

Curriculum and Requirements for Majors and Certificates

MANUFACTURE SPECIALTY

	UNITS
AUTO 73 Work Experience	15
AUTO 111 Automotive Engines	4
AUTO 121 Drivetrain Transmissions and Axles	6
AUTO 151 Automotive Alignment Brake and Suspension	6
AUTO 161 Automotive Electricity	7
AUTO 179 Automotive Air Conditioning	4
AUTO 181 Electronic Engine Management Systems – Corporate	6
—	
Total Certificate Requirements	48

*Up to nine (9) units of AUTO 73 may be substituted with up to nine (9) units from the following courses: AUTO 100, AUTO 101, AUTO 190, AUTO 193, AUTO 194, AUTO 195

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148, MFGT 100

AUTOMOTIVE MANAGEMENT

	UNITS
AUTO 100 Automotive Maintenance and Operation	4
AUTO 190 Automotive Management	3
AUTO 193 Automotive Service Information Management	3
AUTO 194 Retailing Automotive Service	3
AUTO 195 Automotive Customer Relations	3
BA 114 Marketing	3
BA 115 Management - Business	3
or BA 117 Introduction to Supervision	(3)
—	
TOTAL CERTIFICATE REQUIREMENTS	30

RECOMMENDED ELECTIVES: AUTO 180 and AUTO 260.

* Select 3 units from the following: BA 104, BA106, BA 113, BA 120, BA 156

* Additional 5 units from any Automotive course(s).

ALTERNATE FUELS SERVICE TECHNICIAN

	UNITS
AUTO 54 Introduction to Electric Vehicles	4
AUTO 55 Advanced Technology Electric Vehicles	4
AUTO 100 Automotive Maintenance and Operation	4
AUTO 108 Energy and Transportation Systems	4
AUTO 109 Automotive Diesel Systems	5
AUTO 160 Automotive Electricity	5
AUTO 182 Introduction to Alternative Fuels	3
AUTO 281 Emission Control Systems – 1997 Standards	5
—	
TOTAL CERTIFICATE REQUIREMENTS	34

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include 1) courses for completion of an Automotive Certificate option, 2) General Education course requirements and 3) electives as needed.

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148, MFGT 100.

BIOLOGY

ASSOCIATE OF ARTS DEGREE

REQUIRED COURSES

	UNITS
BIOL 120 Introduction to Biological Science	4
BIOL 200 Principles of Biology	5
BIOL 201 Principles of Biology	5

CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5

Select one of the following two courses:

MATH 116	Calculus for Managerial, Biological, and Social Sciences	4
or MATH 170	Analytic Geometry and Calculus I	(4)

TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS 28

ADDITIONAL DEGREE REQUIREMENTS:

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of “C” or better in all courses required by major.

BOTANY

ASSOCIATE OF ARTS DEGREE

REQUIRED COURSES

		UNITS
BIOL 120	Introduction to Biological Science	4
BIOL 200	Principles of Biology	5
BIOL 201	Principles of Biology	5
BOT 120	Introduction to Plant Science	4
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5

Select one of the following two courses:

MATH 116	Calculus for Managerial, Biological, and Social Sciences	4
or MATH 170	Analytic Geometry and Calculus I	(4)

TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS 32

ADDITIONAL DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of “C” or better in all courses required by major.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER (AS-T)

REQUIRED CORE (17 Units)

		UNITS
ACCT 101	Fundamentals of Accounting I	4
ACCT 102	Fundamentals of Accounting II	4
ECON 202	Principles of Microeconomics	3
ECON 201	Principles of Macroeconomics	3
BA 113	Legal Environment of Business	3
or LAW 111	Business Law	(3)

LIST A (Select 1 course) 4 Units

MATH 116	Calculus for Managerial, Biological and Social Sciences	4
MATH 112	Elementary Statistics	4
MATH 115	Finite Mathematics	4

Curriculum and Requirements for Majors and Certificates

LIST B (Select 2 courses) 6 Units

Any course from List A not already used	3-4
BA 100 Fundamentals of Business	3
BCOT 247 Managerial business Communications	3
CIS 101 Introduction to Computer Information Systems	3
—	
TOTAL UNITS FOR THE MAJOR	27-28

