



Administrative Office Associate

Diploma: NIACC

Business Division

Credit

30 semester hours

Contact:

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Program Description

The Administrative Office Associate program is designed to prepare students for employment with financial institutions, retail establishments, manufacturers, private organizations, and civil service.

The graduates duties include keyboarding, filing, record keeping, operating office machines, transcribing, using a computer for word processing, handling telephone services, and taking care of general office administration..

Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

Curriculum

- ACC-111 Introduction to Accounting
OR ACC-121 Principles of Accounting I
- ADM-123 Document Formatting
- ADM-131 Office Calculators
- BCA-129 Basic Word Processing
- BCA-215 Computer Business Applications
OR BCA-101 Intro to Computers & Information Systems
- BUS-121 Business Communications
- ADM-162 Office Procedures
- BCA-152 Comprehensive Spreadsheets
- BUS-107 Business Careers
Business Elective(s)

Program Fees

Tuition & Fees	\$3,487.50
Books	varies
Other fees	<u>none</u>
Total	\$ varies

Career Potential

A wide variety of businesses provide employment opportunities:

* Financial Institutions - Insurance Companies - Investment and Real Estate Firms - Wholesale and Retail Establishments - Manufacturers - Private Organizations - Federal, State, and Local Government Agencies

* According to the 2007 salary survey located on America's Career InfoNet, the median salary for administrative office professionals and related positions was \$38,600 (\$18.58 per hour) at the national level and \$34,200 per year (\$16.42 per hour) in the state of Iowa. According to the estimated outlook, this category is expected to grow moderately.