



Internal Certificate 2013-2014

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

**ADMINISTRATIVE PROFESSIONAL GROWTH CERTIFICATE
CERTIFICATE
(90-106-9)**

15 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>
106-137	Keyboarding Applications	3
106-014	Word Processing for Business I (Prereq: 106-137)	2
106-015	Word Processing for Business II (Prereq: 106-014)	2
106-012	Spreadsheet/DB for Business I (Prereq: 106-137)	3
106-119	Professional Development	2
804-123	Math with Business Applications (Prereq: 834-109 OR Placement Test Score)	<u>+ 3</u> 15

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