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

BUSINESS ADMINISTRATION

ASSOCIATE IN ARTS DEGREE

MAJOR REQUIREMENTS

	UNITS
ACCT 100 Introduction to Accounting	3
ACCT 101 Fundamentals of Accounting I	4
BA 113 Legal Environment of Business	3
or LAW 111 Business Law	(3)
CIS 101 Introduction to Computer Information Systems	3
ECON 201 Principles of Macroeconomics	3
or ECON 201M Principles of Macroeconomics	(3)
ECON 202 Principles of Microeconomics	3
or ECON 202M Principles of Microeconomics	(3)
—	
TOTAL DEGREE REQUIREMENTS	19

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) major requirements, (2) the A.A. Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

BUSINESS ADMINISTRATION

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 UNITS)

	UNITS
BA 100 Fundamentals of Business	3
or BA 104 Managing Cultural Diversity	(3)
or BA 106 Human Resource Management	(3)
or BA 107 Human Relations in Business	(3)
BA 120 Management Accounting and Internal Control	3
or ACCT 100 Introduction to Accounting	(3)
BA 132 Computer Applications for Managers	3
or CIS 101 Introduction to Computer Information Systems	(3)
or BCOT 114 Introduction to Microsoft Office	(3.5)
BA 156 Motivational Presentation Skills for Managers	3
or SPCH 100 Fundamentals of Oral Communication	(3)
or SPCH 130 Fundamentals of Speaking	(3)
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
—	
Subtotal	12-12.5

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
BA 114 Marketing	3
or ECON 201 Principle of Macroeconomics	(3)
or ECON 201M Principle of Macroeconomics	(3)
BA 115 Management – Business	3
BA 205 Organizational Leadership	3
or BA 208 Leadership for Women in Business	(3)
—	
Subtotal	12
Total Units	24-24.5

Certificate of Achievement for Business Administration – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

BUSINESS ESSENTIALS

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 Units)

	UNITS
BA 100 Fundamentals of Business	3
or BA 104 Managing Cultural Diversity	(3)
or BA 106 Human Resource Management	(3)
or BA 107 Human Relations in Business	(3)
BA 120 Management Accounting and Internal Control	3
or ACCT 100 Introduction to Accounting	(3)
BA 132 Computer Applications for Managers	3
or CIS 101 Introduction to Computer Information Systems	(3)
or BCOT 114 Introduction to Microsoft Office	(3.5)
BA 156 Motivational Presentation Skills for Managers	3
or SPCH 100 Fundamentals of Oral Communication	(3)
or SPCH 130 Fundamentals of Speaking	(3)
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
—	
TOTAL UNITS	12-12.5

Business Essentials Certificate of Achievement: Complete the BUSINESS CORE COURSES (12.0-12.5) with a grade of “C” or higher or “Pass.”

BUSINESS MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 UNITS)

	UNITS
BA 100 Fundamentals of Business	3
or BA 104 Managing Cultural Diversity	(3)
or BA 106 Human Resource Management	(3)
or BA 107 Human Relations in Business	(3)
BA 120 Management Accounting and Internal Control	3
or ACCT 100 Introduction to Accounting	(3)
BA 132 Computer Applications for Managers	3
or CIS 101 Introduction to Computer Information Systems	(3)
or BCOT 114 Introduction to Microsoft Office	(3.5)
BA 156 Motivational Presentation Skills for Managers	3
or SPCH 100 Fundamentals of Oral Communication	(3)
or SPCH 130 Fundamentals of Speaking	(3)
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
—	
Subtotal	12-12.5

Curriculum and Requirements for Majors and Certificates

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 101	International Business	3
or BA 116	Managing Green: Sustainability and Innovation	(3)
or BA 155	Introduction to Global Logistics	(3)
or BA 204	Project Management	(3)
BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
BA 114	Marketing	3
BA 115	Management – Business	—
Subtotal		12
Total Units		24-24.5

Certificate of Achievement for Business Management – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

BUSINESS MARKETING

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 UNITS)

		UNITS
BA 100	Fundamentals of Business	3
or BA 104	Managing Cultural Diversity	(3)
or BA 106	Human Resource Management	(3)
or BA 107	Human Relations in Business	(3)
BA 120	Management Accounting and Internal Control	3
or ACCT 100	Introduction to Accounting	(3)
BA 132	Computer Applications for Managers	3
or CIS 101	Introduction to Computer Information Systems	(3)
or BCOT 114	Introduction to Microsoft Office	(3.5)
BA 156	Motivational Presentation Skills for Managers	3
or SPCH 100	Fundamentals of Oral Communication	(3)
or SPCH 130	Fundamentals of Speaking	(3)
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
Subtotal		12-12.5

