

# Administrative Professional

## CAREER PATHWAY



Document Formatting	2 credits	●	●	●
Office Professionalism	3 credits	●	●	●
Microcomputer Business Applications 1	2 credits	●	●	●
Microcomputer Business Applications 2	2 credits	●	●	●
Information Management	3 credits		●	●
Information Technology Essentials	3 credits		●	●
eCommunications	3 credits		●	●
Web Technologies	2 credits		●	●
Written Communication	3 credits		●	●
Oral/Interpersonal Communication OR Speech	3 credits		●	●
Career Development OR Internship-Office Assistant	1 credit		●	
Career Development	1 credit			●
Internship-Office Assistant	1 credit			●
Microcomputer Business Applications 3	3 credits			●
Microcomputer Business Applications 4	4 credits			●
Math with Business Applications	3 credits			●
Office Accounting	3 credits			●
MS Project	2 credits			●
Desktop Publishing	2 credits			●
Small Business Applications	2 credits			●
Economics	3 credits			●
Introduction to Psychology	3 credits			●
Internship—Administrative Professional	1 credit			●
Training Techniques	2 credits			●
Intro to Business	3 credits			●
Event Planning and Coordination	2 credits			●
<b>Total credits</b>		<b>9</b>	<b>27</b>	<b>60</b>

LEADS TO:	CERTIFICATION		Microsoft Word Specialist	Microsoft Office Specialist
	CAREER	Office Clerk, file clerk, receptionist, office machine operator	Office Assistant, Clerk	Administrative Assistant, Secretary, Executive Assistant
	POTENTIAL MEDIAN SALARY*	\$30,800	\$31,699	\$32,300

\*Salary data is derived from surveys collected by the U.S. Bureau of Labor Statistics and mapped to LTC programs using economic modeling software. As with any survey data, the wages presented here are prone to error and sampling bias. Educational decisions should not be entirely based on the data presented here. The wage data presented here is the median annual salary from May 2014 – May 2019 of each program's occupation cluster in the LTC District as reported by EMSI (Economic Modeling Specialists Intl.). Some people beginning work at jobs in these fields may find a higher or lower starting wage than what is reported here.



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