

## Administrative Professional Certificate

Gain hands-on technical and professional skills to make you stand out above the rest. This certificate will prepare you for challenging responsibilities in the workplace and provide tangible proof of skills and knowledge to your current and potential employers.

- Maximize your personal strengths to succeed in the administrative field and to help support others in your organization.
- Master strategies in time management and project management.
- Utilize computer skills to increase work productivity.



Register for all courses in the certificate to receive a 15% discount on course fees.

Register at [www.nhcc.edu/cect](http://www.nhcc.edu/cect)

Bonus: After completing the certificate, use a 15% discount on any LEAD Academy course for up to one year.

### Administrative Professional Certificate Program Courses

- Leading With Your Strengths
- Emotional Quotient: EQ as a Leadership Tool
- Time is on Your Side: Managing Time for Increased Productivity
- Project vs. Process: How Do I Start?
- Business Writing I: Style and Grammar
- Business Writing II: Professional Writing Scenarios
- Microsoft Office courses: select two from the list



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See the back for course descriptions; see the website for dates and times of courses.

Member of the Minnesota State Colleges and Universities System. Equal Opportunity Educator and Employer. To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

## Learn About Yourself

### Leading With Your Strengths

Successful people know and build on their strengths to embrace change, engage with their team members, and create big results. This course focuses on understanding your own strengths and personality. You will take the Gallup Strengths assessment to identify your top five strengths, and you will use the DiSC assessment to identify your personality type. Using these two assessments, you will learn communication strategies that are tailored to you. *Gallup's research shows that you do not have to change who you are to become a more productive worker.* Instead learn how to use your strengths and traits to capitalize on your natural strengths.

Cost: \$139 for the 4-hour course

Prerequisite: *none*

### Emotional Quotient: EQ as a Leadership Tool

In our world of constant change and competitiveness, learn how to manage, adapt and lead to stay on top of your game. By identifying and increasing your EQ in the four core skill areas – self-awareness, self-management, social awareness, and relationship awareness – you can reach your full potential. You will identify your EQ and choose proven strategies to increase your EQ.

Cost: \$139 for the 4-hour course

Prerequisite: *Leading With Your Strengths*

## Act For Effectiveness

### Time is on Your Side: Managing Time for Increased Productivity

Time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

Cost: \$139 for the 4-hour course

Prerequisite: *Leading With Your Strengths*

### Project vs. Process: How Do I Start

Organizations want projects and tasks completed on time and on budget while also maintaining quality. Often times when you are assigned a task, you need to define and clarify the end goal. You may also need to determine if you are completing one project, several projects, or if are you implementing a new process. Being able to define your work will enable you to define an effective approach. This course will show how a project differs from operational work and process, and how to divide your projects into smaller tasks to help manage cost, schedule and scope. You will learn to use common project management tools and techniques to help ensure project success.

Cost: \$139 for the 4-hour course

Prerequisite: *none*

## Master the Technical Skills

### Business Writing Part I: Style & Grammar

Brush up on grammar and punctuation rules you may not have studied since high school. Rules will be explained with minimal specialized terminology and with plenty of concrete practice to cement your understanding.

Cost: \$139 for the 4-hour course

### Business Writing: Part II Professional Writing Scenarios

This class focuses on analyzing purpose and audience to determine transmission method, select format, and control tone in your business communications. In this interactive workshop, you will practice generating and assessing common documents such as email messages, professional letters, minutes, agendas, proposals, and reports.

Cost: \$139 for the 4-hour course

### Microsoft Office 2010: Word, Excel, and Outlook

*In today's world, computer skills are essential in any business role.* To ramp up your technology savvy, choose two courses, at any level, from Microsoft Word, Excel, or Outlook.

Cost: \$179 per 8-hour course