



Program of Study

Administrative Office Manager - Certificate of Achievement

Term Effective: Fall 2009	Total Units: 29-30
Description:	
<p>The Business Program encompasses a broad area of study that includes business management, business law, marketing, business ethics, personal finance and business communication skills. The Business Program within the Citrus College Business Department conducts the program with outstanding faculty to prepare students to transfer to four-year institutions, for professional careers and/or personal growth. The program combines classroom lectures, demonstrations and practical application within the business environment.</p>	

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

Course	Title	Units	Completed	In Progress	Need
ACCT 100	Accounting	3			
or					
ACCT 101	Financial Accounting	4			
OFF 120	Excel Spreadsheet	3			
BUS 130	Introduction to Business	3			
BUS 132	Ethics in Business	3			
BUS 150	Business English	3			
or					
BUS 152	Business Communications	3			
BUS 160	Business Law and the Legal Environment I	3			
BUS 176	Management for the Office Professional	3			
OFF 101	Introduction to Microsoft Office Applications	3			
OFF 201	Introduction to Electronic Commerce for Business	2			
OFF 291	Telecommunications for the Office	2			
OFF 294	Beginning Microsoft Word	2			

Total units: 29-30

<p>*Course Prerequisites and Advisories:</p> <p>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. 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) 914-8630.
2. Locally approved Skill Awards are annotated on the Citrus College transcript. Catalog rights do not apply to skill awards.
3. 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.)

4. 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

