

Administrative Assistant Certification Enrollment Form
2012 Enrollment Form

Core Class	Credits	ASE	Non-	Date(s)
		Member	Member	
Business Writing I: Productive Email, Letters and Memos	1	\$225	\$285	
Telephone Techniques: Connect with Customers Over the Ph	1	\$225	\$285	
Time and Priority Management	1	\$225	\$285	
Win-Win Communication Skills	1	\$225	\$285	
(4 credits required)Total Core Credits and Cost				
Elective Class	Credits	ASE	Non-	Date(s)
		Member	Member	
Assertive Advantage: Communicate with Confidence	1	\$225	\$285	
Customer Service: Beyond Excellence	1	\$225	\$285	
Dealing with Difficult People	1	\$225	\$285	
Dealing with Professional and Personal Stress	1	\$225	\$285	
Goal Setting	1	\$225	\$285	
Managing Under Pressure: How to Stay Calm and in Control	1	\$225	\$285	
Productive Positive Attitude: Keys to a Can Do Attitude!	1	\$225	\$285	
Projecting an Image of Professionalism	1	\$225	\$285	
Project Management	1	\$225	\$285	
Winning with People: Understanding Behavioral Styles	1	\$225	\$285	
(4 credits required)Total Elective Credits and Cost				
Total Credits and Cost of Courses				
*ASE's Member Certification			N/A	
Your Discounted Total Cost			N/A	

*As an ASE member, by registering and pre-paying for all the courses necessary to receive certification, you receive a 10% discount off the entire certification cost.