



**Internal Certificate 2013-2014**

**Administrative Professional  
Elkhorn-Kenosha-Racine Campuses and Online**

**ADMINISTRATIVE PROFESSIONAL ADVANCED  
CERTIFICATE  
(90-106-8)**

**14 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**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
106-137	Keyboarding Applications	2
106-010	Publication Design for Business (Prereq: 106-137)	3
106-012	Spreadsheet/DB for Business I (Prereq: 106-137)	3
106-013	Spreadsheet/DB for Business II (Prereq: 106-012)	3
106-190	Administrative Office Procedures (Prereq: 106-012)	<u>+ 3</u> 14

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