOT-126 & BOT-127	Comprehensive Access, Level I and Comprehensive Access, Level II	
Select one of the following:		1-2
BOT-117	Essential PowerPoint	
BOT-129 & BOT-130	Comprehensive PowerPoint, Level I and Comprehensive PowerPoint, Level II	
Total Units		**5-9**