



# Cerritos College

## BUSINESS - OFFICE PROGRAM - FILE CLERK VERIFICATION OF COMPLETION

### Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 152	Job Search in the Business Field	1.5
BCOT 131	Beginning College Keyboarding & Document Processing	3.5
or BCOT 132	College Keyboarding & Document Processing Review	(2)
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
TOTAL REQUIREMENTS		— 7.5/9

NOTE: Although many of these courses are transferable, this Verification of Completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

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