



Cerritos College

BUSINESS - OFFICE PROGRAM - RECEPTIONIST VERIFICATION OF COMPLETION

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 152	Job Search in the Business Field	1.5
BCOM 60	Customer Service/Telephone Techniques	1
BCOT 161	Principles of Filing	1
TOTAL REQUIREMENTS:		—
		5.5

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.