

Computer Business Office Technology: Administrative Office Skills

Award Type: Certificate of Accomplishment

Administrative Office Skills Certificate is designed to provide training to develop entry-level office skills to prepare you for a position as an administrative assistant or secretary. Computer skills such as word processing, presentation software, and desktop publishing are emphasized in addition to administrative operations and office procedures.

The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Administrative Office Skills will:

- Apply proper administrative operations and procedures for business.
- Communicate clearly and professionally.
- Analyze and solve problems related to administrative operations.
- Demonstrate the use of software applications to accomplish appropriate tasks.

Program Requirements

A total of 15 units is required for the certificate.

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337	Presentation Design - PowerPoint	3.0
	or	
CBIS 337	Presentation Design - PowerPoint	3.0