Administrative Professional

curriculum code: 2477 | HEGIS code: 5005
minimum credit hours required: 31

This certificate program provides the student with the skills necessary to prepare for immediate employment in an office position. Training is available for those who have had no office preparation and for students with limited office skills who desire to enhance or update present skills. The program may also offer short-term training and development to those who may be seeking a career change or return to the job market. The ability to solve problems will be stressed throughout the certificate program. This certificate provides a basic core of work that may be applied toward the associate degree requirements. Students often combine this certificate with two-year associate degree programs from other areas. The combination enhances employment opportunities. **Program is also available online.**

Certificate Requirements	
BUS 1360: Keyboarding/Word Processing	3
BUS 1420: Office Procedures	3
BUS 1500: Introduction to Business	3
CSC 1560: Computer Application Software I	4
ENG 1510: English Composition I	3
ENG 1530: English Composition II	3
Program Core Elective (choose any BUS course)	3
Mathematics Elective- SUNY Gen Ed	3
Social Sciences Elective	3
Elective	3
	Total Credits: 31