



**PROGRAM REQUIREMENT SHEET**  
[www.cvtc.edu](http://www.cvtc.edu) - 1-800-547-2882

|   |                       |
|---|-----------------------|
| START DATE(S): Eau Claire - August, January; River Falls - August | EFFECTIVE August 2011 |
|---|-----------------------|

**ADMINISTRATIVE PROFESSIONAL: Program Outcomes**  
*Associate Degree*

| Course Number                                     | Course Title  | Hrs./Week        | Credits         | Prerequisite(s)/Comments  |
|---|---|------------------|-----------------|---|
| <b>First Semester</b>                             |   |                  |                 |   |
| 106-119   | eSkillbuilding  | 2                | 1               | Keyboarding speed >=30 wpm  |
| 103-102   | <a href="#">Microsoft Office Suite</a>                    | 2                | 2               |   |
| 106-105   | <a href="#">Business Words at Work</a>                    | 4                | 3               | 103-102 or concurrent   |
| 106-132   | Exploring Office Environments                             | 2                | 2               |   |
| 106-140   | <a href="#">Office Procedures</a>                         | 3                | 3               |   |
| 106-146   | <a href="#">Quality Customer Service</a>                  | 3                | 2               |   |
| 106-163   | Computer Success  | 3                | 2               | Program student: Co-requisite 103-102                                       |
| 809-199   | <a href="#">Psychology of Human Relations</a> <b>OR</b>   | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| 809-198   | <a href="#">Introduction to Psychology</a>                |                  |                 | <a href="#">(See Prepared Learner Guide)</a>                                |
| <b>Total Semester Hrs./Week and Total Credits</b> |   | <b>22 Hrs</b>    | <b>18 cr</b>    |   |
| <b>Second Semester</b>                            |   |                  |                 |   |
| 106-101   | <a href="#">Business Technology &amp; Trends</a>          | 2                | 2               |   |
| 106-164   | Business Presentations & Publications                     | 3                | 3               | 103-102   |
| 106-171   | Advanced Software Applications                            | 3                | 3               | 103-102   |
| 106-172   | Office Communication                                      | 2                | 2               |   |
| 801-196   | <a href="#">Oral/Interpersonal Communications</a>         | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| 809-172   | <a href="#">Race, Ethnic &amp; Diversity</a>              | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| <b>Total Semester Hrs./Week and Total Credits</b> |   | <b>16 Hrs</b>    | <b>16 cr</b>    |   |
| <b>Third Semester</b>                             |   |                  |                 |   |
| 106-158   | Meeting & Event Planning                                  | 2                | 2               |   |
| 106-173   | Web Technologies  | 3                | 3               |   |
| 106-174   | Business Software Solutions                               | 3                | 3               | 106-164, 106-171  |
| <b>Select one of the Following:</b>               |   |                  |                 |   |
| 102-111   | <a href="#">Human Resources, Intro</a> <b>OR</b>          | 3                | 3               |   |
| 106-162   | <a href="#">Legal Terminology</a> <b>OR</b>               |                  |                 |   |
| 501-101   | <a href="#">Medical Terminology</a>                       |                  |                 |   |
| 801-195   | <a href="#">Written Communication</a>                     | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| 804-123   | <a href="#">Math with Business Applications</a> <b>OR</b> | 4                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| 804-189   | Introductory Statistics                                   | 3                |                 | <a href="#">(See Prepared Learner Guide)</a>                                |
| <b>Total Semester Hrs./Week and Total Credits</b> |   | <b>17-18 Hrs</b> | <b>17 cr</b>    |   |
| <b>Fourth Semester</b>                            |   |                  |                 |   |
| 106-138   | <a href="#">Office Internship</a> (128 hours)             |                  | 2               | Program student, 106-101, 106-158, 106-173, 106-174, (Co-requisite 106-175) |
| 106-175   | Administrative Professional Development                   | 2                | 2               | Program student, 106-101, 106-158, 106-173, 106-174, (Co-requisite 106-138) |
| 530-103   | <a href="#">Medical Insurance &amp; Billing</a> <b>OR</b> |                  | 2               |   |
| 102-112   | <a href="#">Principles of Management</a> <b>OR</b>        | 3                | 3               |   |
| 106-141   | <a href="#">Computer Applications Legal</a>               |                  |                 |   |
| 101-105   | <a href="#">Accounting, Intro to</a> <b>OR</b>            | 3                | 3               |   |
| 101-111   | <a href="#">Accounting I</a>                              | 5                | 4               |   |
| 809-166   | <a href="#">Intro to Ethics: Theory &amp; Application</a> | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| 809-195   | <a href="#">Economics</a>                                 | 3                | 3               | <a href="#">(See Prepared Learner Guide)</a>                                |
| <b>Total Semester Hrs./Week and Total Credits</b> |   | <b>14-16 Hrs</b> | <b>15-17 cr</b> |   |

**TOTAL CREDITS REQUIRED = 66-68      2.0 MINIMUM PROGRAM CUMULATIVE GPA REQUIRED FOR GRADUATION**

Students who interrupt their education and then reenter the same program are required to meet current program requirements.

