

This locally-approved certificate provides students with the knowledge and skills to perform advanced administrative clerical duties including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation. Locally-approved certificates are Certificates of Career Preparation which consist of coursework totaling between 4-17 units in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily 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 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	
<b>TOTAL REQUIRED UNITS</b>					<b>13.5</b>	

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

**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	