

# OFFICE SERVICES CERTIFICATE OF ACHIEVEMENT

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**State Control Number:** 42603

**Program Code:** BET.OFSE.CA

**Program Length:** 10 months

**Approved for Federal Financial Aid:** Yes

This curriculum is designed to prepare students for entry-level positions in the clerical field and as a receptionist. Entry-level duties include general clerical tasks, filing, and word processing.

Code	Title	Units
<b>Required Courses</b>		
BET 101	Beginning Keyboarding/Typing	1.0
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 124	Records Management	3.0
Complete 9 units from the following:		9.0
BET 68	Proofreading	
BET 74	Office Machine Calculations	
BET 107	Internet A/B/C	
BET 118	Microsoft Access	
BET 122	Intermediate Keyboard/Typing	
BET 123T	Machine Transcription	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 136	Career Applications for Word Processing	
BET 137	Desktop Publishing: Microsoft Publisher	
BET 142	Office Technologies & Procedures	
BET 143	Business English	
<b>Total Units</b>		<b>19</b>