



Cerritos College

BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES PROGRAM
BUSINESS COMMUNICATION
VERIFICATION OF COMPLETION

Program of Study

DIVISION /DEPARTMENT REQUIREMENTS		UNITS
BCOM 46	Business communications	3
BCOM 60	Customer Service/Telephone Techniques	1
BCOM 152	Job Search in the Business Field	1.5
BCOT 63	Keyboarding Speed/Control Building	1
BCOT 114	Introduction to Microsoft Office	3.5
BCOT 131	Beginning College Keyboarding & Document Processing	3.5
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	1
TOTAL VERIFICATION OF COMPLETION REQUIREMENTS:		17.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Verification of Completion in Business Communications – and complete general education requirement and electives to achieve a minimum of 60 units. Although many of these courses are transferable, this certificate/AA degree is nontransferable. Please see business counselors or the respective department chairperson for additional alternatives.

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