



## 2015-2016 *Internal Certificate*

**Certificate:** ADMINISTRATIVE PROFESSIONAL BASICS (90-106-6)

**Credits:** 10 Credits

**Description:** 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.

**Related Program:** Administrative Professional

**Campuses Available:** Elkhorn, Kenosha, Racine and Online

### REQUIRED COURSES

✓	<u>Semester One</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
☐	103-109 Windows Operating Sys. & Con.	1		
☐	106-011 Records Management	1		
☐	106-137 Keyboarding Applications	3		
☐				
☐				
✓	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
☐	106-178 Business Proofreading & Editing	2		
☐	801-136 English Composition 1	3	831-103 or Placement Test Score	
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<b>Total Credits</b>		<b>10</b>		

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