

ADMINISTRATIVE PROFESSIONAL, CERTIFICATE OF COMPLETION



BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

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	_____