

Administrative Generalist
Core Competencies

Behavior	Series	Course Title	Course #	Estimated Duration
		Budget Maintenance/Purchasing		
		Academic Program Support		
		Office Support		
		Office Management		
		Event Coordination		
		Travel Coordination		
		Records Management		
		Personnel Support		
		The Effective Administrative Support Professional		
		Effective Administrative Support Professional Simulation	ADM0100	<u>0.5</u>
		Getting Started--The Administrative Support Professional	ADM0101	<u>3</u>
		Overview to Effective Business Communication	ADM0102	<u>3</u>
		Using Effective Business Communication	ADM0103	<u>2</u>
		Administrative Functions	ADM0104	<u>3</u>
		Advancing Your Administrative Career	ADM0105	<u>3</u>
		Advanced Skills for Administrative Support Professionals		
		Advanced Administrative Support Simulation	ADM0110	<u>0.5</u>
		Behavior: Putting Your Best Foot Forward	ADM0111	<u>4</u>
		Managing Yourself and Those Around You	ADM0112	<u>4</u>
		Partnering with Your Boss	ADM0113	<u>3</u>
		Communicating with Power and Confidence	ADM0114	<u>3</u>