

ADMINISTRATIVE ASSISTANT

EXPERIENCED INSTRUCTORS • ON-CAMPUS
ONLINE • CAREER PATHWAYS



The professional workforce for administrative support is needed for a wide variety of industry sectors.

CAREER opportunities

- Banking
- Corporate
- Education
- Energy
- Government
- Health Care
- Law Offices
- Manufacturing
- Non-Profit Organizations

HANDS-ON LEARNING. WORKFORCE READY.

Prepare yourself to be successful in administrative support roles among many sectors.

The Administrative Assistant program at Bismarck State College offers students training in administrative support staff positions for a one-year general Program Certificate and an Associate in Applied Science degree with pathways towards general and medical occupations. All students work with the latest computer technology and learn a variety of software applications. In addition to classroom study, students gain on-the-job experience through a cooperative education/internship program.

Microsoft Office Specialist (MOS) exams offer students the opportunity to earn industry certifications.

ADMINISTRATIVE ASSISTANT PATHWAYS

PROGRAM CERTIFICATE - GENERAL

Students must complete 30 credit hours from the Program Certificate degree plan. These courses may be applied toward an Associate in Applied Science degree.

ASSOCIATE IN APPLIED SCIENCE - GENERAL & MEDICAL

Students must complete 61-63 credit hours made up of a combination of general education courses with prescribed technical program courses. This curriculum is designed to qualify graduates for work in most office settings.

PRESCRIBED TECHNICAL PROGRAM REQUIREMENTS

| | | | |
|----------|----------------------------|---------|---------------------------------------|
| ACCT 200 | Elements of Accounting I | CIS 102 | Computer Software Applications – Word |
| BOTE 108 | Business Mathematics | CIS 104 | Microcomputer Database |
| BOTE 121 | Business English | CIS 105 | Microcomputer Spreadsheets |
| BOTE 152 | Keyboarding II | CIS 130 | Presentations |
| BOTE 197 | Co-op Education/Internship | CIS 147 | Principles of Information Security |
| BOTE 209 | Office Management | CIS 202 | Software Applications |
| BOTE 210 | Business Communications | | |

ASSOCIATE IN APPLIED SCIENCE (AAS) – GENERAL

These additional required courses develop skill sets suited for a business setting.

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|----------|---------------------------|
| BADM 281 | Organizational Behavior |
| BADM 282 | Human Resource Management |
| BUSN 120 | Fundamentals of Business |

ASSOCIATE IN APPLIED SCIENCE (AAS) – MEDICAL

These additional required courses develop skill sets suited for a medical setting.

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|----------|----------------------------------|
| BIOL 115 | Concepts of Anatomy & Physiology |
| BOTE 171 | Medical Terminology |
| BOTE 172 | Medical Terminology |



**STRONG JOB
MARKET**



**INDUSTRY
SKILLS**



**\$35-40K+
SALARY**

bismarckstate.edu