

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

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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	\$13,175
Office Specialist	\$7,227
Office Assistant	\$6,254
Business Software	\$3,513

www.southeastmn.edu/admincareers

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Sample Program Plan

Administrative Assistant - AAS

First Semester

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

Semester Total **15**

Second Semester

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

Semester Total **15**

Third Semester

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

Semester Total **15**

Fourth Semester

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

Semester Total **15**

Total Required Credits - 60

Office Specialist - Diploma

First Semester

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

Semester Total **15**

Second Semester

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

Semester Total **17**

Total Required Credits - 32

Office Assistant - Certificate

First Semester

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

Semester Total **14**

Second Semester

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

Semester Total **13**

Total Required Credits - 27

Business Software - Certificate

First Semester

ACCT 1218	Spreadsheets Concepts and Applications	3
ACCT 1231	Database Concepts and Applications	3
ADMS 1417	Word Processing I	2

Semester Total **8**

Second Semester

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

Semester Total **8**

Total Required Credits - 16