# **Administrative Professional**

Career Pathway at Madison College

Bachelor's Degree 4-Year Transfer Options

#### Additional Training:

Meeting & Event Management for the Administrative Professional

Local Certificate—11 credits

<u>Project Management for the</u> Office Professional

Local Certificate—10 credits

## Upper-Level Employment

#### **Example Job Titles:**

- ♦ Administrative Professional
- ♦ Executive Assistant
- ♦ Office Manager

#### Average Industry Wages:

\$18.11-\$22.12 per hour

# High School Opportunities

Start your path while still in High School with dual enrollment options.

### <u>Credit for Prior</u> Learning

Transfer in, experiential credit, challenge exams.

#### Administrative Professional Bridge

Skill building and academic support for students that need it.

#### **Administrative Professional**

Associate Degree—60 credits

#### Office Assistant

Technical Diploma—33 credits

All credits are part of the Associate Degree program.

# Microsoft Office

Technical Diploma— 13 credits

All credits are part of the Office Assistant Technical Diploma.

## Mid-Level Employment

#### **Example Job Titles:**

- Office Assistant/ Specialist
- Receptionist
- Oustomer Service Associate

**Average Industry Wages:** 

\$14.65-\$17.26 per hour

# Entry-Level Employment

#### **Example Job Titles**

- Word Processing/ Presentations Specialist
- ♦ Office Clerk
- ♦ Data Entry Specialist

#### Average Industry Wages:

\$11.83-\$15.01 per hour

<u>Career Pathways</u> Real world smart.

