



GOALS AND OBJECTIVES

This program is designed to prepare students for employment as office managers in a modern collision repair facility. Instruction is designed to give the students a general knowledge of the auto collision repair process. An emphasis is placed on developing the skill set to manage office employees and handle small business administration including human resource management.

CERTIFICATE

Automotive Collision Center Office Management (18 units)


To earn this certificate, complete the required courses as listed with a minimum grade of "C." At least 50% of all major course work must be completed at Cypress College.

CERTIFICATE

Automotive Collision Center Office Management = 18 units

Program Code: 1C31349

Required courses are listed in numeric sequence:		Units
_____AT 101 C	Survey of the Automobile	3
_____ACR 013 C	Computerized Automotive Damage Appraisal	3
_____ACR 060 C	Business Skills Development	3
_____CIS 075 C	Principles of Selling	3
_____MGT 266 C	Human Relations in Business	3
_____MGT 268 C	Human Resources Management	<u>3</u>
Total Units Required		18

 **Key Tips:** You may opt to “double major” by applying some of these courses to other **Automotive Collision Repair Degree/Certificate** Programs. Remember to apply for certificates/degrees/graduation at the beginning of your last semester.