



Internal Certificate **2009-2010**

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

**OFFICE TECHNOLOGY INTERMEDIATE
CERTIFICATE
(90-106-3)**

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>
101-112	Accounting for Business	3
106-142	Automated Office Applications II (Prereq. 106-138)	3
106-187	Office Technology Communications (Prereq. 106-137, 106-178, 801-195)	3
801-196	Oral/Interpersonal Communication	<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.