Administrative Professional Certificate

Required Courses Total Hours: 2.7

Duration

Administrative Support: Developing Your Essential Skills 21 minutes

Administrative Support: Working in Partnership with Your Boss 18 minutes

Administrative Support: Interacting Effectively with Colleagues 15 minutes

Administrative Support: Projecting a Positive Professional Image 17 minutes

Writing Effective E-mails and Instant Messages 18 minutes

Clarity and Conciseness in Business Writing 21 minutes

Audience and Purpose in Business Writing 19 minutes

Workplace Management: Employment Laws and Regulations

* Lesson: Compensation and Employment Laws
	+ Video: Labor Laws 13 minutes
	+ Video: Key Employment Legislation 19 minutes