

ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042

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The Administrative Professional Certificate combines strong technical and computer skills and an emphasis on effective writing and communication skills. The certificate will be especially useful to students with prior office experience who wish to update their skills. This certificate is directly transferable into the Administrative Professional Studies Degree which allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas.

Term/Grade	Course Number	Course Name	Course Credits
		GENERAL EDUCATION REQUIREMENTS	3
_____	ENG 101	Language and Literature I	3
		PROGRAM REQUIREMENTS	17-18
_____	BUS 112	Professional Etiquette	1
_____	BUS 170	Business Math	3
_____	BUS 216	Advanced computer applications	3-4
_____	BUS 220	Business Communications	3
_____	BUS 280	Cooperative Education	3
_____	GSY 111	Job Search Strategies	1
_____	BUS 115	Computer Applications <u>or</u> ¹	
_____	CSI 111	Computer Concepts and Applications ¹	3-4
		PROGRAM ELECTIVES	6
_____	_____	Computer Applications Electives ² _____	3
_____	_____	Computer Applications Electives ² _____	3
		Total Credits	26-27

NOTES:

A keyboarding speed of 35 wpm is required to graduate.

¹ Assumes prior keyboarding experience. Student may need to take OTC 111, Keyboarding I first if she/he does not pass the minimum speed requirement of 25 wpm. (Note: BUS 105, Keyboarding for Information Processing, should not be used as a prerequisite for OTC 151.) In order to earn the certificate, student must attain a keyboarding speed of 35 wpm on three-minute timings.

² Choose two courses from the following: BUS, MKT, MGT, ACC, HCA, LAW, SPO, CSI

80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information