EXECUTIVE & ADMINISTRATIVE ASSISTANT

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

Outcomes

Executive Assistant A.A.S. Degree . . . . . .60 cr.
Administrative Assistant Diploma . . . . . 38 cr.
Receptionist Certificate . . . . . 25 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 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: $22.46/hour
- Top Earners: $29.84/hour

EXECUTIVE ASSISTANT – A.A.S. DEGREE

This is a sample course sequence.
Please contact your program advisor regarding your academic plans.

First Year - First Semester

ADTC1005	Keyboarding/Formatting	3
ADTC1010	Business English Skills	2
ADTC1018	Basic Computer Applications	3
ADTC1019	Receptionist Skills	2
ADTC1020	Office Procedures	4
	Total Credits	**14**

First Year - Second Semester

ADTC1017	Technology for the Business Professional	3
ADTC1230	MS Publisher	2
ADTC1260	Certification Basics - Word	3
ADTC1265	Certification Basics - Excel	3
ADTC1290	Written Business Communication	2
	Total Credits	**13**

Second Year - First Semester

ADTC1140	MS Access I	2
ADTC1275	Certification Basics - PowerPoint	3
ADTC1340	Quickbooks Pro	2
	Technical Elective*	2
SPEE1020	Interpersonal Communication	3
	General Education (MnTC Goal 3 or 4)	3
	Total Credits	**15**

Second Year - Second Semester

ADTC1040	Integrated Office Skills	3
ADTC1285	Oral Business Communications/ Job Seeking Skills	2
	Technical Elective*	3
ENGL1150	Composition I	3
	General Education Electives**	7
	Total Credits	**18**
	TOTAL PROGRAM REQUIREMENTS	**60**

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

ADMINISTRATIVE ASSISTANT – DIPLOMA

This is a sample course sequence.
Please contact your program advisor regarding your academic plans.

First Year - First Semester

ADTC1005	Keyboarding/Formatting	3
ADTC1010	Business English Skills	2
ADTC1018	Basic Computer Applications	3
ADTC1019	Receptionist Skills	2
ADTC1020	Office Procedures	4
	Technical Elective*	3
SPEE1020	Interpersonal Communication	3
	Total Credits	**20**

First Year - Second Semester

ADTC1017	Technology for the Business Professional	3
ADTC1040	Integrated Office Skills	3
ADTC1230	MS Publisher	2
ADTC1260	Certification Basics - Word	3
ADTC1275	Certification Basics - PowerPoint	3
ADTC1285	Oral Business Communications/ Job Seeking Skills	2
ADTC1290	Written Business Communication	2
	Total Credits	**18**
	TOTAL PROGRAM REQUIREMENTS	**38**

** Select Technical electives from the following subject areas: ADTC, ISTC, ENTR, ACCT, SMGT, or BUSN.*

RECEPTIONIST – CERTIFICATE

This is a sample course sequence.
Please contact your program advisor regarding your academic plans.

First Year - First Semester

ADTC1000	Basic Keyboarding	1
ADTC1010	Business English Skills	2
ADTC1018	Basic Computer Applications	3
ADTC1019	Receptionist Skills	2
ADTC1020	Office Procedures	4
	Total Credits	**12**

First Year - Second Semester

ADTC1017	Technology for the Business Professional	3
ADTC1285	Oral Business Communications/ Job Seeking Skills	2
ADTC1290	Written Business Communication	2
	Technical Elective*	6
	Total Credits	**13**
	TOTAL PROGRAM REQUIREMENTS	**25**

** Select Technical electives from the following subject areas: ADTC, ISTC, ENTR, ACCT, SMGT, or BUSN.*

DAKOTA COUNTY
TECHNICAL COLLEGE

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2014-2015 CATALOG

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