

ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042

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E-Institute: <http://webtide.hccdl.org> Courses in red are not available online.

The Administrative Professional Certificate combines strong technical and computer skills and an emphasis on effective writing and communications 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
PROGRAM REQUIREMENTS			25-26
_____	ENG 101	Language and Literature I	3
_____	BUS 220	Business Communications	3
_____	BUS 170	Business Math <u>or</u>	
_____	ACC 111	Principles of Accounting I	3-4
_____	BUS 280	Cooperative Education	3
_____	GSY 111	Job Search Strategies	1
_____	OTC 151	Keyboarding II ¹ (Spring)	3
_____	OTC 245	Administrative Support Services (Spring)	3
_____	_____	Computer Applications Electives ² _____	3
_____	_____	Computer Applications Electives ² _____	3
Total Credits			25-26

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 Select 6 credits in computer applications: BUS 115, 215, 242, OTC 217, or any CSI, GIS, HTH, HIM, SEC, or other technology course.