



DAKOTA COLLEGE AT BOTTINEAU

AAS INFORMATION MANAGEMENT

Administrative Assistant

Administrative assistants possess advanced computer application skills. They are responsible for organizing and maintaining the office environment and presenting a professional company image. It is the office manager's job to correctly document business records, to create professional correspondence, to schedule meetings, plan trips, distribute incoming correspondence, and handle multiple projects.

Workers could be called on to conduct research, compile data and prepare papers and reports for presentations to upper management, all while maintaining confidentiality. They work with hard copy and electronic filing systems, update office calendars and revise databases. The knowledge of office software programs, information security, introductory computer hardware expertise and communication skills are key components in an administrative assistant's skill set.

Why study to be an administrative assistant?

An Associate of Applied Science degree (AAS), often referred to as a terminal degree, provides program graduates with a set of workplace-ready skills. There is usually a greater demand than available trained individuals to fill these jobs and a large variety of career areas in which to work.

This major prepares individuals to perform the duties of administrative assistants and receptionists for business executives and top management. A person should be detail oriented and possess strong organizational skills and have the ability to multi task to be successful in the workplace.

Career choices

- Administrative office assistant
- School office & clerical support
- Insurance purchase & claims clerk
- Patient registration & scheduling clerk
- Human resources
- Office manager
- Executive secretary

Focused courses for your degree

DCB's Administrative Assistant AAS program focuses on the study of office software programs, information security, project management, spreadsheets data entry, desktop publishing and communications, and written and verbal communication.



COURSES REQUIRED

Administrative Assistant (AAS)

Freshman Year

	Fall	Spring
BADM 120 Intro. to Business.....	3	cr
BOTE 147 Word Processing	3	cr
Business or technology elective.....	3	cr
ENGL 110 College Composition I	3	cr
HRM 100 Human Relations and Organizations	3	cr
Wellness elective	1	cr
BOTE 108 Business Math.....	3	cr
BOTE 210 Business Communication	3	cr
BOTE 217 Records Management	3	cr
CIS 248 Digital Media I	3	cr
Fine arts/humanities/social science elective	3	cr

Sophomore Year

	Fall	Spring
ACCT 200 Elements of Accounting I.....	3	cr
BOTE 209 Office Management.....	3	cr
BOTE 218 Desktop Publishing.....	3	cr
CIS 104 Microcomputer Database	3	cr
COMM 110 Fund. of Public Speaking	3	cr
UNIV 201 Leadership through Service.....	1	cr
BOTE 247 Spreadsheet Applications	3	cr
BOTE 297 Internship.....	2	cr
Business or technology elective.....	3	cr
CIS 147 Principles of Information Security.....	3	cr
CIS 229 Information Systems Management	3	cr

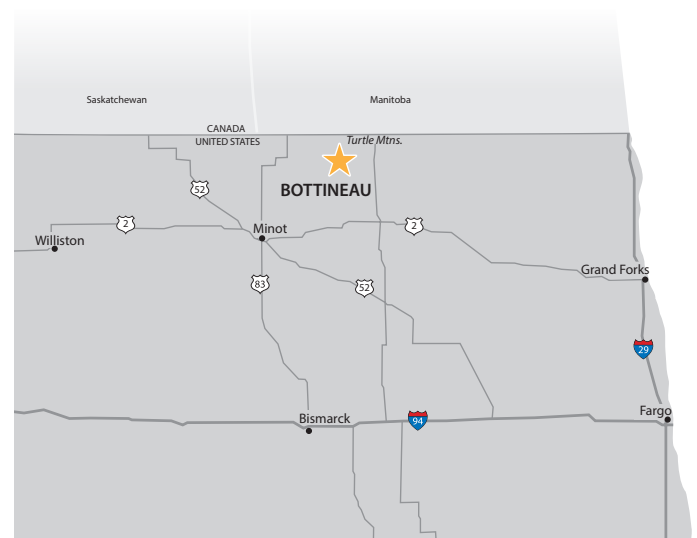
Consult with program advisor for electives.

All courses subject to change.



DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



CONTACT INFORMATION

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 Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU



DCB offers several varsity sports!
 Visit www.dcbjacks.com.