



2015-2016 *Internal Certificate*

Certificate: **ADMINISTRATIVE PROFESSIONAL ADVANCED (90-106-8)**

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

<input checked="" type="checkbox"/> Semester One	Credits	Prerequisite	Corequisite
<input type="checkbox"/> 106-137 Keyboarding Applications	3		
<input type="checkbox"/> 106-012 Spreadsheet/DB for Business I	3	106-137	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/> Semester Two	Credits	Prerequisite	Corequisite
<input type="checkbox"/> 106-010 Publication Design for Business	2	106-137	
<input type="checkbox"/> 106-013 Spreadsheet/DB for Business II	3	106-012	
<input type="checkbox"/> 106-190 Administrative Office Procedures	3	106-012	
<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.