

**Business Communications Office Technology Department  
Secretary/Administrative Assistant**

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**Certificate of Achievement**

**Division & Department Requirements: Units**

BCOT	60	Customer Service/Telephone Techniques	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	1.5
BCOT	131	College Keyboarding & Document Processing	3.5
BCOT	146	Business English for the Digital Workplace	3.0
BCOT	152	Employment Search in the Job Market	1.5
or BCOT	247	Managerial Business Communications	(3.0)
BCOT	155	Administrative Secretarial Procedures	3.5
or BCOT	71	Medical Administrative Office Procedures	(3.5)
BCOT	161	Filing/Records Management	1.0
BCOT	162	Business Spelling and Proofreading Skills	3.0
BCOT	248	Professional Soft Skills for the Workplace	3.0

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Total Certificate Requirements **31.0 / (32.5)**

**First Semester (Fall)**

BCOT	60	Customer Service	1.0
BCOT	71*	Medical Administrative Office Procedures	(3.5)
BCOT	96	Microsoft PowerPoint	1.5
BCOT	97	Microsoft Outlook	1.5
BCOT	112	Microsoft Word	<b>3.5</b>
BCOT	118	Microsoft Access	1.5
BCOT	161	Filing/Records Management	1.0
BCOT	162	Business Document Proofreading and Editing Skills	3.0

**\*Take BCOT 71 If pursuing a specialty in a medical environment. Total Fall **13.0-16.5****

**Second Semester (Spring)**

BCOT	113	Microsoft Excel	3.5
BCOT	146	Business English for the Digital Workplace	3.0
BCOT	152	Employment Search in the Job Market	1.5
or BCOT	247	Managerial Business Communications	(3.0)
BCOT	155*	Administrative Secretarial Procedures	(3.5)
BCOT	248	Professional Soft Skills for Workplace Success	3.0

**\*Take BCOT 155 if not following the "medical" specialty. Total Spring **11.0/16.0****

**Third Semester (Summer)**

BCOT	131	College Keyboarding & Document Processing	3.5
		<b>Total Summer</b>	<b>3.5</b>

Secretary/Administrative Assistant Certificate prepares students for employment as an:

- Administrative Assistant
- Executive Secretary
- General Secretary
- Office Secretary
- Executive Assistant
- Virtual Assistant
- School Secretary
- Senior Executive Assistant
- Office Manager in any business sector, education, government, or medical/dental/hospital office environment