



Cerritos College

BUSINESS – OFFICE PROGRAM - WORD PROCESSING CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOM 46	Business Communications	3
BCOM 147	Business Communications	3
BCOM 152	Job Search in the Business Field	1.5
BCOT 63	Keyboarding Speed/Control Building	2
BCOT 112	Microsoft Word	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
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TOTAL CERTIFICATE REQUIREMENTS:		22.5/24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Word Processing.
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.