ADMINISTRATIVE SUPPORT
DIPLOMA – 32 CREDITS

About this program

The Administrative Support diploma program prepares students for the workforce by focusing on the administrative and technical skills needed to meet the demands of the current and emerging office environment. The program provides both the theory and practice needed in order for individuals to succeed in an office environment. After successful completion of the program, students will be knowledgeable in business office software, administrative procedures, communication, teamwork and problem solving.

Program outcomes

1. Demonstrate professional business communication.
2. Demonstrate knowledge of electronic and manual records management.
3. Demonstrate professional work behaviors, including critical thinking, problem solving, organizational skills, and diversity and inclusion practices.
4. Demonstrate knowledge of financial functions within an organization.
5. Demonstrate proficiency using a variety of office software applications.
6. Demonstrate personal, social, and ethical responsibility.
7. Demonstrate knowledge of administrative procedures within an organization.

Curriculum overview

Crds	Requirement type
	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

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Curriculum requirement details

Required courses

Other requirements or restricted electives

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Course summaries

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Program Plan — ""

Locations:

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