

# Administrative Support Careers

100% online

## OVERVIEW

Online flexibility: Earn your degree in Administrative Support with a choice of program options.

These days, resources are tight and employers are looking for detail-oriented, tech-savvy administrative support personnel to manage both complex projects and day-to-day office needs. With a degree from Minnesota State College Southeast's Administrative Support program, you'll become an expert-level user of office software programs and sharpen your customer service skills to become a valuable team player.

Choose the option that best fits your career goals. All of Minnesota State College Southeast's Administrative Support programs can be completed 100% online, including the college's online Administrative Assistant AAS degree, online Office Specialist diploma, online Office Assistant certificate, and online Business Software certificate. MSC Southeast also offers full-time, part-time, one-year, and two-year options for completing your chosen degree.

Looking for some real-world office experience? Internship opportunities are available and in many cases will get your foot in the door for a new administrative support career opportunity!

## MAJORS WITHIN

Administrative Assistant	AAS	60 credits
Office Specialist	Diploma	32 credits
Office Assistant	Certificate	27 credits
Business Software	Certificate	16 credits

(See backside for program plans)

## PROGRAM OUTCOMES

Program graduates will be able to:

1. Accurately and efficiently utilize computer application software for office applications.
2. Exhibit proficiency in formatting business documents according to industry standards utilizing proper keyboarding techniques.
3. Create real-life documents using correct English and proofreading skills.
4. Demonstrate appropriate critical thinking and problem-solving skills for the workplace.
5. Apply knowledge of office procedures to simulated or entry-level employment situations.

## PROGRAM INSTRUCTOR

Ramona Coron, rcoron@southeastmn.edu, 507-453-2762



## PROGRAM HIGHLIGHTS

100% online administrative support programs

Office internship opportunities available

Learn how to communicate effectively

PSEO options available for MN high school students - earn credit while still in school

Use technology that parallels business and industry

Transfer within the Administrative Support programs

Accepting enrollment in fall, spring, or summer semesters

## CAREER OPPORTUNITIES

Administrative Assistant  
 Executive Assistant  
 Office Specialist  
 Office Assistant  
 Receptionist  
 Customer Service Specialist

## JOB PLACEMENT

86%

**PROGRAM COSTS -**  
 estimated cost including tuition,  
 books and supplies

Administrative Assistant	\$11,374
Office Specialist	\$7,366
Office Assistant	\$6,118
Business Software	\$3,933

[www.southeastmn.edu/admincareers](http://www.southeastmn.edu/admincareers)

MSC SOUTHEAST IS A MEMBER OF THE MINNESOTA STATE SYSTEM.

Minnesota State College Southeast is an affirmative action/equal opportunity educator and employer.

This document is available in alternative formats to individuals with disabilities by calling 877-853-8324 or 507-453-2700

# Administrative Support Careers

## Sample Program Plan

### Administrative Assistant - AAS

<b>First Semester</b>		
ADMS 1421	Customer Service Concepts	3
ADMS 2410	Keyboarding I	3
BUSN 1245	Business Computers	3
GOAL 1	English/Communications Requirement	3
GOAL 4	Math Requirement	3
<b>Semester Total</b>		<b>15</b>
<b>Second Semester</b>		
ACCT 1218	Spreadsheets Concepts and Applications	3
ADMS 1417	Word Processing I	2
ADMS 1425	Desktop Publishing with Publisher	2
ADMS 2411	Keyboarding II	3
ADMS 2417	Word Processing II	2
GOAL 6	Humanities Requirement	3
<b>Semester Total</b>		<b>15</b>
<b>Third Semester</b>		
ACCT 1231	Database Concepts & Applications	3
ADMS 1419	Business Communications	3
ADMS 1420	Office Procedures	3
GOAL 5	Social Science Requirement	3
GOAL 1-10	Liberal Arts & Sciences Elective	3
<b>Semester Total</b>		<b>15</b>
<b>Fourth Semester</b>		
ACCT 1220	Principles of Bookkeeping I	2
ADMS 1424	Integrated Office Skills	2
ADMS 1452	Electronic Presentations for Business Professionals	2
ADMS 2416	Word Processing Applications	4
ADMS 2431	Administrative Assistant Internship IV	4
COMM 1015	Job Seeking Skills	1
<b>Semester Total</b>		<b>15</b>
<b>Total Required Credits - 60</b>		

### Office Specialist - Diploma

<b>First Semester</b>		
ADMS 1417	Word Processing I	2
ADMS 1421	Customer Service Concepts	3
ADMS 2410	Keyboarding I	3
BUSN 1245	Business Computers	3
GOAL 1	English/Communications Requirement	2
GOAL 4	Math Requirement	2
<b>Semester Total</b>		<b>15</b>
<b>Second Semester</b>		
ACCT 1218	Spreadsheets Concepts & Applications	3
ACCT 1220	Principles of Bookkeeping I	2
ADMS 1419	Business Communications	3
ADMS 1420	Office Procedures	3
ADMS 1424	Integrated Office Skills	2
ADMS 2411	Keyboarding II	3
COMM 1015	Job Seeking Skills	1
<b>Semester Total</b>		<b>17</b>
<b>Total Required Credits - 32</b>		

### Office Assistant - Certificate

<b>First Semester</b>		
ADMS 1420	Office Procedures	3
ADMS 1421	Customer Service Concepts	3
ADMS 2410	Keyboarding I	3
BUSN 1245	Business Computers	3
GOAL 1	English/Communications Requirement	2
<b>Semester Total</b>		<b>14</b>
<b>Second Semester</b>		
ADMS 1417	Word Processing I	2
ADMS 1419	Business Communications	3
ADMS 1424	Integrated Office Skills	2
ADMS 2411	Keyboarding II	3
COMM 1015	Job Seeking Skills	1
GOAL 4	Math Requirement	2
<b>Semester Total</b>		<b>13</b>
<b>Total Required Credits - 27</b>		

### Business Software - Certificate

<b>First Semester</b>		
ACCT 1218	Spreadsheets Concepts and Applications	3
ACCT 1231	Database Concepts and Applications	3
ADMS 1417	Word Processing I	2
<b>Semester Total</b>		<b>8</b>
<b>Second Semester</b>		
ADMS 1425	Desktop Publishing with Publisher	2
ADMS 1452	Electronic Presentations for Business Professionals	2
ADMS 2417	Word Processing II	2
ADMS	Technical Electives	2
<b>Semester Total</b>		<b>8</b>
<b>Total Required Credits - 16</b>		