# Administrative Professional Tips

## August 2011

### Prepared Learner

Prepared Learner classes are designed to help students prepare for a variety of college-level academics, including reading, writing, math and science. Scores on the COMPASS® or ACT assessments will help us to determine if students need to take one or more Prepared Learner classes, to improve your skills in these areas before enrolling in certain General Education courses. Students must successfully complete each required Prepared Learner class with a grade of “C” or better before registering for certain General Education courses.

### Keyboarding Assessment

All entering students must take a Keyboarding Assessment that is available during each semester’s orientation at either the Eau Claire Business Education Center or the River Falls Campus. This assessment measures keyboarding proficiency and skill. The results of the assessment are used to guide students into the correct course. Students keying below 30 wpm are encouraged to take Basic Keyboarding and those keying between 30 and 50 wpm should enroll in eSkillbuilding. Students keying above 50 wpm have the option of enrolling in eSkillbuilding or taking a proficiency exam.

### Proficiency Exams

CVTC offers proficiency exams for students who may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. Successful completion of such exams results in the granting of credit for the course. A proficiency exam is available for eSkillbuilding and Computer Success. Detailed information on proficiency exams is available at: <http://www.cvtc.edu/pages/553.asp> Preregistration is required.

### Course Delivery for Administrative Professional Core Courses

The Administrative Professional program provides a variety of course delivery options to meet the diverse needs and abilities of students. Core courses in the Administrative Professional program are available in several different delivery formats: internet, hybrid or traditional. Delivery methods for each course will change by semester, so be sure to consult the schedule for each semester to determine which delivery methods are available. Speak with a program instructor for more information and to obtain assistance in developing a schedule that meets your learning needs.

### General Courses

Although general courses (800 level) are listed in a specific semester, general courses may be taken during any semester and in any order. If you are planning on taking courses during the summer you’ll take generals; no program courses are offered during the summer. To minimize the number of classes you take during the fall and spring semesters, consider taking general courses during the summer semester.

### Administrative Professional Internship

The administrative professional internship is the culminating experience in your Administrative Professional program. You will perform administrative professional related activities on a job site for 128 hours during your final semester. You should have transportation to and from the internship site.

You should enroll in the internship in your final semester of the program and take the class with the Administrative Professional Development class (106-175). To register for the internship, students must note the prerequisites required (see the program planning sheet). If you have not completed these courses or are not registered for these courses concurrently, you will not be able to take the internship course.

The internship instructor will provide some possible internship site names, but it’s always smart to network! All internship sites must be approved by the internship instructor.

There is a **possibility** you may be able to use your current job as your internship site, depending on the responsibilities you’re assigned, the tasks you perform, and the flexibility your employer is able to engage in. You **MUST** receive prior approval from the internship instructor before using your current job as your internship site.

## Transfer Credit

To see what courses transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at [www.uwsa.edu/tis](http://www.uwsa.edu/tis),

- Click on Credit Transfer Wizard
- Click on Course Wizard

You must contact the college you wish to attend to find out exactly what they expect and when you should seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.

## Continuing to a 4-Year College/University

If you intend to pursue a Bachelor's Degree, we recommend you enroll in 804-189 Introductory Statistics instead of 804-123 Math with Business Applications, Introduction to Psychology 809-198 instead of the Psychology of Human Relations 809-199, and Accounting I 101-111 instead of Intro to Accounting 101-105. It is recommended that you check with the college you might want to transfer to for exact transfer information. Talk to your program counselor for course options.

## Certificates

If you're interested in taking classes but aren't prepared to enroll for a full program, consider working toward one of the short-term training certificates offered through the Business Technology department. These certificates tell an employer you have a certain set of skills. See a program counselor for complete information about working toward one of the following training certificates:

Note: the following certificates will also apply towards the graduation requirements for the Administrative Professional Associate Degree.

| <b>Certificate Name</b>                              | <b>Number of Credits</b> |
|--|--------------------------|
| <b>Customer Service Representative</b><br>(TC-106-6) | 10                       |
| <b>Software Specialist</b><br>(TC-106-10 )           | 11                       |