



Internal Certificate 2014-2015

Administrative Professional Elkhorn-Kenosha-Racine Campuses and Online

ADMINISTRATIVE PROFESSIONAL BASICS CERTIFICATE (90-106-6)

10 Credits

This Administrative Professional certificate provides students the foundation to exceed Office Assistant expectations as an office representative. Students will develop effective computer and office skills to maintain relationships with internal and external customers. They will develop skills and professionalism to be used in a global and diversified economy. Students must enjoy working on a computer. These courses will serve as a foundation for enrolling in numerous associate degree programs.

REQUIRED COURSES

| <u>Course Number</u> | <u>Course Title</u> | <u>Credits</u> |
|----------------------|---|----------------|
| 103-109 | Windows Operating Sys. & Con. | 1 |
| 106-011 | Records Management | 1 |
| 106-137 | Keyboarding Applications | 3 |
| 106-178 | Business Proofreading and Editing | 2 |
| 801-136 | English Composition 1 (Prereq. 831-103) | <u>+ 3</u> |
| | | 10 |

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