



2015-2016 *Internal Certificate*

Certificate: **ADMINISTRATIVE PROFESSIONAL INTERMEDIATE (90-106-7)**

Credits: **14 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

	✓ Semester One	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	101-112 Accounting for Business	3		
<input type="checkbox"/>	106-137 Keyboarding Applications	3		
<input type="checkbox"/>	106-178 Business Proofreading & Editing	2		
<input type="checkbox"/>				
<input type="checkbox"/>				
	✓ Semester Two	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	106-006 Business Communication Skills	3		
<input type="checkbox"/>	801-136 English Composition 1	3	831-103 or Placement Test Score	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
	Total Credits	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.