ADMINISTRATIVE SUPPORT

**Delivery:** Daytime, Evening and Online Classes
**Start:** Fall, Spring or Summer Session, Full- or Part-Time

**AWARDS**
Executive Administrative Specialist A.A.S. Degree ........60 cr.
Administration Assistant Diploma ..................... 36 cr.

**MAJOR DESCRIPTION**
This program prepares students for employment in administrative support roles. Students use computer systems for document processing and file management tasks. This program 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**
See latest data at careerwise.minnstate.edu.

- Average Wage: $28.83/hour
- Top Earners: $39.05/hour

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**EXECUTIVE ADMINISTRATIVE SPECIALIST**
**A.A.S. DEGREE**

**First Year - First Semester** 17 cr
- ADMS1010 Business English Skills .......................... 2
- ADMS1018 Basic Computer Applications .................. 3
- ADMS1020 Office Procedures .................................. 4
- ADMS1021 Keyboarding/Formatting ......................... 2
- SPEE1020 Interpersonal Communication .................... 3
- General Elective (any MnTC area) .......................... 3

**First Year - Second Semester** 14 cr
- ADMS1260 Certification Basics - Word .................... 3
- ADMS1265 Certification Basics - Excel ....................... 3
- ADMS1275 Certification Basics - PowerPoint ............... 3
- ADMS1290 Written Business Communication ................. 2
- General Elective (any MnTC area) .......................... 3

**Second Year - First Semester** 15 cr
- ADMS1022 Office Support Event Management ............. 3
- ADMS1040 Integrated Office Skills ......................... 3
- ADMS1041 Certification Basics - Outlook .................. 3
- General Elective (MnTC Goal 3 or 4) ........................ 3
- Technical Electives* .......................................... 3

**Second Year - Second Semester** 14 cr
- ACCT1010 Principles of Financial Accounting I ........ 4
- ADMS1285 Oral Business Communications/Job Seeking Skills 2
- ADMS1445 Capstone ........................................... 1
- ENGL1150 Composition I ..................................... 3
- Technical Electives* .......................................... 4

**TOTAL PROGRAM REQUIREMENTS** 60

* Select Technical electives from the following subject areas: ADMS, BUSN, ACCT, or ISTC.
## ADMINISTRATIVE ASSISTANT
### DIPLOMA

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**TOTAL PROGRAM REQUIREMENTS** 36