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 101	International Business	3
or BA 155	Introduction to Global Logistics	(3)
BA 110	Advertising and Sales	3
BA 114	Marketing	3
BA 157	Principles of Public Relations	3
or JOUR 157	Principles of Public Relations	(3)
Subtotal		12
Total Units		24-24.5

Certificate of Achievement for Business Marketing – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

HUMAN RESOURCE MANAGEMENT

ASSOCIATE IN ARTS DEGREE

	DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BA 50	Business Math for Managers	3
or MATH 60	Elementary Algebra	(4)
BA 104	Managing Cultural Diversity	3
BA 106	Human Resource Management	3
BA 107	Human Relations in Business	3
BA 108	Labor Management Relations	3
BA 109	Human Resource Development	3
BA 113	Legal Environment of Business	3
or LAW 111	Business Law	(3)
BA 132	Computer Applications for Managers	3
or BCOT 114	Introduction to Microsoft Office	(3.5)
or CIS 101	Introduction to Computer Information Systems	(3)
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or SPCH 100	Fundamentals of Oral Communication	(3)
BA 157	Principles of Public Relations	3
or BCOT 54	Business Writing for Managers	(3)
or BCOT 147	Business Communications	(3)
or ENGL 52	Introduction to College Composition	(3)
		—
TOTAL ASSOCIATE IN ARTS REQUIREMENTS:		30/31

RECOMMENDED COURSES

ACCT 100	Introduction to Accounting	3
BA 113	Legal Environment of Business	3
BA 208	Leadership for Women in Business	3
CIS 101	Introduction to Computer Information Systems	3
ECON 201	Principles of Macroeconomics	3
or ECON 201M	Principles of Macroeconomics	(3)
ECON 202	Principles of Microeconomics	3
or ECON 202M	Principles of Microeconomics	(3)
ENGL 100	Freshman Composition	4
MATH 80	Intermediate Algebra	4
SPCH 100	Fundamentals of Oral Communication	3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Human Resource Management.

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum-IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see a business Counselor or the respective department chairperson for additional alternatives.

Curriculum and Requirements for Majors and Certificates

HUMAN RESOURCE MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 Units) UNITS

BA 100	Fundamentals of Business	3.0
or BA 104	Managing Cultural Diversity	(3.0)
or BA 106	Human Resource Management	(3.0)
or BA 107	Human Relations in Business	(3.0)
BA 120	Management Accounting and Internal Control	3.0
or ACCT 100	Introduction to Accounting	(3.0)
BA 132	Computer Applications for Managers	3.0
or CIS 101	Introduction To Computer Information Systems	(3.0)
or BCOT 114	Introduction to Microsoft Office	(3.5)
BA 156	Motivational Presentation Skills for Managers	3.0
or SPCH 100	Fundamentals of Oral Communication	(3.0)
or SPCH 130	Fundamentals of Speaking	(3.0)
or BCOT 148	Effective Business Presentations	(3.0)
or BCOT 247	Managerial Business Communications	(3.0)

CERTIFICATE SPECIFIC COURSES (12 Units) UNITS

BA 106	Human Resource Management	3.0
BA 108	Labor Management Relations	3.0
BA 109	Human Resource Development	3.0
BA 113	Legal Environment of Business	3.0
or LAW 111	Business Law	(3.0)

Total Units 24-24.5

Certificate of Achievement for Human Resource Management:
Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12units) with a grade of “C” or higher or “Pass.”

INTERNATIONAL BUSINESS

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 Units) UNITS

BA 100	Fundamentals of Business	3
or BA 104	Managing Cultural Diversity	(3)
or BA 106	Human Resource Management	(3)
or BA 107	Human Relations in Business	(3)
BA 120	Management Accounting and Internal Control	3
or ACCT 100	Introduction to Accounting	(3)
BA 132	Computer Applications for Managers	3
or CIS 101	Introduction to Computer Information Systems	(3)
or BCOT 114	Introduction to Microsoft Office	(3.5)
BA 156	Motivational Presentation Skills for Managers	3
or SPCH 100	Fundamentals of Oral Communication	(3)
or SPCH 130	Fundamentals of Speaking	(3)
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)

Subtotal 12-12.5

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 101	International Business	3
BA 102	International Business Law	3
or BA 113	Legal Environment of Business	(3)
or LAW 110	Business Law	(3)
BA 114	Marketing	3

