



2015-2016 Internal Certificate

Certificate: ADMINISTRATIVE PROFESSIONAL GROWTH (90-106-9)

Credits: 15 Credits

Descriptions: 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>
<input type="checkbox"/>	106-137 Keyboarding Applications	3		
<input type="checkbox"/>	106-119 Professional Development	2		
<input type="checkbox"/>	106-014 Word Processing for Business I	2	106-137	
<input type="checkbox"/>				
<input type="checkbox"/>				
✓	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	106-012 Spreadsheet/DB for Business I	3	106-137	
<input type="checkbox"/>	106-015 Word Processing for Business II	2	106-014	
<input type="checkbox"/>	804-123 Math with Business Applications	3	834-109 or Placement Test Score	
<input type="checkbox"/>				
<input type="checkbox"/>				
Total Credits		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.