

This state approved certificate program is designed to prepare students for entry-level and administrative support in a variety of fields and businesses. A 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:

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 State-Approved Business Information Worker Certificate (CE 522)

COURSE	TITLE	GRADE	IP	NEED	UNITS	TERM
CAT-1A	Business Etiquette				1.0	
CAT-3	Computer Applications for Business				3.0	
CAT-31	Business Communication Fundamentals				3.0	
CAT-51	Intermediate Keyboarding/Document Formatting				3.0	
CAT-90	Microsoft Outlook				3.0	
CAT-93	Computers for Beginners				3.0	
CAT-98A	Introduction to Excel				1.5	
CAT-98B	Advanced Excel				1.5	
TOTAL REQUIRED UNITS					19.0	

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

	DATE
1. Completed all 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	