BA 152	Fundamentals of Importing and Exporting	3
or BA 155	Introduction to Global Logistics	(3)
Subtotal		12
Total Units		24-24.5

Certificate of Achievement for International Business – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

RETAIL MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 UNITS) UNITS

BA 100	Fundamentals of Business	3
or BA 104	Managing Cultural Diversity	(3)
or BA 106	Human Resource Management	(3)
or BA 107	Human Relations in Business	(3)
BA 120	Management Accounting and Internal Control	3
or ACCT 100	Introduction to Accounting	(3)
BA 132	Computer Applications for Managers	3
or CIS 101	Introduction to Computer Information Systems	(3)
or BCOT 114	Introduction to Microsoft Office	(3.5)
BA 156	Motivational Presentation Skills for Managers	3
or SPCH 100	Fundamentals of Oral Communication	(3)
or SPCH 130	Fundamentals of Speaking	(3)
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)

Subtotal 12-12.5

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 106	Human Resource Management	3
BA 114	Marketing	3
BA 115	Management – Business	3
or BA 205	Organizational Leadership	(3)
or BA 208	Leadership for Women in Business	(3)
BA 118	Retail Management	3
or BA 123	Fundamentals of Retailing	(3)

Subtotal 12
Total Units 24-24.5

Certificate of Achievement for Retail Management – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

SMALL BUSINESS MANAGEMENT

ENTREPRENEURSHIP

CERTIFICATE OF ACHIEVEMENT

BUSINESS CORE COURSES (12.0-12.5 UNITS) UNITS

BA 100	Fundamentals of Business	3
or BA 104	Managing Cultural Diversity	(3)
or BA 106	Human Resource Management	(3)
or BA 107	Human Relations in Business	(3)
BA 120	Management Accounting and Internal Control	3
or ACCT 100	Introduction to Accounting	(3)

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BA 132	Computer Applications for Managers	3	BCOT 152	Job Search in the Business Field	1.5
or CIS 101	Introduction to Computer Information Systems	(3)	BCOT 161	Principles of Filing	1
or BCOT 114	Introduction to Microsoft Office	(3.5)	BCOT 162	Business Spelling and Proofreading Skills	3
BA 156	Motivational Presentation Skills for Managers	3			—
or SPCH 100	Fundamentals of Oral Communication	(3)	Total Associate in Arts Degree Requirements:		22
or SPCH 130	Fundamentals of Speaking	(3)			
or BCOT 148	Effective Business Presentations	(3)			
or BCOT 247	Managerial Business Communications	(3)			
		—			
Subtotal		12-12.5			

CERTIFICATE SPECIFIC COURSES (12 UNITS)

BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
BA 114	Marketing	3
BA 115	Management – Business	3
BA 153	Small Business Management	3
		—
Subtotal		12
Total Units		24-24.5

Certificate of Achievement for Small Business Management Entrepreneurship – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

TRAINING AND DEVELOPMENT

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BA 124	3
BA 125	3
BA 126	3
BA 156	3
	—
Total Certificate Requirements:	12

BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

GENERAL OFFICE

ASSOCIATE OF ARTS DEGREE

DEPARTMENT REQUIREMENTS	UNITS
BCOT 96	1.5
BCOT 97	1.5
BCOT 112	3.5
BCOT 114	3.5
BCOT 131	3.5
BCOT 147	3.0
or BCOT 247	(3)

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

RECOMMENDATION: BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives

BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

GENERAL OFFICE

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS	UNITS
BCOT 60	1
BCOT 96	1.5
BCOT 97	1.5
BCOT 112	3.5
BCOT 114	3.5
BCOT 131	3.5
BCOT 147	3
or BCOT 247	(3)
BCOT 152	1.5
BCOT 161	1
BCOT 162	3
	—
Total Requirements:	23

Recommendation: BCOT 63 to increase keyboarding speed and employment employability

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives

BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

SECRETARY/ADMINISTRATIVE ASSISTANT ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
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 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 155 Administrative Secretarial Procedures	4
BCOT 161 Principles of Filing	1
BCOT 162 Business Spelling and Proofreading Skills	3
TOTAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS	27.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

RECOMMENDATION: BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Note: Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Please see Business Counselors or the respective Department Chairperson for additional alternatives.

