



2022-2023 Certificate

Certificate: **OFFICE SKILLS ADVANCED (90-106-8)**

Credits: **18 Credits**

Description: This Office Skills Advanced 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.

Related Program: Administrative Professional

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES

NOTE: Requisites (prereq- before/ coreq-with)

K-D = Kenosha Days, O = Online, F=Fall, S=Spring, SU=Summer

✓	Term One	Cr.	Prerequisite	Corequisite	K-D	O
	804-135 Quantitative Reasoning	3	834-109		F	F
	106-137 Keyboarding Applications	3			F	F
✓	Term Two	Cr.				
	106-022 Info Management for Business	3	106-137		S	S
	106-023 Office Management	3			S	S
	106-025 Spreadsheets for Business	3	106-137		S	S
✓	Term Three					
	106-027 Integrated Business Projects	3	106-025; 804-135		SU	SU
	Total Credits	18				

Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid math placement assessments.

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