BUSINESS

ADMINISTRATIVE SUPPORT

Delivery: Majority of courses are offered online; some daytime on campus courses are offered

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Executive Administrative Specialist A.A.S. Degree. . . . . . . .60 cr.
Administrative Assistant Diploma . . . . 36 cr.
Microsoft Office Applications Management Certificate. . . . 18 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 Office Specialist 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: $33.78/hour
• Top Earners: $41.98/hour

ADDITIONAL INFORMATION

Scan the QR code for more program information and specific program costs; some courses may have additional lab or instructional fees.

Students will need access to the internet and a Windows PC computer able to use the current Microsoft Office suite and record audio and video. Depending on the computer, an external webcam, headset and microphone might be needed.

EXECUTIVE ADMINISTRATIVE SPECIALIST
A.A.S. DEGREE

First Year - Fall Semester		17 cr
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
COMS1020	Interpersonal Communication	3
	General Elective (any MnTC area)	3

First Year - Spring Semester		14 cr
ADMS1041	Certification Basics - Outlook	3
ADMS1290	Written Business Communication	2
ENGL1150	Composition I	3
	General Elective (any MnTC area)	3
	Technical Electives*	3

Second Year - Fall Semester		16 cr
ACCT1010	Principles of Financial Accounting I	4
ADMS1260	Certification Basics -Word	3
ADMS1265	Certification Basics - Excel	3
ADMS1285	Oral Business Communications & Job Seeking Skills	2
	Technical Electives*	4

Second Year - Spring Semester		13 cr
ADMS1022	Office Support Event Management	3
ADMS1040	Integrated Office Skills	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1445	Capstone	1
	General Elective (MnTC Goal 3 *or* 4)	3

TOTAL PROGRAM REQUIREMENTS   60

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

ADMINISTRATIVE ASSISTANT
DIPLOMA

First Year - Fall Semester		12 cr
ADMS1260	Certification Basics - Word	3
ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding / Formatting	2

First Year - Spring Semester		14 cr
ADMS1022	Office Support Event Management	3
ADMS1040	Integrated Office Skills	3
ADMS1290	Written Business Communications	2
ADMS1041	Certification Basics - Outlook	3
ADMS1275	Certification Basics - PowerPoint	3

Second Year - Fall Semester		10 cr
ADMS1010	Business English Skills	2
ADMS1265	Certification Basics - Excel	3
ADMS1285	Oral Business Communications & Job Seeking Skills	2
COMS1020	Interpersonal Communication	3

TOTAL PROGRAM REQUIREMENTS   36

MICROSOFT OFFICE APPLICATIONS MANAGEMENT
CERTIFICATE

First Year - Fall Semester		9 cr
ADMS1018	Basic Computer Applications	3
ADMS1260	Certification Basics - Word	3
ADMS1265	Certification Basics - Excel	3

First Year - Spring Semester		9 cr
ADMS1040	Integrated Office Skills	3
ADMS1041	Certification Basics - Outlook	3
ADMS1275	Certification Basics - PowerPoint	3

TOTAL PROGRAM REQUIREMENTS   18

DAKOTA COUNTY
TECHNICAL COLLEGE

A member of Minnesota State