SECRETARY/ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 60 Customer Service/Telephone Techniques	1
BCOT 63 Keyboarding Speed/Control Building	1
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 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 155 Administrative Secretarial Procedures	4

BCOT 161 Principles of Filing	1
BCOT 162 Business Spelling and Proofreading Skills	3
TOTAL CERTIFICATE REQUIREMENTS	29.5

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Note: Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Please see Business Counselors or the respective Department Chairperson for additional alternatives.

LEGAL SECRETARY ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 81 Legal Office Procedures	4.0
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 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 161 Principles of Filing	1
BCOT 162 Business Spelling and Proofreading Skills	3
LAW 57 Legal Document Procedures	3
LAW 101 Introduction to Law	3
TOTAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS	33.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

RECOMMENDATION: BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

Note: Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives.

Curriculum and Requirements for Majors and Certificates

LEGAL SECRETARY

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 60 Customer Service/Telephone Techniques	1
BCOT 63 Keyboarding Speed/Control Building	1
BCOT 81 Legal Office Procedures	4
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 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 161 Principles of Filing	3
BCOT 162 Business Spelling and Proofreading Skills	3
LAW 57 Legal Document Procedures	3
LAW 101 Introduction to Law	3
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TOTAL CERTIFICATE REQUIREMENTS	35.5

Note: Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives.

CHICANO STUDIES

ASSOCIATE IN ARTS

REQUIRED COURSES	UNITS
ANTH 100 Cultural Anthropology	3
ENGL 225 Mexican Literature in Translation	3
ENGL 223 Chicana/Chicano Literature	3
SPAN 210 Highlights of Hispanic Culture	3
SPAN 245 Introduction to Chicano/Mexican American Culture	3

Electives Courses (choose two classes)

ANTH 170 Introduction to Language and Culture	3
ART 105A The Arts of Latin America and the Caribbean: Pre-Columbian	3
ART 105B The Arts of Latin America and the Caribbean: Colonial to the Present	3
ANTH 202 The Maya, Inca and Aztecs: Ancient Civilizations Of the Americas	3
HIST 120 History of California	3
HIST 230 History of Mexico	3
HIST 235 History of Latin America	3
HUM 108 Black Images Pop Culture	3
PHIL 104 Philosophy of Cultural Diversity: Challenge and Change	3
PHIL 200 World Religions	3
PSYC 261 Social Psychology	3

SOC 201 Social Problems	3
SOC 210 American Minority Relations	3
SOC 215 Sociology of Cultural Diversity: Challenge and Change	3
SPAN 201 Intermediate Spanish	5
SPAN 202 Intermediate Spanish	4
WS 101 Issues for Women in American Society	3
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Total Major Requirements	21-24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) major requirements, (2) the A.A. Degree General Education requirements for, and (3) electives to achieve a minimum of 60 units.

CHILD DEVELOPMENT/EARLY CHILDHOOD

This program welcomes students from diverse cultural and ethnic backgrounds. Male students are encouraged to investigate career opportunities in Child Development. The Child Development Department offers several different options for the student interested in working with young children. All full-time Child Development Instructors are available to advise students.

CHILD DEVELOPMENT DEPARTMENT VERIFICATIONS – The verifications are designed to meet the minimum requirements of the Department of Social Services to teach in licensed private preschools and childcare programs. This is an entry-level career choice. The student is encouraged to pursue additional units in Child Development to advance in the field. Applications for the following Verifications of Completion must be made at the Health Occupations Division office any time after the completion of courses.

1. Associate Teacher Verification of Completion Complete the following courses:

COURSES	UNITS
CD 110 Child Development	3
CDEC 111 Principles and Practices in Early Childhood Education	3
CDEC 112 Introduction to Curriculum	3
CDEC 113 The Child, Family, and Community	3

Three of the four above courses must be completed at Cerritos College

2. Preschool Director Verification of Completion Complete the following courses:

COURSES	UNITS
CD 110 Child Development	3
CDEC 166 Administration I: Programs in Early Childhood Education	3
CDEC 111 Principles and Practices in Early Childhood Education	3
CDEC 112 Introduction to Curriculum	3
CDEC 113 The Child, Family, and Community	3

Four of the five above courses must be completed at Cerritos College

CERTIFICATES OF ACHIEVEMENT – This is a carefully planned course of classes that will meet requirements of the Department of Social Services and the Child Development Permit as well as when combined with the required general education classes will lead to an A.A. in Child Development. This offers even greater career options. Petitions for the Certificate of Achievement must be made through the Cerritos College office of Admissions and Records. The deadline for submitting petitions is listed in the Schedule of Classes each semester.