



BUSINESS AND OFFICE TECHNOLOGIES: DATA ENTRY

The Business and Office Technologies program (1) prepares students for employment as office support personnel, administrative assistants, and office managers; (2) develops computer competencies for the workplace, educational advancement, and personal use; and (3) provides a foundation for developing workplace and lifelong learning, skills, and knowledge. The program offers Associate in Science Degrees, Program Certificates, and Proficiency Certificates.

The Data Entry Certificate prepares students for positions using microcomputers. Students develop skills and knowledge in alphanumeric keyboarding and computer competencies.

Requirements for the Data Entry Certificate: (L101)

*Certificates of Career Preparation

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, 60A, 63A, 64A, 444, and 452.

Recommended:

Table with 6 columns: Course ID, Description, GRADE, IP, NEED, UNITS. Row includes BUSOT 496ABCD Internships in Business and Office Technologies.

Plus a minimum keyboarding speed of 40 wpm for five minutes verified by the Business and Office Technologies Department Proficiency Certificate.

*Certificates of Career Preparation do not appear on the transcript.

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

COUNSELOR NOTES: [Empty table for notes]

All courses required for a certificate must be completed with a minimum grade of C.