

Information Management – Administrative Assistant (AAS)

This program is also available online and at the MSU Campus in Minot.

This major prepares individuals to perform the duties of administrative assistants and receptionists for business executives and top management. Instructional components include written, oral and electronic communications and presentations; desktop publishing; public relations; word processing and document production; office management procedures; creating and editing spreadsheets; creating and maintaining databases; records management; legal issues and cooperative work experience.

FRESHMAN YEAR	FALL	SPRING	SOPHOMORE YEAR	FALL	SPRING
ENGL 110 College Composition I	3		BOTE 209 Office Management	3	
BOTE 108 Business Math	3		ACCT 200 Elements of Accounting I	4	
BOTE 152 Keyboarding II	3		BOTE 257 Database Management	3	
BOTE 217 Records Management	3		BOTE 297 Co-op Education	1-3	
CSCI 101 Intro to Computers	3		Business Elective	6	
Wellness Elective	1		BOTE 218 Desktop Publishing		3
BOTE 147 Word Processing		3	Business Electives		3
COMM 110 Fundamentals of Public Speaking		3	Technology Elective		3
PYSC 100 Human Relations		3	Arts/Humanities/Social Science		3
BOTE 210 Business Communications		3	BOTE 247 Spreadsheet Applications		3
Business or Technology Elective		3			

INFORMATION MANAGEMENT

MSU-Bottineau offers all of these program options on the MSU campus in Minot.

Accounting Technician (AAS)
Bookkeeper (Cert. of Comp. & Diploma)
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Administrative Assistant (AAS)
Reception Services (Diploma)
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WHAT WOULD I DO? EMPLOYMENT OPPORTUNITIES

Responsibilities include a wide variety of administrative and clerical duties necessary to run an organization efficiently. Workers in these occupations serve as an information clearinghouse for an office, schedule appointments, provide information to callers, organize and maintain paper and electronic files, manage projects, and produce correspondence.

Although specific job duties vary with degree and title, listed below are some examples:

Accounting Technician – Provides technical support to professional accountants and other business or management personnel.

Administrative Assistant – Provides support for business executives and upper management.

Reception Services – Carries out basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel.

WHERE WOULD I WORK? EMPLOYMENT SITES

The majority of these professionals work in firms providing education, legal, and business services.

HOW MANY JOBS ARE THERE?

EMPLOYMENT OUTLOOK

Employment of accounting technicians, administrative assistants, and reception services is expected to grow through the year 2008 stemming from the need to replace workers.

HOW MUCH WOULD I EARN? EMPLOYMENT INCOME

Earnings vary widely depending on position and experience, ranging anywhere from minimum wage to more than \$15.00 an hour.

Nationwide, the average annual salary is around \$28,980 for an accounting technician, and \$35,810 for an administrative assistant.

In North Dakota, the average annual salary is around \$22,680 for an accounting technician, and \$28,343 for an administrative assistant.