



**Northwest Technical College**

# **ADMINISTRATIVE ASSISTANT**

**OVERALL  
PLACEMENT RATE:  
100%**

**MEDIAN PAY:**  
**\$29,853**  
per year

**Job opportunities  
include:**

ADMINISTRATIVE ASSISTANT  
CUSTOMER SERVICE REP  
SECRETARY  
RECEPTIONIST  
OFFICE CLERK



Program Name: **Administrative Assistant**  
 Credential: **Associate of Applied Science**  
 Credits: **60**  
 Length of Program: **4 semesters**



## REQUIRED COURSES:

### SEMESTER 1

ACCT 1000	Financial Info for Life	3
ADMS 1116	Business Communications	3
ADMS 1111	Keyboarding I	3
CPRT 1104	Computerized Business Apps	3
ADMS 2124	Adv Micro Computer	3

### SEMESTER 2

ADMS 1103	Keyboarding II	3
ADMS 1112	Desktop Publish	3
ADMS 1126	Business Office Management	3
CTEC 1108	Emerging Technology	3
ADMS 2226	Adv Administrative Office Apps	3

### SEMESTER 3

ACCT 1100	Principles of Bookkeeping	3
CRLT 1102	Contemporary Career Search	1
MKTG 1108	Customer Relation Management	3
SUPL 1120	Supervisory Leadership	3
SUPL 1108	Lead & Facilitate Teams	3
	Technical electives	2

### SEMESTER 4

ECON 2204	Market & Resource Allocations	3
EMGL 1111	College Writing I	3
PHIL 1201	Ethics	3
PSYC 1105	General Psychology	3
	General Education elective	3

## More information

### Admissions Office

(218) 333-6600 or (800) 942-8324  
 TTY: (800) 627-3529  
[ntc.admissions@ntcmn.edu](mailto:ntc.admissions@ntcmn.edu)



**Northwest Technical College**  
**Right Career. Right Now.**

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