

**ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042**

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COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>3</b>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
<b>PROGRAM REQUIREMENTS</b>			<b>17-18</b>		
Professional Etiquette	BUS 112		1		
Business Math	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Advanced Computer Applications	BUS 216	BUS 115 or CSI 111	3		
Business Communications	BUS 220	ENG 101	3		
Cooperative Education	BUS 280	Sophomore status, approval of department chair, ACC 112 (for accounting and business administration students only), and either the completion of, or current enrollment in, two other ACC, BUS, HFM, or OTC courses.	3		
Job Search Strategies	GSY 111		1		
Computer Applications <u>or</u> Computer Concepts and Applications	BUS 115/ CSI 111	Eligibility for ENG 101	3-4		
<b>PROGRAM ELECTIVES</b>			<b>6</b>		
Business Electives <sup>1</sup>			3		
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<b>Total Credits</b>			<b>26-27</b>		

**PROGRAM OVERVIEW**

The Administrative Professional Certificate combines strong technical and computer skills and an emphasis on effective writing and communication. 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 Option to the A.S. in Business Administration. Students may use their Business Electives to expand their knowledge in the area of business in which they wish to apply their skills.

**NOTES:**

A keyboarding speed of 35 wpm is required to graduate.

<sup>1</sup> Choose two courses from the following: BUS, MKT, MGT, ACC, HCA, LAW, SPO, CSI

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.