

Athletics - Administrator  
Core Competencies

Behavior	Series	Course Title	Course #	Approx. Duration
Communication				
Business Acumen				
Business Analysis				
Coaching				
Operations Management				
Strategic Thinking				
Strategic Planning				
Business Writing				
Supervisory				
	<b>The Effective Administrative Support Professional</b>			
		Getting Started--The Administrative Support Professional	<a href="#">ADM0101</a>	3
		Overview to Effective Business Communication	<a href="#">ADM0102</a>	3
		Using Effective Business Communication	<a href="#">ADM0103</a>	2
		Administrative Functions	<a href="#">ADM0104</a>	3
	<b>Advanced Skills for Administrative Support Professionals</b>			
		Behavior: Putting Your Best Foot Forward	<a href="#">ADM0111</a>	4
		Managing Yourself and Those Around You	<a href="#">ADM0112</a>	4
		Partnering with Your Boss	<a href="#">ADM0113</a>	3
		Communicating with Power and Confidence	<a href="#">ADM0114</a>	3
	<b>Business Writing Essentials</b>			
		Writing with Intention	<a href="#">COMM0011</a>	4
		Avoiding Errors in Usage and Punctuation	<a href="#">COMM0012</a>	4.5
		Avoiding Grammatical Errors in Business Writing	<a href="#">COMM0013</a>	4.5
		Crisp Composition	<a href="#">COMM0014</a>	4.5
		Writing to Reach the Audience	<a href="#">COMM0015</a>	3
		Getting the Most from Business Documents	<a href="#">COMM0016</a>	4
		The Writing Process	<a href="#">COMM0017</a>	5
	<b>Certified Business Analysis Professional (CBAP)</b>			
		Core Concepts in Business Analysis	<a href="#">cons_01_a01_bs_enus</a>	1.5
		Enterprise Analysis and Making a Business Case	<a href="#">cons_01_a02_bs_enus</a>	2.5
		Introduction to Requirements Planning	<a href="#">cons_01_a03_bs_enus</a>	2
		Requirements Planning and Management	<a href="#">cons_01_a04_bs_enus</a>	2.5
		Eliciting Requirements	<a href="#">cons_01_a05_bs_enus</a>	3.5
	<b>Certified Manager of Quality/Organizational Excellence</b>			
		Leadership	<a href="#">oper_04_a01_bs_enus</a>	2.5
		Team Dynamics	<a href="#">oper_04_a02_bs_enus</a>	2
		Developing and Deploying Strategic Plans	<a href="#">oper_04_a03_bs_enus</a>	2.5
		Managerial Skills and Abilities	<a href="#">oper_04_a04_bs_enus</a>	2.5
		Communication Skills and Project Management	<a href="#">oper_04_a05_bs_enus</a>	2
		Quality Systems, Models, and Theories	<a href="#">oper_04_a06_bs_enus</a>	2
		Problem Solving and Process Management Tools	<a href="#">oper_04_a07_bs_enus</a>	2.5
		Measurement: Assessment and Metrics	<a href="#">oper_04_a08_bs_enus</a>	1.5
		Training and Development	<a href="#">oper_04_a11_bs_enus</a>	2
	<b>Business Etiquette and Professionalism</b>			
		Etiquette for Supervisors	<a href="#">COMM0184</a>	3