



*Internal Certificate*     **2009-2010**

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

**OFFICE TECHNOLOGY ADVANCED  
CERTIFICATE  
(90-106-4)**

**13 Credits**

- Courses can be applied toward an associate degree in the Administrative Assistant program.

**REQUIRED COURSES**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
106-002	Publication Design for the Office (Prereq. 106-137)	2
106-004	Advanced Office Technologies	3
106-152	Automated Office Applications III (Prereq. 106-142, 106-184)	3
106-190	Administrative Office Procedures (Prereq. 106-138, 106-183)	3
106-199	Web Pages for the Office Professional	<u>+ 2</u>
		13

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