ADMINISTRATIVE ASSISTANT, DIPLOMA

Administrative Assistant, Diploma

Overview

The Administrative Assistant, Diploma program prepares students for a career as an administrative support professional. Administrative assistants are multi-taskers, planners, and team players who are skilled in performing a variety of office procedures to assist the organization. Administrative assistants use an array of technology and computer software applications, prepare and edit business communications, provide customer service, coordinate and schedule meetings and events, organize and maintain records management systems, problem-solve, and perform basic office accounting procedures.

Locations

Canby,Granite Falls,Jackson,Online,Pipestone,Worthington

The credits in this program can be applied toward the Administrative Assistant, AAS Degree and the Office Management, AAS Degree.

Course Number	Course Title	Credits
Fall - Year 1		
ADSA 1100	College Keyboarding I	3
ADSA 1111	Office Management	3
ADSA 1122	Word Processing I	2
ADSA 1130	Office Accounting Concepts	3
BUS 2242	Business Communications	3
CSCI 1102	Computer Applications I	3
	Credits Fall - Year 1	**17**
Spring - Year 1		
GSCL 1105	Job Seeking Skills	1
ACCT 1120	Spreadsheet Concepts and Applications	2
ACCT 1122	Database Concepts and Applications	2
ADSA 1105	College Keyboarding II	3
ADSA 1123	Word Processing II	2
ADSA 1126	Advanced Office Applications	2
ADSA 1190	Presentation Graphics	2
ADSA 1141	Customer Service for Office Professionals	2
	ADSA Electives	2
	Credits Spring - Year 1	**18**
	TOTAL CREDITS	**35**