

Administrative Professional

Why should I major as an Administrative Professional?

According to the Occupational Outlook Handbook, this occupation is expected to be among those with the largest number of new jobs. Opportunities should be best for applicants with extensive knowledge of software applications.

The Administrative Professional program prepares students for employment in financial, health care, and business service companies. You will learn the latest applications in computer technology to prepare you for Microsoft Office Specialist certification. Sharpen your skills with courses on how to manage projects, coordinate technology teams, train other employees, and meet organizational goals.

Strengthen educational objectives through participation in a Service Learning component.

Courses you will take include proofreading, editing, accounting, internet research, transcription, office procedures, and computer software applications.



What type of degree will I earn at Iowa

Western if I enroll in this program?

Students who follow our two-year program earn an Associate of Applied Science (AAS) degree as an administrative professional. Other options include earning a diploma in Information Management.

If I major as an Administrative Professional, can I transfer to a four-year college or university?

By earning your AAS degree in this program, you'll be qualified to enter right into the workforce. If obtaining an advanced degree is your goal, you may always take your credits earned at Iowa Western and transfer to a four-year college or university where you can work toward your bachelor's degree.

What is the job outlook for Administrative Professional graduates and what type of jobs will I be qualified for?

The hiring outlook in the administrative profession is positive. Companies are finding it more difficult to locate highly-skilled candidates. According to the U.S. Department of Labor, administrative professionals hold nearly 4.2 million jobs and rank among the largest occupations in the U.S. economy. Administrative professionals will have among the largest numbers of new jobs arise, about 362,000 over the 2006-2016 period. Additional opportunities will result from the need to replace workers who transfer to other occupations or leave this occupation. Graduates can enter almost any type of field such as banking, education, business, law, health care, government and more. Salaries vary a great deal, depending on skill level, experience, level of responsibility, location, and industry. Generally, annual salaries for administrative professionals with limited experience average \$26,250 - \$34,000.

Program of Study

The Administrative Professional program of study prepares students for employment in the growing service industries — financial, health care, and business service companies. Graduates of this program are awarded an Associate of Applied Science degree.

Prerequisite of the program: Students must be able to type a minimum of 25 words per minute.

* Students must complete the curriculum described below:

RECOMMENDED COURSE SEQUENCE

First Semester		Cr.
ADM 159	Proofreading and Editing	3
ADM 175	Records and Database Management <u>OR</u>	3
	ADM 173 Records Management	(1)
	BCA 164 Basic Databases	(1)
	BCA 169 Advanced Databases	(1)
ADM 162	Office Procedures <u>OR</u>	3
	ADM 102 Telephone Techniques/Mail	(1)
	BCA 170 Personal Information Management	(1)
	ADM 250 Business Etiquette	(1)
ADM 123	Document Formatting <u>OR</u>	3
	BCA 129 Basic Word Processing	(2)
	BCA 106 Windows Operating Systems	(1)
BCA 174	Basic Presentation Software	1
BCA 192	Advanced Presentation	1
ENG 105	Composition I	3
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Second Semester		Cr.
BCA 142	Spreadsheets <u>OR</u>	3
	BCA 146 Basic Spreadsheets	(1)
	BCA 149 Spreadsheets I	(1)
	BCA 153 Spreadsheets II	(1)
ADM 180	Administrative Management	2
ADM 126	Document Production <u>OR</u>	3
	BCA 130 Advanced Word Processing	(2)
	ADM 270 Introduction to Speech Recognition	(1)
ADM 273	Technology for Office Communications <u>OR</u>	3
	ADM 274 Video Conferencing	(1)
	ADM 131 Office Calculators	(1)
	ADM 276 Technology Communications	(1)
ADM 281	The Internet/World Wide Web: Level I	1
ADM 282	The Internet/World Wide Web: Level II	1
MAT 711	Business and Financial Math	3
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Third Semester		Cr.
ADM 148	Transcription	2
ADM 164	Administrative Office Applications	3
ADM 160	Editing	3
ACC 111	Introduction to Accounting <u>OR</u>	3
	ACC 121 Principles of Accounting I	
ADM 245	Presentation Production	2
	Social Science/Humanities Elective	3
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Fourth Semester		Cr.
ADM 940	Office Leadership Seminar	3
ADM 932	Internship II	2
ADM 937	Professional Office Careers Seminar	1
BUS 121	Business Communications (Business)	3
ADM 296	Document and Form Design <u>OR</u>	3
	ADM 290 Web Page Maintenance	(1)
	ADM 293 Form Design	(1)
	ADM 140 Desktop Publishing	(1)
MGT 195	Workplace Empowerment	3
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64 semester hours required

**For More Information,
contact the Admissions Office:
712.325.3277 or 800.432.5852, ext. 3277
or the Program Chair at 712.325.3420
www.iwcc.edu**