

BUSINESS

ADMINISTRATIVE ASSISTANT

Delivery: Daytime, Evening and Online Classes

Start: Fall, Spring or Summer Session, Full- or Part-Time

OUTCOME

Administration Assistant Diploma 39 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

ADMINISTRATIVE ASSISTANT DIPLOMA

First Year - First Semester 20 cr

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

First Year - Second Semester 19 cr

ADMS1017	Technology for the Business Professional	3
ADMS1040	Integrated Office Skills	3
ADMS1265	Certification 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 PROGRAM REQUIREMENTS 39



DAKOTA COUNTY
TECHNICAL COLLEGE

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This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.