| | |
|---|---|
| **Certificate:** | **BUSINESS PROFESSIONAL ESSENTIALS (61-106-1)** |
| **Credits:** | **15 Credits** |
| **Description:** | Students who follow this career pathway will develop skills in designing documents with graphics included, basic accounting procedures, and presentation of information. Students will obtain the basic skills in developing spreadsheets and databases along with the creating, formatting, and enhancing word documents. Business Professional Essentials allows student to use their skills to create correspondence, spreadsheets, databases, and presentations. They need to be creative, have the ability to work on their own, and communicate both verbally and in writing. Potential related occupations include General Clerk, Secretary, Office Assistant, and Human Resource Associate. |
| **Related Program:** | Administrative Professional |

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

## REQUIRED COURSES
NOTE: Requisites (prereq- before/ coreq-with)
**K-D = Kenosha Days, O = Online, F=Fall, S=Spring, SU=Summer**

| ✓ | Term One | Cr. | Prerequisite | Corequisite | O |
|---|---|---|---|---|---|
| | 106-137 Keyboarding Applications | 3 | | | F/S/SU |
| ✓ | **Term Two** | | | | |
| | 106-025 Spreadsheets for Business | 3 | 106-137 | | F/S/SU |
| | 106-030 Word Processing for Business | 3 | | | F/S/SU |
| ✓ | **Term Three** | | | | |
| | 101-112 Accounting for Business | 3 | 106-137 | | F/S/SU |
| | 106-026 Business Publications | 3 | 106-137 | | F/S/SU |
| | **Total Credits** | **15** | | | |

Students who are interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 48 credits.

Please see your academic advisor for details.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.