

ADMINISTRATIVE ASSISTANT

Program Description

Bismarck State College offers students training in administrative support staff positions for a one-year general certificate and two-year degrees in general, medical, and legal. 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.

The Administrative Assistant certificate and degrees are available 100% online as well as on campus.

Preparation

Students should enjoy working with software applications, be detail-oriented, and like working in an office environment. They also should be good at spelling, grammar, punctuation, and written and oral communication skills. Employers also look for customer service and interpersonal skills. High school students should study business and technology courses and English composition.

Program Requirements

Students who successfully complete a two-year program earn an Associate in Applied Science degree. Those who successfully complete a one-year program earn a Program Certificate. Microsoft Office Specialist (MOS) exams offer students the opportunity to earn industry certifications.

Students entering these programs should have basic keyboarding skills or enroll in BOTE 102 – Keyboarding I. The program requires students have access to Microsoft Office Suite, which includes Word, Excel, Access, and PowerPoint. The software is available as a free download through the student's BSC email account.

Career Opportunities

Administrative support staff represents one of the largest occupational groups in the United States. Secretaries and administrative assistants are employed in every type of organization. Most are in service-providing industries ranging from education and health care to government and retail. Others work in corporate settings. Demand is forecast to exceed supply for many years. Support staff positions can often serve as stepping stones to management for those interested in advancement.

ADMINISTRATIVE ASSISTANT – GENERAL Associate in Applied Science Degree

This curriculum is designed to qualify graduates for work in most business offices. The Administrative Assistant program is available 100% online as well as on campus.

ADMINISTRATIVE ASSISTANT – GENERAL Program Certificate

This curriculum, available on campus and online, is designed for students interested in becoming an administrative assistant. Students must complete 30 credit hours from the Program Certificate degree plan. These courses may be applied toward an Associate in Applied Science degree.

ADMINISTRATIVE ASSISTANT – LEGAL Associate in Applied Science Degree

This curriculum is designed for students interested in obtaining legal administrative support staff positions in offices related to the practice of law, such as private attorneys' offices, corporate legal departments, government, banks, insurance companies, and real estate offices.

ADMINISTRATIVE ASSISTANT – MEDICAL Associate in Applied Science Degree

This curriculum centers on preparing students for work in offices related to the practice of medicine, such as clinics, hospitals, private doctors' offices, and other medical-based facilities.

Contact

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Degree Plans

- Administrative Assistant—General Associate in Applied Science
- Administrative Assistant—General Program Certificate

- Administrative Assistant—Legal Associate in Applied Science
- Administrative Assistant—Medical Associate in Applied Science