



# DAVIS COLLEGE

4747 Monroe Street  
Toledo, OH 43623

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## Administrative Professional Insurance Major Associate Degree

The Administrative Professional Insurance Major Associate Degree program prepares graduates for customer service, front office careers in the insurance industry. Students will have the opportunity to learn the basics of insurance and develop office and business skills including but not limited to word processing, spreadsheet applications, and voice recognition. Upon graduation, students may wish to pursue certification such as the Certified Insurance Service Representative (CISR).

Upon completion of the Associate of Applied Business degree with a major in Insurance, the Davis College graduate will be prepared to:

- Articulate a strong understanding of the various types of insurance such as personal, property, and commercial.
- Operate computers using word processing, spreadsheets, and database management systems software to produce a variety of professional documents.
- Utilize language arts skills to produce mailable documents.
- Produce mailable documents utilizing voice recognition technology.
- Develop a professional portfolio.
- Apply the principles and intentions of the General Education and Business Core purposes.

## Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108*	Proofreading and Voice Recognition	3
OAM121	Introduction to Office Administration	3
OAM219	Administrative Professional Capstone	2
OAM221	Administrative Professional Externship	3
OAM223	Business Communications	4
WPR114	Skillbuilding I	2
WPR120*	Word Processing	3
WPR220	Advanced Word Processing	3
CAS122*	Spreadsheet Applications	3
CAS212	Advanced Spreadsheet Applications	3
CIS130	Data Management and Reporting	3
ACC101	Accounting Principles I	4
INS101*	Principles of Insurance	4
INS110	Personal Insurance	4
INS210	Property and Liability Insurance	4
INS220	Business Insurance	4
MGT102	Introduction to Business	5
COM121	Composition I	5
COM122	Composition II	4
COM---	Communication Elective (COM201 or COM202)	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SCI---	Science Elective	3
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	5
<b>Total Program Credit Hours</b>		<b>94</b>

\*Foundation courses required as part of the 45 hours completed before Mid-Program Assessment. (INS110 may be used as an alternative foundation course for INS101). Students are required to earn a grade of "C" or higher in each of the foundation courses.

†Required before Mid-Program Assessment