

**High School**

<b>Technical Studies</b>		
10-101-107	Principles of Accounting	3 credits
10-106-166	Office Fundamentals	3 credits
10-106-140	Meeting & Event Management	3 credits
<b>General Studies</b>		
10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Comm	3 credits
10-809-195	Economics	3 credits



**Fox Valley  
 Technical College**

**Additional coursework potentially needed to complete AAS in Administrative Professional program:**

Technical Studies	35 credits
General/Elective Studies	12 credits



**Career Options**

**Graduates of the FVTC Administrative Professional AAS program may locate employment in a wide cross-section of businesses and industries. Typical positions include:**

Admin Assistant	General Office Assistant
Legal Assistant	Expediter
Medical Secretary	Receptionist