ADMINISTRATIVE PROFESSIONAL, CERTIFICATE OF COMPLETION

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Certificate of Completion: CCL 5677
18 Credits
Program Contact
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Program Description

The Certificate of Completion (CCL) in the Administrative Professional program is designed to provide students with basic office skills. This program is recommended for students with little or no office-related work experience or college experience. Includes instruction in business communications, office procedures, and report preparation. An Associate in Applied Science (AAS) in Administrative Professional is available.

Program Notes

Students must earn a grade of "C" or better in all courses required within the program. Overall program minimum GPA = 2.00.

++ indicates any suffixed course may be selected.

Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
Required Courses			_____
BPC110	Computer Usage and Applications	3	_____
or CIS105	Survey of Computer Information Systems		_____
CIS113DE	Microsoft Word: Word Processing	3	_____
GBS120	Workplace Communication Skills	3	_____
GBS131	Business Calculations	3	_____
GBS151	Introduction to Business	3	_____
Select three of the following:		3	_____
BPC101AA	Introduction to Computers I		_____
BPC/ OAS111AA	Computer Keyboarding I		_____
CIS121AE	Windows Operating System: Level I		_____
CIS121AI	Mac Operating System		_____
CIS122AE	Windows Operating System: Level II		_____
CIS133AA	Internet/Web Development Level I-A		_____
Total Credits		**18**	_____