This state approved certificate program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spreadsheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports. The state-approved certificate consists of coursework totaling 12-18 units or more completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency, and may lead to an associate degree.

Student Name: **Date:**

Student ID: **Faculty Advisor/Career Coach:**   Janet.Lehr@rcc.edu/951.222.8974

Counselor:

The Executive Office Professional certificate requires completion of all courses in the following three, locally-approved certificates. Courses may be completed in any order. However, it is strongly recommended that students who do not have any keyboarding skills or office work experience complete the certificates in the following order: 1) Office Assistant, 2) Administrative Office Professional, and 3) Executive Office Professional. **Students should apply for each locally-approved certificate in the semester in which they complete.**

Program Checklist: (Optional and free benefits to program students)

	DATE
Met with Faculty Advisor (online, phone, or in-person)	
Requested Microsoft Office Specialist free exams information (Class Faculty)	
Met with Employment Placement Coordinator (Meriel Anderson-McDade- 951-222-8486)	

Course Requirements for Locally-Approved Certificate, Office Assistant (CE 633)

COURSE	TITLE	GRADE	IP	NEED	UNITS	TERM
CAT-1A	Business Etiquette				1.0	
CAT-30	Business English				3.0	
CAT-51	Intermediate Keyboarding/Document Formatting				3.0	
CAT-93	Computers for Beginners				3.0	
TOTAL REQUIRED UNITS					**10.0**	

Course Requirements for Locally-Approved Certificate, Administrative Office Professional (CE 637)

COURSE	TITLE	GRADE	IP	NEED	UNITS	TERM
CAT-3	Computer Applications for Business				3.0	
CAT-31	Business Communication Fundamentals				3.0	
CAT-61	Professional Office Procedures				3.0	
CAT-62	Records Management				3.0	
CAT-98A	Introduction to Excel				1.5	
TOTAL REQUIRED UNITS					**13.5**	

Executive Office Management Certificate of Achievement Continued

Course Requirements for State-Approved Certificate of Achievement, Executive Office Management (CE 639)

COURSE	TITLE	GRADE	IP	NEED	UNITS	TERM
CAT-55	Applied Accounting/Bookkeeping				3.0	
CAT-80	Word Processing: Microsoft Word for Windows				3.0	
CAT-90	Microsoft Outlook				3.0	
CAT-98B	Advanced Excel*				1.5	
MAG-44	Principles of Management				3.0	
TOTAL REQUIRED UNITS					**13.5**	

*requires completion of CAT 98A prior to enrolling in 98B

Final Completion Checklist: (Required: All students must complete these steps)

		DATE
1.	Completed all 14 required courses with a C or better	
2.	Completed Certificate Application in WebAdvisor (Apply in the term you are completing)	
2.	Matriculation Office Confirmation of Certificate	

Counselor/Faculty Advisor Notes: