



PROGRAM OF STUDY

ADMINISTRATIVE OFFICE MANAGER - Certificate of Achievement

Term Effective: Spring 2009 through Spring 2012

Total Units: 29 - 30

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.

Required Courses:

Course	Title	Units	Completed	In Progress	Need
ACCT 100	Accounting	3			
ACCT 101	or Financial Accounting	4			
OFF 120	Excel Spreadsheet	2			
BUS 130	Introduction to Business	3			
BUS 132	Ethics in Business	3			
BUS 150	Business English	3			
BUS 152	or 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

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