Administrative Professional Certificate

Required Courses Total Hours: 5.5

Duration

Administrative Professionals: Common Administrative Support Tasks 1 hour

Administrative Professionals: Maximizing Your Relationship 1 hour
with Your Boss

Administrative Professional: Interacting with Others  1 hour

Administrative Professional: Representing Your Boss 1 hour

Administrative Professional: Putting Your Best Foot Forward 1 hour

Workplace Management: Employment Laws and Regulations

* Lesson: HR and Regulatory Environment in the US
	+ Topic: Organizational Compliance Measures 3 minutes
* Lesson: Compensation and Employment Laws
	+ Topic: Fair Labor Standards Act 10 minutes
	+ Topic: Fair Labor Standards Act Amendments 4 minutes