

BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY: SECRETARY/ADMINISTRATIVE ASSISTANT (CERT)

CERTIFICATE OF ACHIEVEMENT

Secretary/Administrative Assistant prepares students for employment as an administrative assistant, executive secretary, general secretary, office secretary, executive assistant, virtual assistant, school secretary, senior executive assistant, or office manager in any business sector, education, government, or medical/dental/hospital office environment.

Program Student Learning Outcomes

- Students apply correct customer service/telephone techniques in a business environment.
- Students apply correct filing principles, spelling/proofreading skills, and office procedures for the office.
- Students apply the steps for effective job search in the business field.
- Students apply standard English grammar and writing skills to write effective business documents.
- Students employ the correct application of Microsoft Office software for editing and formatting office documents.

Program Requirements

Code Number	Course Title	Units
Division/Department Requirements		
BCOT 60	Customer Service	1.0
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 113	Microsoft Excel	3.5
BCOT 118	Microsoft Access for Office Technology	1.5
BCOT 131	College Keyboarding & Document Processing	3.5
BCOT 146	Business English for the Digital Workplace	3.0
BCOT 152 or BCOT 247	Employment Search in the Job Market Managerial Business Communications	1.5-3.0
BCOT 155 or BCOT 71	Administrative Secretarial Procedures Medical Administrative Office Procedures	3.5
BCOT 161	Filing/Records Management	1.0
BCOT 162	Business Document Proofreading and Editing Skills	3.0
BCOT 248	Professional Soft Skills for the Workplace	3.0
Total Units		31-32.5