



Program of Study Public Works II – Certificate of Achievement

Term Effective: Fall 2009	Total Units: 19
Description: Completion of the Public Works Level I certificate plus the following courses are required for a Public Works - Level II certificate.	

Required courses: All required courses for the certificate MUST be completed with a "C" or better.

Course	Title	Units	Completed	In Progress	Need
PUB 160	Public Administration	3			
PUB 164	Plan Interpretation and Cost Estimating	3			
PUB 166	Supervision in Public Works	3			
CSIS 130	Microcomputer Applications I	4			

Plus two of the following:

Course	Title	Units	Completed	In Progress	Need
BUS 172	Personnel Management	3			
BUS 175	Introduction to Management	3			
BUS 176	Management for the Office Professional	3			
SPCH 100	Interpersonal Communication	3			
SPCH 101	Public Address	3		***	
PUB	Any Public Works Classes				

Total units: 19

<p>*Course Prerequisites and Advisories: Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.</p>

Please Note: A minimum of 50% of required courses for the certificate must be completed at Citrus College.



CERTIFICATE - GENERAL INFORMATION

Read the general information/instructions below. Apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from other colleges and universities must be on file with Citrus College. (Transcripts must show courses to be used to fulfill certificate requirements.)

INSTRUCTIONS TO APPLY FOR A CERTIFICATE

1. If you are unsure about any requirements to earn a certificate or would like to apply for a certificate please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. Locally approved Skill Awards are **not** annotated on the Citrus College transcript. Catalog rights do not apply to these certificates. See the reverse side for a listing of certificate programs. An asterisk will indicate a skill award.
4. Catalog year refers to the year the pattern of certificate requirements you followed was printed in the Citrus College catalog. You may apply for the certificate using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

5. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If after you applied and changed your mailing address or you do not receive your certificate, please notify the Admissions Office



Application for Certificate of Achievement or Skill Award

Please fill out completely:

Student ID: _____	Birth Date _____	Semester of Completion _____
I wish my name to appear on my certificate as follows:		
Last Name	First	Middle
I wish to apply for a certificate in _____ <div style="text-align: center; font-size: small;">Title of Certificate as it appears in the Citrus College Catalog</div>		
Catalog year I am following: _____		
My Mailing Address: _____		
E-Mail Address: _____ Phone: (____) _____		

Certificate or Skill Award Requirements:

Course	Title	Units	Grade	Grade Points	Completed Semester	In Progress

Is the student applying for a course substitution? ____ Yes ____ No
If Yes, please attach completed course substitution/ waiver form.

Student Signature	Counselor/Advisor	Date
-------------------	-------------------	------

Date Certificate Mailed: _____

Mailed by: _____