BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY: GENERAL OFFICE (A.A.)

ASSOCIATE OF ART

General Office AA degree prepares students for employment as a general office clerk, file clerk, general office assistant, general office receptionist, front desk, clerical, or office support.

Program Student Learning Outcomes

- Students apply correct filing principles, spelling/proofreading skills, and office procedures for the office.
- Students apply correct customer service/telephone techniques in a business environment.
- Students apply standard English grammar and writing skills to write effective business documents.
- Students apply the steps for effective job search in the business field.
- Students use correct keyboarding skills in applying Microsoft Office software for creating, editing, and formatting office documents.

Program Requirements

Code Number	Course Title	Units
Core Major Requirements		
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	1.5-3.0
or BCOT 247	Managerial Business Communications	
BCOT 161	Filing/Records Management	1.0
BCOT 162	Business Document Proofreading and Editing Skills	3.0
BCOT 248	Professional Soft Skills for the Workplace	3.0
Total Units		**25-26.5**

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the major requirements in the General Office and complete the general education requirements and electives to achieve a minimum of 60-degree applicable units.

Notes: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable. Please see a business counselor or the respective department chairperson for additional alternatives