

This locally-approved certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures. 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)**

	<b>DATE</b>
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)**

<b>COURSE</b>	<b>TITLE</b>	<b>GRADE</b>	<b>IP</b>	<b>NEED</b>	<b>UNITS</b>	<b>TERM</b>
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	
<b>TOTAL REQUIRED UNITS</b>					<b>10.0</b>	

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

		<b>DATE</b>
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	