

EXECUTIVE & ADMINISTRATIVE ASSISTANT

Delivery: Daytime, Online and Hybrid Classes
Start: Fall or Spring Semester, Full- or Part-Time
Location: Rosemount Campus

Outcomes

Executive & Administrative Assistant A.A.S. Degree60 cr.
 Administrative Assistant Diploma39 cr.

Major Description

This program prepares students for employment in administrative support. Students use computer systems for document processing and file management tasks. It teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Administrative assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Certification for the required certification classes.

Work Environment

Graduates find employment in administrative support in a wide variety of businesses, including but not limited to corporate headquarters, insurance companies, banks, manufacturing firms and government agencies.

Potential Job Titles

- Administrative Assistant
- Administrative Clerk
- Administrative Coordinator
- Administrative Office Specialist
- Clerical Office Worker
- Executive Assistant
- Office Assistant

Salary Data

- Average Wage: \$19.29/hour
- Top Earners: \$22.80/hour

EXECUTIVE & ADMINISTRATIVE ASSISTANT - A.A.S. DEGREE

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester

ADMS1005	Keyboarding/Formatting	3
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1019	Receptionist Skills	2
ADMS1020	Office Procedures	4
Total Credits		14

First Year - Second Semester

ADMS1017	Technology for the Business Professional	3
ADMS1250	Project Management I	3
ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
Total Credits		14

Second Year - First Semester

ADMS1275	Certification Basics - PowerPoint	3
ADMS1340	Quickbooks Pro	2
	Technical Electives*	4
SPEE1020	Interpersonal Communication	3
	General Education (MnTC Goal 3 or 4)	3
Total Credits		15

Second Year - Second Semester

ADMS1040	Integrated Office Skills	3
ADMS1285	Oral Business Communications/ Job Seeking Skills	2
	Technical Elective*	3
ENGL1150	Composition I	3
	General Education Electives**	6
Total Credits		17

TOTAL PROGRAM REQUIREMENTS 60

* Select Technical electives from the following subject areas:
 ADMS, ISTC, ENTR, ACCT, SMGT, or BUSN.
 ** Select General Education electives from any MnTC goal area.

ADMINISTRATIVE ASSISTANT - DIPLOMA

This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - First Semester

ADMS1005	Keyboarding/Formatting	3
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1019	Receptionist Skills	2
ADMS1020	Office Procedures	4
ADMS1250	Project Management I	3
SPEE1020	Interpersonal Communication	3
Total Credits		20

First Year - Second Semester

ADMS1017	Technology for the Business Professional	3
ADMS1040	Integrated Office Skills	3
ADMS1265	Certifications Basics- Excel	3
ADMS1260	Certification Basics - Word	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/ Job Seeking Skills	2
ADMS1290	Written Business Communication	2
Total Credits		19
TOTAL PROGRAM REQUIREMENTS		39



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2017-2018 CATALOG