

Administrative Assistant Diploma

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



Degree Type: Diploma (DIP)

Location: Albert Lea, Online
D2L/Web Enhanced

Program Starts: Fall

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: \$1425

Faculty & Advisors

Melissa Diegnau

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Administrative Assistant Program Curriculum

Required Core Courses (48 Credits)

Crs ##	Name
BUSO1604	Keyboarding I
BUSO1608	Proofreading
BUSO1616	Keyboarding II
BUSO1621	Keyboarding Skillbuilding I
BUSO1623	Integrated Office Skills I
BUSO1627	Machine Transcription I
BUSO1630	Office Procedures
BUSO1647	Word Processing (Wordperfect)
BUSO1648	Word Proceisng (Word)
BUSO1650	Business Communications II
BUSO2606	Office Calculators/Maths
BUSO2622	Keyboarding Skillbuilding II
BUSO2624	Integrated Office Skills II
BUSO2628	Machine Transcription II
BUSO2634	Database Concepts and Applications
BUSO2637	Spreadsheet Cpts/Apps
BUSO2640	Principles of Bookkeeping
BUSO2644	Office Supervision and Management
BUSO2688	Presentation Graphics Concepts/Applications
BUSO2690	Desktop Publishing Concepts/Applications

General Studies Courses (8 Credits)

Crs ##	Name
BUSO1620	Introduction to Computer
BUSO1625	Business Communication I
GSCL1270	Employment Search Skills
GSCM1510	Workplace Human Relations

Electives (8 Core Elective Credits Needed)

Crs ##	Name
BUSO1607	Keyboarding Basics
BUSO1625	Business Communication I
BUSO1660	Anatomy & Physiology/Disease Conditions
BUSO1663	Medical Office Procedures

BUSO1664	Medical Account Management	
BUSO1666	Medical Transcription I	
BUSO1667	Medical Transcription II	
BUSO1668	Medical Terminology	
BUSO1670	Applied Medical Terminology	
BUSO1677	Legal Terminology	
BUSO1679	Essentials of Business Law	
BUSO1680	Legal Document Processing	
BUSO1681	Legal Applications I	
BUSO1682	Legal Applications II	
BUSO1684	Legal Transcription	
BUSO1685	Legal Transcription II	
BUSO1686	Cyber Legal Document Production	
BUSO1690	Business Math Concepts	
BUSO2604	Advanced Legal Practices	
BUSO2611	Internship or Intership BUSO2612 (2cr) or BUSO2613 Intership (3cr)	
BUSO2614	Internship	
BUSO2631	Applied Medical Coding	
BUSO2645	Records Management	
BUSO2670	Medical Transcription III	
BUSO2675	Legal Research	