



# Cerritos College

## BUSINESS - OFFICE PROGRAM - GENERAL OFFICE CERTIFICATE OF ACHIEVEMENT

### Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 46	Business Communications	3
BCOM 60	Telephone Customer Service/Techniques	1
BCOM 147	Business Communications	3
BCOM 152	Job Search in the Business Field	1.5
BCOT 63	Keyboarding Speed/Control Building (Two 9-week classes)	2
BCOT 112	Microsoft Word	3.5
BCOT 114	Introduction to Microsoft Office	3.5
BCOT 131	Beginning College Keyboarding & Document Processing	3.5
or BCOT 132	College Keyboarding & Document Processing Review	(2)
BCOT 133	Advanced College Keyboarding & Document Processing	3.5
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
TOTAL CERTIFICATE REQUIREMENTS:		27/28.5

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

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

NOTE: Although many of these courses are transferable, this Certificate/AA Degree is nontransferable.

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

See Cerritos College Graduation Requirements.