



Cerritos College

BUSINESS - SECRETARIAL PROGRAM - SECRETARY/ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 60	Customer Service/Telephone 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 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 113	Microsoft Excel	3.5
BCOT 114	Introduction to Microsoft Office	3.5
BCOT 116	Desktop Publishing – Word for Windows	1.5
or BCOT 117	Desktop Publishing – Microsoft Publisher	(1.5)
BCOT 133	Advanced College Keyboarding & Document Processing	3.5
or BCOT 120	Integrated Business Office Projects	(3.5)
BCOT 155	Administrative Secretarial Procedures	4
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
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TOTAL CERTIFICATE REQUIREMENTS:		34.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Secretary/Administrative Assistant and 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 chairperson for additional alternatives.