



PROGRAM REQUIREMENT SHEET
www.cvtc.edu - 1-800-547-2882

START DATE(S): August, January	EFFECTIVE August 2010
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ADMINISTRATIVE PROFESSIONAL: Program Outcomes
Associate Degree

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
First Semester				
106-146	Quality Customer Service	2	2	
103-102	Microsoft Office Suite		2	Open Lab
106-140	Office Procedures	3	3	
106-105	Business Words @ Work	5	3	103-102 or concurrent
801-195	Written Communication	3	3	(Prepared Learner Guide)
801-196	Oral/Interpersonal Communications	3	3	(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			16 cr.	
Second Semester				
106-122	Document Processing	5	3	
106-142	Business Spreadsheet Apps		3	Open Lab
106-181	Business Information Management		3	Open Lab
106-139	Business Presentations & Publications		3	Open Lab
Select one of the Following:				
106-132	Exploring Office Environments OR		2	Online
501-101	Medical Terminology OR		3	Online or Hybrid (onsite and online)
106-162	Legal Terminology		3	Online or Hybrid
801-197	Technical Reporting (T)	3	3	801-195 with a minimum grade of "C", (Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			17/18 cr.	
Third Semester				
106-154	Integrated Software Applications	3	2	106-122, 106-139, 106-142, 106-181
106-158	Meeting & Event Planning	2	2	Online
106-100	Website Design	3	2	Online
106-101	Exploring Business Technology		2	Open Lab
Select one of the Following:				
106-104	Software Specialist Practicum OR		2	Open Lab, 103-102 with a minimum grade of "C", 106-122, 106-139, 106-142, 106-181
106-141	Computer Applications Legal OR		3	Online or classroom
530-103	Medical Insurance & Billing	3	2	
804-106	Introduction to College Mathematics	4	3	(Prepared Learner Guide)
809-172	Race, Ethnic & Diversity	3	3	(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			16/17 cr.	
Fourth Semester				
106-138	Office Internship (128 hours)		2	Program student, 106-154
102-111	Human Resources, Intro	3	3	
101-105	Accounting, Intro to OR	3	3	
101-111	Accounting I	5	4	
102-112	Principles of Management	3	3	
809-199	Psychology of Human Relations OR	3	3	(Prepared Learner Guide)
809-198	Intro to Psychology		3	(Prepared Learner Guide)
809-195	Economics	3	3	(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			17/18 cr.	

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 2010

Pre-Admission Assessments

All entering students must take the Keyboarding and Computer Success Assessments that are available during each semester's orientation or at either the Eau Claire Business Education Center or the River Falls Campus. These assessments measure your proficiency and knowledge. We use the results of these assessments to place you in classes to ensure your success in the program. If the student's assessment scores indicate that they would benefit from enrolling in a more traditional classroom format, for the MOS course and the accompanying Computer Success course, the student should register for the two classes together.

Business Technology Open Labs provide a location where students have access to computers and the software necessary for Business Technology classes at CVTC. The labs in Eau Claire and River Falls offer classes in a flexible learning environment with instructor-staffed support. Students are expected to complete assignments and tests by the posted due dates and are encouraged to attend the lab when it is convenient for them or when they require assistance from an instructor. Most open lab classes do not require attendance; if attendance is required, it will be noted in the course description. Staffed and unstaffed lab hours will be posted outside the labs and on BlackBoard and will vary by location.

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.

- 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, take Introduction to Psychology 809-198 instead of the Psychology of Human Relations 809-199 class, and take Accounting I 101-111 instead of the Intro to Accounting 101-105. It is recommended that you check with the college you might want to transfer to for exact transfer information.

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.

Certificate Name	Number of Credits
Customer Service Representative (TC-106-6)	10
Software Specialist (TC-106-10)	12
Software Solutions Expert (TC - 106-11)	10
Office Management (TC-106-12)	9