

Administrative Assistant Associate in Applied Science

Would you like to be a key member of a business team?

Look forward to being involved in the planning, organizing and directing of a wide variety of business office functions. Our students receive training focused on typical duties such as producing mailable correspondence, managing files, calendaring, retrieving documents, handling phone messages, etc. This laptop advantage program provides hands-on experience with computers, software programs and other business machines used in a typical office environment. Riverland instructors have workplace experience in addition to excellent teaching credentials, and they stay in touch with the latest business technology and management techniques. Additional Riverland distinctions include plenty of individual attention and smaller class sizes.

Employment Outlook

Riverland Administrative Assistant graduates are well prepared and ready for a variety of entry-level jobs in business office environments. You can depend on a consistent job market, as there is always a need for employees with strong business skills to support the management team.

Related Programs

- Administrative Assistant (Diploma)
- Desktop Publishing (Certificate)
- Information Processing Secretary (Diploma)
- Legal Administrative Assistant (Associate in Applied Science)
- Legal Administrative Assistant (Diploma)
- Medical Administrative Assistant (Associate in Applied Science)



Degree Type: Associate in Applied Science (AAS)

Location: Albert Lea, Online D2L/Web Enhanced

Program Starts: Fall, Spring
Laptop Advantage Program

Total Credits: 64

Course Plan: Two Year

Program Costs:

Number of Credits: 64

Tuition per credit: \$162.00

Estimated Total Tuition Cost:
\$10,368.00

Additional Costs

Other required costs: \$1600

Books: \$1575

Articulation Agreements

Southwest Minnesota

University - BAS in

Management

Faculty & Advisors

Melissa Diegnau

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Administrative Assistant Program Curriculum

Required Core Courses (38 Credits)

Crs ##	Name
BUSO1604	Keyboarding I
BUSO1616	Keyboarding II
BUSO1623	Integrated Office Skills I
BUSO1625	Business Communication I
BUSO1627	Machine Transcription I
BUSO1630	Office Procedures
BUSO1647	Word Processing (Wordperfect)
BUSO1648	Word Proceisng (Word)
BUSO1650	Business Communications II
BUSO2634	Database Concepts and Applications
BUSO2637	Spreadsheet Cpts/Apps
BUSO2644	Office Supervision and Management
BUSO2688	Presentation Graphics Concepts/Applications

MnTC General Education Courses (Required 21 Credits)

Crs ##	Name	Credits
ENGL1101	Freshman English	3
	HLTH or PHED A course chosen from the Physical Education/Health Category	1
	For completion of the AAS degree, any course(s) chosen from the categories: <ul style="list-style-type: none"> • Humanities & Fine Arts Category • History & the Social & Behavioral Sciences Category • Natural Science & Mathematics/Logical Reasoning Category 	8
	A course chosen from the MnTC General Education; Natural Science & Mathematics/Logical Reasoning Category	3
	A course chosen from the MnTC General Education; History & the Social & Behavioral Sciences Category	3
	A course chosen from the MnTC General Education; Humanities & Fine Arts Category	3

General Studies Courses (3 Credits)

Crs ##	Name
BUSO1620	Introduction to Computer
GSCL1270	Employment Search Skills

Electives (2 Credits Needed)

Crs ##	Name	Credits
BUSO1607	Keyboarding Basics	1
BUSO1608	Proofreading	1
BUSO1621	Keyboarding Skillbuilding I	1
BUSO1660	Anatomy & Physiology/Disease Conditions	3
BUSO1663	Medical Office Procedures	3
BUSO1664	Medical Account Management	3
BUSO1666	Medical Transcription I	3
BUSO1667	Medical Transcription II	3
BUSO1668	Medical Terminology	2
BUSO1670	Applied Medical Terminology	2
BUSO1677	Legal Terminology	3
BUSO1679	Essentials of Business Law	2
BUSO1680	Legal Document Processing	2
BUSO1681	Legal Applications I	3
BUSO1682	Legal Applications II	3
BUSO1684	Legal Transcription	3
BUSO1685	Legal Transcription II	3
BUSO1686	Cyber Legal Document Production	3
BUSO1690	Business Math Concepts	2
BUSO2604	Advanced Legal Practices	2
BUSO2606	Office Calculators/Maths	1
BUSO2609	Windows	2
BUSO2611	Internship or BUSO2612 Internship (2cr) or BUSO2613 Internship (3cr) or BUSO2614 Internship (4cr)	1
BUSO2622	Keyboarding Skillbuilding II	1
BUSO2624	Integrated Office Skills II	3
BUSO2628	Machine Transcription II	2
BUSO2631	Applied Medical Coding	3
BUSO2640	Principles of Bookkeeping	2
BUSO2645	Records Management	2
BUSO2670	Medical Transcription III	3
BUSO2675	Legal Research	3
BUSO2690	Desktop Publishing Concepts/Applications	2