



BUSINESS AND OFFICE TECHNOLOGIES:
GENERAL OFFICE ASSISTANT

The General Office Assistant Certificate offers professional preparation for entry-level business and office positions. Emphasis on developing the essential skills for today's workplace: computer keyboarding and word processing, records management, language skills, and interpersonal skills. General Office Assistants may be employed as general clerks, receptionists, word processors, and in other entry-level positions.

Requirements for the General Office Assistant Certificate Level I: (L055)

\*Certificates of Career Preparation

Table with 6 columns: Course ID, Course Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 29, 30, 50, 400, 452, 455.

Recommended:

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

Level II: (L056)

\*Certificates of Career Preparation

Table with 6 columns: Course ID, Course Description, GRADE, IP, NEED, UNITS. Rows include BUSOT 40B, 60A, 88, 444, 470.

Recommended:

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

Plus a minimum keyboarding speed of 35 wam for 5 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 table with 6 empty rows.

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