

Business Communications Office Technology Department General Office

Program Requirements

Department Requirements:

| | | | <u>Units</u> |
|---------|-----|---|--------------|
| BCOT | 60 | Customer Service | 1.0 |
| BCOT | 96 | Microsoft PowerPoint | 1.5 |
| BCOT | 97 | Microsoft Outlook | 1.5 |
| BCOT | 112 | Microsoft Word | 3.5 |
| BCOT | 114 | Introduction to Microsoft Office | 3.5 |
| BCOT | 131 | College Keyboarding & Document Processing | 3.5 |
| BCOT | 146 | Business English for the Digital Workplace | 3.0 |
| BCOT | 152 | Employment Search in the Job Market | 1.5 |
| or BCOT | 247 | Managerial Business Communications | (3.0) |
| BCOT | 161 | Filing/Records Management | 1.0 |
| BCOT | 162 | Business Document Proofreading and Editing Skills | 3.0 |
| BCOT | 248 | Professional Soft Skills for Workplace Success | 3.0 |

Total Certificate Requirements **26.0 / (27.5)**

First Semester (Fall)

| | | | |
|------|-----|---|-----|
| BCOT | 60 | Customer Service | 1.0 |
| BCOT | 96 | Microsoft PowerPoint | 1.5 |
| BCOT | 97 | Microsoft Outlook | 1.5 |
| BCOT | 114 | Introduction to Microsoft Office | 3.5 |
| BCOT | 161 | Filing/Records Management | 1.0 |
| BCOT | 162 | Business Document Proofreading and Editing Skills | 3.0 |

Total Fall 11.5

Second Semester (Spring)

| | | | |
|---------|-----|--|-------|
| BCOT | 112 | Microsoft Word | 3.5 |
| BCOT | 146 | Business English for the Digital Workplace | 3.0 |
| BCOT | 152 | Employment Search in the Job Market | 1.5 |
| or BCOT | 247 | Managerial Business Communications | (3.0) |
| BCOT | 248 | Professional Soft Skills for Workplace Success | 3.0 |

Total Spring 11 / (12.5)

Third Semester (Summer)

| | | | |
|------|-----|---|-----|
| BCOT | 131 | College Keyboarding & Document Processing | 3.5 |
|------|-----|---|-----|

Total Summer 3.5

What jobs can I get with this certificate or AA Degree?

- Clerical Supervisor
- Typist/Typist Clerk

- General Office Clerk
- File Clerk
- General Office Assistant
- General Office Receptionist
- Front Desk, Clerical, or Office Support