

This locally-approved certificate provides students with the knowledge and skills to perform intermediate administrative clerical duties including providing administrative and clerical support to administrative staff and assisting with coordinating and implementing office 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:

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	

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)	

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	