



PROGRAM OF STUDY

Administrative Office Occupations - Certificate of Achievement

Term Effective: Spring 2010

Total Units: 25

Students who receive the Administrative Office Occupations Certificate are prepared for management assignments in the business office environment. This certificate is recommended for both experienced office staff as well as entry-level office workers who are seeking to increase their potential for promotion. Certificate recipients will have expert office skills and in-depth software knowledge. The courses leading to this certificate provide training in office information systems, human relations, business communications, and business records management.

Required Courses

Course	Title	Units	Completed	In Progress	Need
OFF 101	Introduction to Microsoft Office Applications	3			
OFF 120	Excel Spreadsheet	2			
OFF 215	Introduction to Microsoft Outlook	2			
OFF 260	Computer Keyboarding and Document Processing	3			
OFF 281	Filing and Records Management	3			
OFF 285	Administrative Office Procedures	3			
OFF 291	Telecommunications for the Office	2			
OFF 294	Beginning Microsoft Word	2			
OFF 154	Professional Development Series: Interpersonal Skills	1			
BUS 150	Business English	3			
	or				
BUS 152	Business Communications	3			
<i>T.O.P. Code 0514.00</i>					

Select one of the following Professional Development Series courses:

Course	Title	Units	Completed	In Progress	Need
OFF 155	Professional Development Series: Business Etiquette and Protocol	1			
OFF 156	Professional Development Series: Team Dynamics	1			
OFF 157	Professional Development Series: Customer Relations and Rapport	1			

OFF 158	Professional Development Series: Leadership in Organizations	1			
OFF 159	Professional Development Series: Career Planning and Networking	1			
OFF 160	Professional Development Series: Professional Image	1			
OFF 161	Professional Development Series: Interview Styles & Strategies	1			
<i>To qualify for this certificate all courses must be completed with "C" or better.</i>					

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[Certificates of Achievement general policies and procedures](#),
or go to: www.citruscollege.edu/stdntsrv/counsel/certificates