

# STEP UP! EARN MORE!

## Executive Office Management Certificate - CE 639

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

### Required Courses (34 units)

Required Courses	Units
CAT-1A Business Etiquette	1
CAT-3 Computer Applications for Business	3
CAT-30 Business English	3
CAT-31 Business Communications	3
CAT-51 Intermediate Typewriting/Document Formatting	3
CAT-55 Applied Accounting/Bookkeeping	3
CAT-61 Professional Office Procedures	3
CAT-62 Records Management	3
CAT-80 Word Processing: Microsoft Word for Windows	3
or	
CAT-84 Word Processing: WordPerfect for Windows	3
CAT-90 Microsoft Outlook	3
CAT-98A Introduction to Excel	1.5
CAT-98B Advanced Excel	1.5
MAG-44 Principles of Management	3

### EXECUTIVE OFFICE PROFESSIONAL CERTIFICATE CE 635

13.5 Units

Earnings: \$26-34/hr\*

CAT-55	Applied Accounting/Bookkeeping
CAT-80	Word Processing: Microsoft Word for Windows
CAT-90	Microsoft Outlook
CAT-98B	Advanced Excel
MAG-44	Principles of Management

### ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE CE 637

13.5 Units

Earnings: \$18-23/hr\*

CAT-3	Computer Applications for Business
CAT-31	Business Communications
CAT-61	Professional Office Procedures
CAT-62	Records Management
CAT-98A	Introduction to Excel

### OFFICE ASSISTANT CERTIFICATE CE 633

10 Units

Earnings: \$16-20/hr\*

CAT-1A	Business Etiquette
CAT-30	Business English
CAT-51	Intermediate Typewriting/Document Formatting
CAT-93	Computers for Beginners

### Boot Camp Courses

CAT 93-Computers for Beginners  
CAT 53-Keyboarding Fundamentals