



Internal Certificate **2009-2010**

**Administrative Assistant
Elkhorn-Kenosha-Racine Campuses**

**OFFICE TECHNOLOGY PROFESSIONAL GROWTH
CERTIFICATE
(90-106-2)**

12 Credits

- Courses can be applied toward an associate degree in the Administrative Assistant program.
- Completing the Office Technology Basics, Office Technology Professional Growth, and Office Technology Intermediate certificates, combined with course 106-392 (Office Field Study) will result in completion of the Office Assistant Technical Diploma program.

REQUIRED COURSES

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
106-003	Word Processing for the Office (Prereq. 106-137)	4
106-119	Professional Development	2
106-138	Automated Office Applications I (Prereq. 106-137)	3
804-123	Math with Business Applications (Prereq. 854-760)	<u>+ 3</u> 12

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.
NOTE: Prerequisites can be waived with departmental approval.