

Administrative Professional

CAREER PATHWAY



COURSES		CREDITS	OFFICE TECHNOLOGY CERTIFICATE	OFFICE ASSISTANT TECHNICAL DIPLOMA	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE
Information Management	3 credits	●	●	●	
Document Formatting	2 credits	●	●	●	
Office Professionalism	3 credits	●	●	●	
Microcomputer Business Applications 2	2 credits	●	●	●	
Keyboard-Speedbuilding 1	1 credit		●	●	
Information Technology Essentials	3 credits		●	●	
Microcomputer Business Applications 1	2 credits		●	●	
Written Communication OR English Composition 1	3 credits		●	●	
Math with Business Applications	3 credits		●	●	
eCommunications	3 credits		●	●	
Oral/Interpersonal Communication OR Speech	3 credits		●	●	
Career Development	1 credits		●	●	
Office Accounting	3 credits			●	
Web Technologies	2 credits			●	
MS Project	2 credits			●	
Microcomputer Business Applications 3	3 credits			●	
Desktop Publishing	2 credits			●	
Small Business Applications	2 credits			●	
Economics	3 credits			●	
Introduction to Psychology	3 credits			●	
Microcomputer Business Applications 4	4 credits			●	
Internship—Administrative Professional	1 credit			●	
Training Techniques	2 credits			●	
Event Planning and Coordination	2 credits			●	
Introduction to Sociology	3 credits			●	
Intro to American Government OR Principles of Sustainability	3 credits			●	
TOTAL CREDITS			10	29	64

LEADS TO:	CERTIFICATIONS		MICROSOFT WORD SPECIALIST	MICROSOFT OFFICE SPECIALIST
	CAREER	OFFICE CLERK, FILE CLERK, RECEPTIONIST, OFFICE MACHINE OPERATOR	OFFICE ASSISTANT, CLERK	ADMINISTRATIVE ASSISTANT, SECRETARY, EXECUTIVE ASSISTANT
	STARTING SALARY RANGE	\$20,000-25,100	\$22,400-27,500	\$23,500-29,100



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A Career Pathway is a ladder approach to career education. It allows you to earn employer-recognized credentials that lead to jobs & career advancement.



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