



2020-2021 Certificate

Certificate: BUSINESS PROFESSIONAL ESSENTIALS (61-106-1)

Credits: 15 Credits

Description: Students who follow this career pathway will develop skills in designing documents with graphics included, basic accounting procedures, and presentation of information. Students will obtain the basic skills in developing spreadsheets and databases along with the creating, formatting, and enhancing word documents. Business Professional Essentials allows student to use their skills to create correspondence, spreadsheets, databases, and presentations. They need to be creative, have the ability to work on their own, and communicate both verbally and in writing. Potential related occupations include General Clerk, Secretary, Office Assistant, and Human Resource Associate.

Related Program: Administrative Professional

Campuses Available: Kenosha Campus and Online

REQUIRED COURSES

<input checked="" type="checkbox"/>	<u>Semester One</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	106-137 Keyboarding Applications	3		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	101-112 Accounting for Business	3		
<input type="checkbox"/>	106-025 Spreadsheets for Business	3	106-137	
<input type="checkbox"/>	106-026 Business Publications	3	106-137	
<input type="checkbox"/>	106-030 Word Processing for Business	3	106-137	
<input type="checkbox"/>				
<input type="checkbox"/>				
Total Credits		15		

Students who are interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 48 credits.

Please see your academic advisor for details.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.