

# Administrative Professional

Career Program at Danville Area Community College  
Financial Aid eligible program

This degree program is designed to provide the technical training needed for the position of administrative professional. Administrative Professionals coordinate office activities to ensure that information gets disseminated to staff and clients. They control day-to-day office business operations, database management, and desktop publishing programs to prepare reports. They use computer software programs to create and prepare information for word processing, spreadsheets, databases, and graphics. They have frequent contact with higher management.

## Program Specific Courses Include:

- Administrative Systems & Procedures
- Machine Transcription
- Notetaking
- Business Communications

## Certificates:

Office/Advanced Office Certificates: These programs are designed to provide entry level employment skills for office personnel.

Desktop Publishing Certificate: The graduates of this program develop basic office skills and knowledge with training on computers, word processing software, and desktop publishing software.

## Job/Employment Information:

*Positions You are Trained for:* Office manager, clerical supervisor, stenographer, general office clerk, claim representative, and administrative assistant.

*Where Can I find a Job?* New graduates will find jobs in administrative office in all types of firms. Private businesses, government agencies, colleges, universities, law offices, and medical offices are just some of the areas for employment.

*Expected Salary:* For the most current salary information visit [www.ilworkinfo.com](http://www.ilworkinfo.com).

Visit our website at [www.dacc.edu](http://www.dacc.edu) or contact us at 217-443-DACC (3222) for more information. TDD/TTY 217-443-8701

Office Systems





### STEPS TO REGISTER:

1. Application
2. Placement Test
3. Register

### WAYS TO PAY:

1. Pay in full with cash, check, Visa or MasterCard
2. Student Financial Aid. Eligibility must be determined by payment due date.
3. FACTS Payment Plan. (Interest Free!)
4. Apply for Athletic and/or Academic Scholarships.
5. Employer paid or other third party payment such as JTP, TAA, etc.

### PROGRAM SPECIFIC COURSES:

Check out the DACC website under [www.dacc.edu](http://www.dacc.edu) to find out what specific courses you will be taking for this program of study.

Courses are offered in many different formats to meet individual schedules: Day, Evening, Weekend, Traditional, Online, Video or Interactive Video.

### WHO TO CALL:

Admissions/Registration .....	443-8800
Advisement/Counseling .....	443-8750
Assessment Center .....	443-8708
Bookstore .....	443-8759
Career Services Center .....	443-8597
Child Development Center .....	443-8833
Financial Aid .....	443-8761
GED/ESL/Adult Ed .....	443-8782
General Information .....	443-3222
Orientation .....	443-8750
Student Support Services .....	443-8853

**Please come visit the DACC Campus!  
Call 443-8750 to schedule a tour.**

***Endless  
Possibilities***

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**Danville Area  
Community College**

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